



## **SUPPLIER CODE OF ETHICS**

# OUR COMMITMENTS

**Alstef Group**, a specialist in automated turnkey solutions for the airport, intralogistics and parcel sorting markets, aims to provide its customers with intelligent solutions that allow them to benefit from an automated, customised, high-performance, scalable and innovative system.

**Alstef Group** is committed to taking sustainable development into consideration from the very beginning of projects, to systematically incorporate it into the solutions proposed to customers.

This code of ethics is a formal statement of **Alstef Group's** desire to share its values **and** its ethical commitment with its suppliers.

The success of the code of ethics depends on its implementation by **Alstef Group's** Suppliers and on cooperation, mutual trust and respect between **Alstef Group** and its Suppliers.

*Listening to customers, innovation, know-how, commitment and team spirit* are part of **Alstef Group's** core values. **Alstef Group** consequently asks its Suppliers to be part of this process.

**Alstef Group's** Suppliers must always comply with the applicable laws and regulations and **Alstef Group's** specific requests to implement the commitments in this Code in a lawful manner. In this respect, the Supplier must ensure that its own suppliers, subcontractors and partners respect the principles of this Code of Ethics.

## 1. OUR ETHICAL COMMITMENTS

**Alstef Group** considers "commitment" to be one of its strongest corporate values. Commitment entails "responsibility and professionalism in human relations within the company and with customers and partners". However, "commitment" can only exist if laws and regulations are respected.

**Alstef Group** expects its Suppliers to share this corporate vision. The Supplier agrees to comply with all applicable local, state, national and international laws and **Alstef Group's** ethics policies in all its business activities, and in particular to:

### A. DEVELOP FAIR AND TRANSPARENT BUSINESS PRACTICES

**Alstef Group** works with its Suppliers within a context of fair and transparent business practices, respecting ethics and legality.

The Supplier shall comply with the relevant rules of competition law. It shall refrain from any agreement on prices and any unfair practice aimed at hindering free competition. It shall refrain from any conflict of interest, any counterfeiting and shall respect the regulations concerning intellectual property.

No Supplier shall be in a position of economic dependence on **Alstef Group**. If necessary, the Supplier shall develop its commercial activity in order to overcome this dependence.

## B. FIGHT AGAINST CORRUPTION AND INFLUENCE PEDDLING

Corruption and influence peddling are clearly unacceptable within the **Alstef Group**.

**Alstef Group** therefore requires its suppliers to comply with all applicable laws and regulations regarding bribery, corruption and influence peddling. Consequently, the Supplier shall refrain from any behaviour that could be qualified as passive or active corruption. The Supplier undertakes not to offer or accept money or gifts of value in order to obtain an advantage, preferential treatment or to influence a decision in the context of a business relationship aimed at obtaining a contract.

More specifically, the GIFTS policy is limited to offering or accepting gifts of a symbolic and modest value. Such gifts may not be used as a means of influencing a decision during the period of conclusion of a contract.

## C. AVOID CONFLICTS OF INTEREST

**Alstef Group** is particularly attentive to conflicts of interest.

As such, Suppliers must avoid all situations where their personal interests may conflict with those of **Alstef Group**. The Supplier therefore undertakes to inform **Alstef Group** without delay of any actual or potential conflict of interest.

## D. GUARANTEE CONFIDENTIALITY

**Alstef Group** and the Supplier mutually undertake to guarantee the confidentiality of any information provided under the terms of a contract. The Supplier also guarantees the confidentiality of information provided by **Alstef Group** concerning customers, service providers or other suppliers and subcontractors. It shall refrain from disseminating such information in any way to its own customers, suppliers or subcontractors. It undertakes to inform its own employees, who may come to know of such information, about compliance with this obligation of confidentiality.

## 2. OUR SOCIAL COMMITMENTS

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**Alstef Group** expects its Suppliers to share a socially responsible vision of the company.

In this respect, the Supplier undertakes to comply with International Conventions and with all International, National and Local regulations concerning Human Rights, as well as with the *Code du Travail* [French Employment Code].

In particular, the Supplier shall refrain from using child labour, forced labour and concealed labour.

The Supplier guarantees freedom of association, the right to collective bargaining and non-discrimination.

The Supplier undertakes to apply the principles of equal opportunity and fair treatment in an impartial manner.

## 3. OUR HEALTH AND SAFETY COMMITMENTS

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**Alstef Group** is committed to respecting health and safety regulations in its projects.

With this in mind, **Alstef Group** also requires its suppliers to comply with these regulations.

On the one hand, the Supplier shall comply with any regulations that may affect the parts and equipment supplied to **Alstef Group**.

The Supplier declares that it is up to date with its regulatory obligations and in particular that it:

- Does not use any chemical substances as specified in the European RoHS Directive in the manufacture of electrical and electronic equipment sold to **Alstef Group**
- Has fulfilled its registration obligations for chemical substances that may be contained in equipment marketed to **Alstef Group**
- Is up to date with the payment of its eco-contributions
- Has made its mandatory declarations
- Has obtained the necessary certification for marketing (CE certificate, etc.)

The Supplier guarantees to respect the health and safety of the users of its equipment.

The Supplier shall inform **Alstef Group** without delay of any changes to its equipment or its equipment's composition which may affect the regulatory compliance thereof.

The Supplier shall be fully liable for any direct or indirect loss suffered by **Alstef Group** and its customers as a result of a breach of its legal obligations.

On the other hand, the Supplier shall ensure the health and safety of its employees and its facilities at all its production and intervention sites, in accordance with the applicable regulations.

In particular, it shall draw up a safety risk analysis and define prevention measures (Individual Health Protection and Safety Plan or Prevention Plan or Method of Statement) when working at **Alstef Group's** customer sites.

The Supplier shall act within a framework of continuous improvement of the working conditions of its Employees and Subcontractors.

## 4. OUR ENVIRONMENTAL COMMITMENTS

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**Alstef Group** is committed to the protection of the environment and biodiversity.

**Alstef Group** encourages its Suppliers to develop a CSR (Corporate Social Responsibility) policy.

The Supplier shall implement actions to reduce its impact and that of its equipment on the environment (such as eco-design, the use of reusable, recoverable or recyclable resources and equipment).

The Supplier shall implement logistics strategies to optimise and rationalise transport and reduce its carbon impact.

It shall refrain from using environmentally hazardous substances in its finished products.

The Supplier shall endeavour, where possible, to use environmentally friendly and energy-saving technologies.

It shall limit the waste generated by its industrial processes and its finished products at the end of their life. It shall ensure that they are disposed of in an environmentally friendly manner, including when working on customer sites.

## 5. IMPLEMENTING THE CODE

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**Alstef Group** reserves the right to audit the Supplier to ensure compliance with this Code.

In the event that the Supplier is unable to comply with any of the provisions of this Code, the Supplier will be required to notify **Alstef Group** in order to reach agreement on the relevant provision(s).

The Supplier is also responsible for its Subcontractors and Suppliers. It shall ensure that they respect the commitments in this Code, within the context of the projects contracted with **Alstef Group**.

I, the undersigned ..... accept this **Alstef Group** "Supplier Code of Ethics" and commit my company to respect the principles set out in it.

Company name:

Date:

Position:

Signature and stamp of the company