



**RESPONSIBLE  
PURCHASING  
CHARTER**





## INTRODUCTION

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Driven by a willingness to act responsibly and sustainably, SERIS group integrates a voluntary approach to Corporate Social Responsibility into the heart of its project.

For SERIS, management of the value chain plays a key role in the success of the company. It is a lever to reduce negative impacts and to increase positive impacts on the three major areas: Economic, Environmental and Societal.

This Charter reflects our willingness to integrate the principles of Sustainable Development into our activities and our interactions with our suppliers and sub-contractors in order to boost our overall performance.

It aims to be a common frame of reference for the Group's buyers and suppliers. It describes the commitments that SERIS is asking its suppliers and sub-contractors to respect, equal to the commitments that SERIS makes to them, in all the countries in which the Group operates.

By signing this Charter, they undertake to apply it on a daily basis and to participate with SERIS in the implementation of this approach with a view to continuous progress and sharing.

**Audrey PROU,**  
**Group Deputy Chief Executive Officer**

A handwritten signature in blue ink, appearing to be "Audrey PROU".

## 1 - THE COMMITMENTS OF SERIS GROUP IN THE AREA OF SUSTAINABLE DEVELOPMENT

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SERIS Group applies the laws in force in each of the countries in which it operates. It respects the international rules enacted by the United Nations (UN) and adheres to the principles of the Universal Declaration of Human Rights, the fundamental conventions of the International Labour Organisation (ILO) and the Guiding Principles of the Organisation for Economic Co-operation and Development (OECD).

### *A responsible group*

SERIS Group has formalised all its commitments in its "CSR Charter". These guidelines feed on fundamental principles shared in all countries where the group operates:

- Family independence and long term vision
- Respect for human rights and laws
- Controlled growth and international dimension
- Ethics and fair practices
- Safety and Working Conditions
- Training and skills
- Innovation and quality requirements

These fundamentals guide the way in which the Group carries out its activities in accordance with the principles of sustainable development and in the interests of all its stakeholders.



## *The Global Compact*

By adhering to the ten principles of the United Nations Global Compact, SERIS Group is committed to contributing to sustainable and responsible economic development.

### **- Human Rights**

Principle 1: Companies are invited to promote and respect the protection of international human rights laws in their sphere of influence;

Principle 2: They themselves must be careful not to make themselves complicit in human rights violations.

### **- Working Standards**

Principle 3: Companies are invited to respect freedom of association and to recognise the right to collective bargaining;

Principle 4: The elimination of all forms of forced or compulsory work;

Principle 5: The effective abolition of child labour;

Principle 6: The elimination of discrimination in the field of employment and occupation.

### **- Environment**

Principle 7: Companies are invited to support a precautionary approach to environmental challenges;

Principle 8: To undertake initiatives aimed at promoting greater environmental responsibility;

Principle 9: To promote the development and diffusion of environmentally friendly technologies

### **- Fight against corruption**

Principle 10: Companies are invited to act against corruption in all its forms, including extortion and bribery.

## *Member of the International League of Security Companies*

SERIS has also formally undertaken, within the framework of its activities, to abide by the principles of the 6 chapters of the Code of Conduct and Ethics of the International League of Security Companies.

- Human rights
- Laws and Regulations Governing Private Security
- Business Ethics
- Working conditions
- Environment
- Compliance and Implementation

## **2 - SERIS GROUP'S COMMITMENTS TO ITS SUPPLIERS AND SUB-CONTRACTORS**

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Committed to a sustainable and respectful growth approach, SERIS strives to conduct its activities responsibly. This is expressed in the relations that SERIS maintains with all its stakeholders. In accordance with its commitments, SERIS deploys a Purchasing Policy that aims to contribute to the economic efficiency of the company while establishing a balanced and sustainable collaboration with its suppliers and sub-contractors.

### **Selection Process**

SERIS applies a fair and impartial purchasing and selection process based on pre-defined and objective criteria.

SERIS offers the same opportunities to all, from the selection process to the awarding of contracts. Its relationships are based on principles of transparency and integrity.

### **Anti-corruption Policy**

SERIS refuses any gratuity or benefits of a non-symbolic value from its suppliers and sub-contractors.

Accepting gifts or business invitations is permitted within the limits of what may reasonably be expected in the course of a business relationship, of what is permitted by law and to the extent that the beneficiary cannot be found in a situation of influence or conflict of interest.



### **Risk of reciprocal economic dependence**

SERIS seeks to avoid any economic dependence that could jeopardize the group or one of its suppliers or sub-contractors.

### **Conflicts of interest**

The employees of the SERIS Group are careful not to have a conflict of interest in their relations with suppliers and sub-contractors. They must be able to make each decision in an objective and impartial manner, in the best interests of the company.

### **Confidentiality and intellectual property**

Throughout the procurement process, SERIS guarantees the confidentiality of non-public data relating to its suppliers and sub-contractors and undertakes to respect their intellectual property rights, even after the business relationship has terminated.

## **3 - THE COMMITMENTS OF SUPPLIERS AND SUB-CONTRACTORS AS REQUIRED BY SERIS GROUP**

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SERIS expects its suppliers and sub-contractors to commit to accompanying SERIS in its approach of sustainable development and continuous improvement.

In accordance with its own commitments, SERIS Group requires its suppliers and sub-contractors to respect the principles of the UN Global Compact, the Universal Declaration of Human Rights, the ILO Declaration (International Organisation of (work) on fundamental principles and Rights at work, and the OECD Guidelines (Organisation for Economic Cooperation and Development).

SERIS requires its suppliers and sub-contractors to respect the laws and regulations in force in all the countries in which it operates and to respect the ethical, social and environmental requirements which the Group considers fundamental and indispensable to a sustainable collaboration.

### **Child Labour**

The supplier or subcontractor undertakes to comply with the minimum legal age limit required to work, in accordance with ILO Conventions 138 and 182.

### **Forced or compulsory labour**

The supplier or subcontractor undertakes not to use forced or compulsory labour in any way in accordance with ILO Conventions 29 and 105. Retention of identity papers, passports, training certificates, work permits or any other identification document is prohibited as a condition of employment, as well as the obligation for workers to provide deposits or financial guarantees.

### **Remuneration and working hours**

The supplier or subcontractor undertakes to comply with all the regulations relating to remuneration, benefits and maximum working time, including those relating to the minimum wage, the remuneration of supplementary hours, piece work rates and any other element of remuneration.

### **Health and Safety**

Preserving the health and safety of all is a priority throughout the SERIS value chain. In this respect, the supplier or subcontractor undertakes to implement a health and safety policy aimed at guaranteeing each employee a safe and healthy working environment and maintaining an environment in which the dignity of persons is respected (ILO Conventions 120 and 155), notably:

- To take all necessary measures to limit any risk to the health and safety of workers.
- To ensure that all products and services conform to the prescribed health and safety standards.
- To provide the necessary collective and individual protections to prevent or control risks and dangerous situations.
- To ensure that its employees have a working environment free of any physical, psychological or verbal harassment or other abusive conduct.



- To employ only qualified and trained personnel who have received the necessary instructions for the successful execution of their activities.

**Freedom of association and the right to collective bargaining**

The supplier or subcontractor undertakes to respect the freedom of association and the right to organise and bargain collectively in accordance with ILO Fundamental Conventions 87 and 98.

**Equal treatment and non-discrimination**

The supplier or subcontractor shall undertake, in accordance with ILO Fundamental Conventions 100 and 111, to:

- eliminate all forms of discrimination in terms of access to employment and career paths
- promote equal treatment and equal opportunities.

**Environment**

The supplier or sub-contractor undertakes to comply with all applicable environmental laws and regulations.

Through an appropriate organisation, it undertakes to identify, control and reduce the environmental impacts of its activities, products or services.

**Ethics**

The supplier or sub-contractor respects the laws and regulations in force in their country of activity. It is committed to combating any form of corruption, extortion or misappropriation of funds or bribery.

It must also put in place procedures and means of control to avert and prevent money laundering, conflicts of interest, fraud and corruption.

**Confidentiality/intellectual property rights**

The supplier or subcontractor shall respect the confidentiality of the information transmitted by the SERIS Group and undertake not to disclose any information concerning the trade agreements to any third party or organisation.

The supplier or sub-contractor also takes steps to ensure that intellectual property rights are respected.

**4 - SIGNATURE**

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I, the undersigned, hereby confirm:

- that we have received and have full knowledge of SERIS Group's Responsible Purchasing Charter
- that we are committed to respecting its principles and promoting them to our own suppliers;
- that by adhering to the principles of this Charter, we undertake to accompany SERIS in the deployment of its responsible approach and agree to be evaluated by SERIS; We note that, in the event of non-compliance and in the absence of corrective action (s) put in place, SERIS reserves the right to re-examine its commercial relationship with the supplier.

Company Name: .....

Name and function of representative:

.....  
 .....

Place

Date

Company Stamp and Signature