

Responsible Purchasing Charter



Altarea Group's CSR approach

Altarea Group joins its growth with a corporate social responsibility (CSR) approach and acts as a partner serving the public interest of local communities. The CSR initiative "Tous engagés!" ("All committed!") defines the Group's commitments in social, societal, and environmental responsibility, structured around three pillars:

- Partnership with CITIES, to develop and preserve territories,
- Customer SATISFACTION, based on ongoing dialogue,
- Talent EXCELLENCE, as the company's primary asset.

The 'Tous engagés!' initiative is a collective approach involving all of the company's employees.

Furthermore, as a major player in real estate and urban development, the Altarea Group has responsibilities toward all of its partners. The Group aims to integrate its suppliers and service providers into its approach to responsibility and continuous improvement. The Responsible Purchasing Charter outlines the minimum commitments that the Group adheres to and expects all its suppliers and service providers to comply with, either directly or indirectly.

GENERAL PRINCIPLES:

The supplier/service provider must comply with the laws and regulations in force in France. When the supplier/service provider operates in a country other than France (for example, for manufacturing), they must comply with the laws and regulations in force in that country, as well as with the International Bill of Human Rights, the fundamental conventions of the International Labour Organization (ILO), and the OECD Guidelines for Multinational Enterprises.

The supplier/service provider must also ensure that its own suppliers and subcontractors, particularly when operating in a country other than France, comply with the laws and regulations in force in the country in which they operate, as well as with the International Bill of Human Rights, the fundamental conventions of the International Labour Organization (ILO), and the OECD Guidelines for Multinational Enterprises.

SOCIAL REQUIREMENTS

- No forced or compulsory labor

The supplier/service provider undertakes never to resort to forced or compulsory labor as defined in ILO Fundamental Conventions 29 and 105: *'all work or service which is exacted from any person under the menace of any penalty and for which the said person has not offered himself voluntarily.'* The retention of identity papers, passports, training certificates, work permits, or any other identification documents as a condition of employment is prohibited, as is requiring workers to provide deposits or financial guarantees.

- No illegal labor

The supplier/service provider undertakes not to resort to illegal labor as defined by the laws of the countries in which it operates.

- **No child labor**

The supplier/service provider undertakes not to employ individuals who have not reached the minimum legal working age, as defined in ILO Fundamental Conventions 138 and 182. Furthermore, it is prohibited to assign hazardous work to young people under the age of 18.

- **Working hours**

The acceptable working hours are determined by the regulations of the countries in which the supplier/service provider operates.

- **Remuneration**

All workers must be paid at least the applicable national or local legal minimum wage and must receive all legally mandated benefits. The supplier/service provider undertakes not to make any deductions from wages for disciplinary reasons or for any other reason not provided for by applicable regulations.

The supplier/service provider must treat all workers with respect and fairness and promote equal opportunities in all aspects of employment.

- **Non-discrimination**

The supplier/service provider undertakes not to make any distinction between individuals based on their social or ethnic origin, gender, age, family situation, sexual orientation, genetic characteristics, nationality, surname, political opinions, trade union activities, religious beliefs, physical appearance, health, disability, or pregnancy status.

- **Freedom of association and collective bargaining**

The supplier/service provider undertakes to respect freedom of association and the right to organize and engage in collective bargaining as defined in ILO Fundamental Conventions 87 and 98: 'Freedom of association means that workers and employers may establish and join organizations of their own choosing and manage them without interference from the State or any other entity.'

- **No violence**

The supplier/service provider undertakes to prohibit the use of corporal punishment, verbal and physical abuse or threats of physical abuse, as well as any form of harassment, whether moral or sexual.

- **Disability inclusion**

The supplier/service provider undertakes to implement an active disability policy, notably by promoting the employment and integration of employees with disabilities and by supporting individuals in the event of a disability occurring during their professional life.

HEALTH AND SAFETY REQUIREMENTS

The supplier/service provider undertakes to provide its workers with a working environment that complies with regulatory requirements regarding safety and health protection.

The supplier/service provider also undertakes to make every effort to control risks and take the necessary precautionary measures to prevent and protect against workplace accidents and occupational illnesses.

The supplier/service provider undertakes to regularly organize appropriate training to ensure that workers have sufficient knowledge in health and safety matters. This includes providing suitable personal protective equipment and instructions on how to use it.

The supplier/service provider, particularly if it is a medium-sized company or a large group, is encouraged to

implement a Health and Safety Management System based on international standards such as OHSAS 18001 or an equivalent standard.

ENVIRONMENTAL REQUIREMENTS

The supplier/service provider undertakes to take the necessary steps to consider environmental issues, promote greater environmental responsibility, and encourage the development and dissemination of environmentally friendly solutions. It commits to minimizing its negative environmental impacts and implementing measures that contribute to environmental protection.

Discharges into the air, water, or soil of materials, emissions, or substances that may pose a danger to the environment must be identified, monitored, controlled, and treated in compliance with regulations before being released.

The supplier/service provider is encouraged to identify, manage, and treat the waste generated by all of its activities. The supplier must strive to reduce waste and recycle it whenever possible. Waste treatment must, at a minimum, comply with applicable environmental laws.

The supplier/service provider is encouraged to comply with circular economy principles throughout the product or project lifecycle: design, development, production, transport, use, and disposal and/or recycling.

In the context of construction sites, the service provider undertakes to limit disturbances to local residents and to comply with the Low-Nuisance Construction Charter when applicable.

ANTI-CORRUPTION, ANTI-TERRORISM, AND ANTI-MONEY LAUNDERING

The supplier/service provider must refrain from all forms of corruption or even actions that could potentially be interpreted as such. In particular, they must not, directly or indirectly, offer, promise, grant, or solicit illicit payments or other undue advantages in order to obtain or retain a contract or any other improper benefit. The supplier/service provider also undertakes to comply with the specific rules governing public and private contracts, regardless of the country in which it operates.

The supplier/service provider undertakes to comply with all obligations imposed by national and/or European legal or regulatory provisions relating to the fight against money laundering and the financing of terrorism.

DATA PROTECTION

The supplier/service provider undertakes to comply with the applicable regulations on the processing of personal data, including in particular (i) the provisions of Law No. 78-17 of January 6, 1978 on Information Technology, Data Files and Civil Liberties, as last amended, and (ii) Regulation (EU) No. 2016/679 of April 27, 2016, known as the General Data Protection Regulation (GDPR), which has been in effect since May 25, 2018.

The supplier/service provider specifically undertakes to comply with the following principles when the proposed contract or partnership involves the processing of personal data:

- enhanced protection of personal data from the design stage (Privacy by Design),
- reinforced confidentiality of the personal data processed,
- a high level of security for personal data.