

# CODE OF BUSINESS CONDUCT

## Supplier relationship



## 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 rests on the Universal Declaration of Human Rights, the International Labour Organisation, fundamental principles and rights at work, as well as OCDE's guidelines and Global Impact's ten principles.

ARMOR is engaged in a Corporate Social Responsibility (CSR) market, aiming to respect the environment, respect the labour law for the employees, as well as their safety. By fulfilling this commitment, ARMOR group expects its suppliers to use a similar approach; namely, a supply chain as clear, respectful and irreproachable as possible.

We encourage our suppliers to be as committed as ARMOR.

We encourage our suppliers to have a commitment similar to that put in place by ARMOR.

In 2009, our group defined its four core values: Humanism, Innovation, Commitment and Customer Focus in order that each owns and uses them as a guide to their professional conduct.

ARMOR is also certified ADVANCED by the GLOBAL COMPACT club.

Signatory of the Responsible Supplier Relationship Charter since 2011, the Purchasing Department is deeply involved in the wish to respect its 10 points:

1. Ensure financial fairness towards the suppliers;
2. Foster collaboration with strategic suppliers;
3. Reduce the risk of mutual dependence;
4. Get involved in the economic sector;
5. Accept the total cost of the purchase;
6. Integrate environmental issues;
7. Ensure territorial responsibility of the business;
8. Purchases: a function and process;
9. Lead the whole supplier relationship;
10. Determine a coherent policy regarding buyer remuneration.

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

## Armor's employees commitment

### Act with fairness and impartiality

- ✚ The suppliers' selection must be carried out in an impartial manner according to quality, cost, service, social and environmental 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

- ✚ The contributors ensure not to distribute 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-lasting relationship, contributors must fulfil their commitments agreed upon with the suppliers, as well as ensuring the proper implementation of contracts and respecting payment deadlines.

### Remain honest and exemplary

- ✚ Employees are to receive suppliers with courtesy and respect, even in the event of a dispute. Personal gifts are to be rejected. In any case, any likely gifts are to be shared within the company, on the understanding that the value has not exceeded 30 Euros. In the same way, the employee is made aware that any trip, event or meal organised by or for a supplier shall be subject to internal approval conditions and procedures. If in any doubt, the employee shall refer to a superior. Finally, any gift, invitation, trip, event or meal must be indicated on the relevant document.

## 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;
- ✚ Avoid being an accomplice of a Human Rights violation;
- ✚ Forbid slave labour in all its forms;
- ✚ Forbid 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;
- ✚ Forbid 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 an effort to avoid accidents and bodily injury and avoid threats to staff's health and hygiene;
- ✚ Let employees feel a sense of belonging to an association and promote collective negotiation in accordance with local legislation.

### Business ethics

- ✚ Fight against anti-competitive practices and illegal agreements and ensure the respect of prices;
- ✚ Ensure good performance of the contract;
- ✚ 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 blackmail and bribery;
- ✚ Take appropriate measures for the saving and preservation of sensitive and private information of the business partners and use the information for authorised purposes only.



Hubert de BOISREDON  
Chairman & Chief Executive Officer

An email address is made available: [ethics@armor-group.com](mailto:ethics@armor-group.com).

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

The code is to be returned dated and signed by the company's representative.

**Company Name**.....

**Name of the signatory and title** .....

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 GLOBAL COMPACT

##### **Human Rights**

Businesses should support and respect the protection of the international Human Rights laws.

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.