



# Business Partner & Supplier Code of Conduct

**pacteam**  
group

2022

# PREAMBLE

With a singular identity for more than seventy years, we at PAC TEAM GROUP are committed to our customers, and wish more than ever to give meaning to our mission: to support our customers in the enhancement of their products by personalized and avant-garde proposals and to favor a partnership of trust focused on a 360-degree service.

Thus, the choices we make are guided by our values: service, quality, craftsmanship, responsiveness and passion. The development of our activities is firmly in line with the desire to build lasting relationships with our customers and business partners, suppliers, subcontractors, etc. based on mutual trust and interest through an approach of continuous improvement of the entire supply chain.

PAC TEAM GROUP Business Partner & Supplier Code of Conduct is a set of common rules, practices and principles with respect to ethics, human rights, business integrity and protection of the environment.

In the conduct of its activities PAC TEAM GROUP is committed to complying with all applicable laws, regulations and national and international conventions, as well as with best practices, in particular with regards to human rights, business integrity and protection of the environment.

Because it is fundamental to us that our business partners and suppliers share the same values, we want to associate them with our ambition through this reciprocal commitment and to ask them to adhere to this Business Partner & Supplier Code of Conduct.

PAC TEAM GROUP expects its business partners and suppliers to apply the same respect for applicable laws and ethics principles as they do in the management of their own companies. PAC TEAM GROUP requires strict compliance with these standards by all its business partners and suppliers.

PAC TEAM GROUP works with business partners and suppliers who agree to comply with the requirements of this Business Partner & Supplier Code of Conduct and with the principles stipulated in the United Nations Universal Declaration of Human Rights and in the European Convention on Human Rights, in the Conventions of the International Labour Organization, in the United Nations Convention on the Rights of the Child; in the the United Nations Global Compact, in the UNGP (United Nations Guiding Principles on Business and Human Rights) and in the United Nations Women's Empowerment Principles.

When national legislation or other applicable regulations address the same issue as this Business Partner & Supplier Code of Conduct, the highest standards or most restrictive provisions shall apply. When this Business Partner & Supplier Code of Conduct is in contradiction with applicable law, the applicable law shall apply.

The business partners and suppliers thus undertake to make their best efforts and to collaborate with PAC TEAM GROUP to implement it and if necessary to take any appropriate corrective measures in a process of continuous improvement.

Our business partners and suppliers remain guarantors towards PAC TEAM GROUP for work performed by their subcontractors and suppliers and guarantee respect by their subcontractors and suppliers of this Business Partner & Supplier Code of Conduct and relevant obligations.

Adhesion to the principles of this Code is essential to the continuity of relations between PAC TEAM GROUP and its business partners and suppliers. In the event of any violation of this Business Partner & Supplier Code of Conduct by the business partner or supplier, or one of its suppliers or subcontractors, PAC TEAM GROUP reserves the right to review the business relationship and possibly terminate it in conformity with applicable law, without prejudice to the other rights of PAC TEAM GROUP or remedies it might seek.

# HUMAN RIGHTS

PAC TEAM GROUP requires its business partners and suppliers to make their best effort to respect human rights. They must also ensure respect for human rights throughout their supply chain and ensure the practices of their own suppliers.

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## **PROHIBITION OF CHILD LABOR:**

Business partners and suppliers refrain from employing children in violation of the provisions of the Conventions of the International Labor Organization. Any work that is likely to jeopardize children's physical, mental or moral health, safety or morals should not be undertaken by anyone under the age of 18.

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## **PROHIBITION OF ALL FORMS OF FORCED OR COMPULSORY LABOR:**

All employees are entitled to accept or leave their employment freely. Business partners and suppliers refrain from resort to forced and compulsory labor or slavery or any other practice of enslavement or involuntary labor.

Is strictly prohibited withholding identity papers or work permits or requiring workers to deposit a bond or the use of any other constraint.

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## **PROHIBITION OF ILLEGAL, CLANDESTINE AND UNDECLARED EMPLOYMENT:**

Business partners and suppliers must comply with all applicable regulations to prevent illegal, clandestine and undeclared employment.

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## **PROHIBITION OF HARASSMENT AND ABUSE:**

Business partners and suppliers treat their employees with respect and human dignity and refrain from using any verbal or physical threat, physical violence, sexual abuse or any form of harassment.

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## **PROHIBITION OF DISCRIMINATION:**

Business partners and suppliers shall refrain from any discrimination, exclusion or preference based on ethnic origin, gender, religion or belief, political opinion, trade union activity, disability, age and sexual orientation in recruitment and professional development and shall ensure equal treatment.

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## **FREEDOM OF EXPRESSION AND ASSOCIATION:**

Business partners and suppliers recognize and respect the employee's right to freedom of expression, association and collective bargaining; they ensure respect for trade union independence and pluralism and undertake to promote collective bargaining as a central element of social dialogue.

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## **WORKING TIME AND REMUNERATION:**

Business partners and suppliers undertake to comply with all regulations to which they are subjected to relating to remuneration, benefits and working hours, those relating to minimum wage, overtime remuneration, piecework wages and any other element of remuneration and limits on working hours and supply.

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## **HEALTH, SAFETY, AND WELL-BEING OF EMPLOYEES IN THE WORKPLACE:**

Business partners and suppliers strive to maintain a safe and healthy working environment that complies with the relevant regulations. They undertake to implement a health and safety policy that aims to guarantee each employee a working environment that does not entail any danger to health and safety, to maintain an environment in which the dignity of people is respected, and to take all necessary measures to limit accidents at work that may occur in the treatment of common tasks of an employee.

# BUSINESS INTEGRITY

PAC TEAM GROUP requires its business partners and suppliers to exhibit exemplary integrity in their business activities:

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## LEGAL REQUIREMENTS:

Business partners and suppliers undertake to comply with local, national and international laws in the conduct of their business.

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## PROHIBITION OF CORRUPTION:

Business partners and suppliers undertake to comply with all applicable laws concerning any form of corruption, active or passive. We have "zero tolerance" for corruption. Gifts or invitations may be considered acceptable expressions of courtesy within the context of good business relations if limited in scope and value, given openly and transparently, permitted under applicable local law, customary in the location in which they would be given, provided to reflect esteem or gratitude, and not offered with an expectation that something will be offered in return.

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## PROHIBITION OF FRAUD, MONEY LAUNDERING AND TERRORIST FINANCING:

Business partners and suppliers ensure that the source of all their funds is legal and complies with laws and regulations relating to the fight against money laundering and the financing of terrorism. They have a role to play on a daily basis in order to fight against fraud.

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## PREVENTION OF CONFLICTS OF INTEREST:

Business partners and suppliers undertake to comply with all applicable laws concerning any form of conflicts of interest.

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## RESPECT OF COMPETITION:

Business partners and suppliers undertake to comply with the rules of competition. We ensure regarding the risk of economic dependence which could jeopardize one or the other of the parties through the implementation of control measures, in order to monitor and minimize this risk and to take appropriate measures when necessary.

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## TRADE RESTRICTIONS AND INTERNATIONAL SANCTIONS:

Business partners and suppliers undertake to respect international trade restrictions and sanctions as well as all laws and regulations concerning export controls.

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## CONFIDENTIALITY:

Business partners and suppliers undertake to keep confidential the technical, commercial and financial information communicated confidential.

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## PROTECTION OF PERSONAL INFORMATION:

Business partners and suppliers undertake to comply with all applicable laws concerning the protection of personal information.

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## PUBLIC STATEMENTS:

Business partners and suppliers undertake to be careful about their public statements, particularly on the Internet and in social media and to ensure that any statements are comply with the business partners and supplier's commitment to both confidentiality and professional secrecy.

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## INFORMATION TRANSPARENCY:

Business partners and suppliers are required to provide clear and accurate information regarding the methods and resources used, production sites and characteristics of the products or services supplied, and to refrain from making any misleading claims.

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## PROTECTION OF ASSETS:

Business partners and suppliers are required to take all necessary measures to protect our resources and assets and the intellectual property rights.

# PROTECTION OF ENVIRONMENT

PAC TEAM GROUP's business partners and suppliers must have adopted measures in favor of the environment to ensure the constant improvement of their performance regarding environmental impact and compliance with all the environmental laws and regulations applicable to them throughout their value chain.

PAC TEAM GROUP's business partners and suppliers must justify their best efforts in the following areas:

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## COMPLIANCE WITH THE ENVIRONMENTAL LAWS AND REGULATIONS:

Business partners and suppliers must apply existing environmental regulations at the international, national, and regional levels. They must hold the permits and authorizations necessary to carry on their activities and must meet the requirements relating to air, soil, water, and pollution quality.

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## GHG EMISSIONS AND SUSTAINABLE USE OF RESOURCES:

Business partners and suppliers undertake to limit the impact of their activities on the environment by reducing their greenhouse gas emissions, energy, and water consumption, and limiting the use of non-renewable natural resources or products that are not environmentally friendly.

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## WASTE MANAGEMENT AND AIR EMISSIONS:

Business partners and suppliers ensure responsible waste management, working to reduce waste at source as well as exploring ways of reprocessing, recycling, or reuse. Noise, dust, odors, particulate matter emissions and any other source of local pollution are monitored, and action plans are put in place to control, minimize and adequately treat these emissions.


# INSPECTION AND AUDIT

Business partners and suppliers acknowledge that they respond promptly to requests and agree to be evaluated or audited by PAC TEAM GROUP, or by a third party mandated by it, on the principles set out above.

Our business partners and suppliers are required to keep proper records to demonstrate compliance with this Business Partners and Supplier Code of Conduct. They must provide our representatives with access to complete, original and accurate records.

In the event of a proven breach of one or more of the principles of the Code, PAC TEAM GROUP reserves the right to withdraw from suppliers who do not comply with this Code.

Business partners and suppliers acknowledge that they have read this Code and undertake to apply it in their company and to promote it throughout their subcontracting and suppliers' chain.



Alain Borle  
CEO Pac Team Group

## Signature of the Business Partner & Supplier Code of Conduct

I, the undersigned, ..... [name and position of Business Partner or Supplier]

.....[name and address of Business Partner or Supplier]

Confirm that:

- have read this Code, and understood the principles, values and all the content;
- adhere to its principles and commit to enforce them in my company, and to promote the principles among my subcontractors and suppliers.

Done in: .....

The : ..... / ..... / .....

Signature and Chop: .....