



INDUSTRY FOR PEOPLE

CODE OF BUSINESS CONDUCT

Supplier Relationship

July 2019

ROOTED AND SHARED VALUES

The goal of this code of business conduct is to clarify and share the guidelines of the relationship between ARMOR and its suppliers, providers and subcontractors.

This code is based on the Universal Declaration of Human Rights, the International Labour Organisation, fundamental principles and rights at work, as well as OECD's guidelines and Global Impact's ten principles.

ARMOR is committed to a Corporate Social Responsibility (CSR) approach, aimed at respecting the environment, respecting the labour law for employees and their safety.

Through its commitment ARMOR expects its suppliers to take a similar approach, in order to have a clear and respectful supply chain.

We encourage our suppliers to be as committed as ARMOR.

In 2009, our group defined its four core values: Humanism, Innovation, Commitment and Customer Focus in a way that each collaborator use them as a guide for their professional conduct.

Communication on Progress of ARMOR is also recognized ADVANCED level by the GLOBAL COMPACT.

Signatory of the Responsible Supplier Relationship (Relations Fournisseurs Responsables, RFR) Charter since 2011 and labelled RFR since 2015, the Purchasing Department is deeply involved in the wish to respect its 10 points:

1. Guarantee fair financial treatment for suppliers;
2. Promote co-operation between large contractors and strategic suppliers;
3. Reduce the risks of mutual dependence between contractors and suppliers;
4. Involve the large contractors in their sector;
5. Evaluate the total purchase cost;
6. Incorporate environmental concerns;
7. Corporate regional responsibility;
8. Purchases: a function and a process;
9. A purchasing function tasked with steering the supplier relationship as a whole;
10. Define a consistent purchaser remuneration policy.

More information on : <http://www.relations-fournisseur-responsables.fr/charte-relations-fournisseur-responsables/contenu-de-la-charte-relations-fournisseur-responsables/>

ARMOR'S COLLABORATOR COMMITMENT

▲ Act with fairness and impartiality

The suppliers' selection must be carried out in an impartial manner according to quality, cost, service, social, environmental and technical criteria which must be predetermined and explicit. The parties thus avoid all conflicts of interest that could alter the objectivity and independence of judgement.

▲ Respect confidentiality

Contributors ensure not to diffuse internal or confidential information that could be damaging to ARMOR. Reciprocally, they must respect the confidentiality of the information received from the suppliers and the prospects.

▲ Respect and enforce mutual commitments

To achieve a long-term relationship, contributors must fulfil their commitments agreed with the suppliers, as well as ensuring the proper implementation of contracts and respecting payment terms.

▲ Remain honest and exemplary

Collaborators receive suppliers with courtesy and politeness, even in contentious situations. In any cases, any gifts received must be shared with the entire department concerned and reported to the relevant form provided for this purpose. In case of doubt about practices, the collaborator should refer to the Anti-Corruption Code of Conduct and refer to the hierarchy.

SUPPLIERS' COMMITMENT

Environmental responsibilities

- ▲ Discourage littering and the propagation of polluting waste. Such waste, gas emissions and effluents in water or soil must be subject to appropriate treatment;
- ▲ Use certified hardware and staff trained to respect the environment when performing polluting activities;
- ▲ Identify and reduce business activity impacts on the environment through a continuous improvement approach, especially regarding the consumption of energy, water and non-renewable natural resources;
- ▲ Measure greenhouse gas emissions and commit to reducing them.

Social responsibilities

- ▲ Respect international standards regarding Human rights, including the 8 fundamental ILO conventions (see last page);
- ▲ Avoid being an accomplice of a Human Rights violation;
- ▲ Prohibit slave labour in all its forms;
- ▲ Prohibit the employment of children that are under 15 years of age. In countries where legislation provides a higher minimum age, the law of the country must prevail;
- ▲ Prohibit discrimination of any kind (regarding gender, disability, age, being syndicated, political opinion, religion, nationality or social and ethnic origin) during the hiring process and career management of the employees: compensation, access to training, promotions;
- ▲ Ensure a safe and healthy work environment in order to avoid accidents and body injury and avoid threats to staff's health and hygiene;
- ▲ Let employees belong to an association and promote collective negotiation in accordance with local legislation;
- ▲ Implement site and emergency safety measures (emergency exits, response team, training, emergency and first response equipment, evacuation drills).

Business ethics

- ▲ Fight against anti-competitive practices, illegal agreements and ensure the respect of prices;
- ▲ Ensure good performance of the contract. If, during their contractual or commercial relationship, the Supplier and/or ARMOR meet a dispute, they commit to do everything to reach an amicable settlement together with the support of Armor internal mediator to search the solution the most adapted to the resolution of the dispute. Here is the e-mail contact address: mediateur@armor-group.com. The internal mediator undertakes to reply within 10 days ;
- ▲ To outlaw gifts in order not to negatively affect the integrity of relationships with all technical and commercial contacts;
- ▲ Work against corruption in all its forms, including extortion and bribery;
- ▲ Take appropriate measures for saving and preserved sensitive and private information of the business partners. Use them for authorised purposes only.



H. de BOISREDON
Chairman and CEO

An email address is available : service.ethics@armor-group.com.

All requests made in this context will be analyzed and processed by the ethics commissioner (Group Legal Director) with the required confidentiality.

If you want to join Armor in this approach, you can complete the information below and turn the document back to us.

Company Name.....

Name of the signatory

Job Title

Date, signature and company's stamp:



THE EIGHT FUNDAMENTAL ILO CONVENTIONS

- ▲ Convention n°29 on forced labour in 1930, ratified in 1939
- ▲ Convention n°87 on freedom of association in 1948, ratified in 1951
- ▲ Convention n°98 on the right of collective organisation and negotiation in 1949, ratified in 1951
- ▲ Convention n°100 on equal remuneration in 1951, ratified in 1953
- ▲ Convention n°105 on forced labour abolition in 1957, ratified in 1969
- ▲ Convention n°111 on discrimination in 1958, ratified in 1981
- ▲ Convention n°138 on the minimum age for the admission to employment in 1973, ratified in 1990
- ▲ Convention n°182 on the worst forms of child labour in 1999, ratified in 2001.



PRINCIPLES OF THE UN GLOBAL COMPACT

Human Rights

1. The 10 human rights in their sphere of influence; and
2. Ensure that their own companies are not violating the Human Rights law.

Labour law

3. Businesses should respect the freedom of association and recognise the right to collective negotiation;
4. Elimination of all forms of forced or obligatory labour;
5. Effective abolition of child labour; and
6. Elimination of discrimination in the matter of employment and occupation.

Environment

7. Businesses should use a precautionary approach to issues regarding the environment;
8. Take initiatives that promote a greater environmental responsibility; and
9. Encourage the development and diffusion of environmentally friendly technology.

Fight against corruption

10. Businesses are encouraged to work against corruption in all its forms, including blackmail and bribery.