

GROUP PURCHASING DEPARTMENT

Responsible and ethical commitments of the La Poste Groupe purchasing department

Dear Sir/Madam,

As a leading French proximity services company, and now an “*entreprise à mission*” (a mission-driven company), La Poste Groupe is committed to creating long-term value and social interaction for all of its stakeholders. The Purchasing Policy sets out these commitments for the purchasing department, building on compliance and Corporate Social Responsibility (CSR) programs. It provides a framework for doing business in accordance with the laws applicable to the Group, and maintaining the trust of the Group’s customers and partners.

The following commitments set out the principles governing La Poste Groupe, with the aim of joint implementation by its employees, including those in the purchasing department, suppliers and subcontractors, thereby establishing a responsible and committed customer-supplier relationship.

To this end, you certify that:

- You are familiar with the Group Purchasing Policy and related policies resulting therefrom⁽¹⁾;
- You are familiar with the purchasing rules and procedures of La Poste Groupe⁽²⁾;
- You are familiar with the Ethics and Anti-Corruption Code in force, reaffirming the three principles of La Poste Groupe: “Zero tolerance”, “Everyone committed”, and “Everyone vigilant”⁽³⁾;
- You will respect the confidentiality of information received from a supplier or service provider, or obtained while searching information systems, particularly those of the Group Purchasing Department;
- While using the information systems in question, you will not search for information outside your scope of responsibility or that of your assignment;
- You will comply with all of the following ethical principles and those relating to compliance:
 - Maintain independence in decision-making and action:
 - Comply with the Gifts and Entertainment Policy and, in particular, be familiar with the prohibitions and conditions for accepting or giving a gift or entertainment⁽⁴⁾;
 - Have no financial interests in a supplier company of La Poste wherever this holding may create a conflict of interest. This applies in particular to the holding of equity investments in companies not listed on the stock exchange.
 - It is also important to declare any situation where your personal interest appears to interfere with the independent, impartial and objective performance of your duties⁽⁵⁾;
 - Raise awareness among prescribers of professional conduct in purchasing:
 - Follow the purchasing process and include all contract terms that enable compliance with the regulatory requirements, and ensure the Group’s ongoing responsibility and CSR commitments;
 - Act with honesty and integrity towards suppliers:
 - Share the Group Purchasing Policy and related policies resulting therefrom⁽⁶⁾;
 - Ensure that you do not knowingly create or accept conditions that would be economically unviable for the supplier;
 - Report to the Ethics Officer⁽⁷⁾ any risk of serious harm to human rights, fundamental freedoms, or personal or environmental health and safety, as well as any breach of probity (favoritism, influence peddling, etc.), of which you become aware in the course of your work, within La Poste Groupe or one of the suppliers or service providers.

⁽¹⁾ [Group Purchasing Policy – La Poste Purchasing Compliance Policy – La Poste Groupe Responsible Purchasing Policy.](#)

⁽²⁾ [La Poste Purchasing Rules.](#)

⁽³⁾ [Ethics and Anti-Corruption Code.](#)

⁽⁴⁾ [Gifts and Entertainment Policy and the pocket memo for employees.](#)

^{(5) (6)} [Group Responsible Purchasing and Ethics Charter.](#)

⁽⁷⁾ [Employee whistle-blowing procedure.](#)