

Responsible and ethical commitments of prescribers of La Poste Groupe

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.

As a leading public entity, La Poste Groupe has to set an example with regard to not only regulatory but also societal, environmental, and ethical compliance. It takes an active part in building a successful economy that takes Corporate Social Responsibility (CSR) issues into account.

As part of its strategy, it has implemented compliance programs in order to do business in accordance with the laws to which it is subject, and to maintain the trust of the Group’s customers and partners.

In addition, La Poste Groupe has also revised its responsible purchasing and ethics charter to significantly extend its commitments to suppliers and those it requires of them.

Since the conditions for suppliers to carry out activities on the postal site are relatively significant, they now include personal health and safety measures.

In the course of your professional activities, you purchase goods or services in the name and on behalf of La Poste Groupe, directly or through your purchasing department. You are therefore a prescriber of La Poste Groupe. The company is liable for all of your purchases for it, which may affect its image.

Taking account of regulations, and the importance of La Poste Groupe compliance and CSR issues, it is necessary to set out the commitments governing the relationships that all prescribers are required to have with suppliers, service providers, or subcontractors.

To this end, you certify that:

- You are familiar with the La Poste Groupe Purchasing Policy and related policies resulting therefrom⁽¹⁾;
- You will comply with La Poste Groupe purchasing rules and procedures⁽²⁾, in particular those relating to freedom of access, equal treatment, and the transparency of procedures;
- You are familiar with the Ethics and Anti-Corruption Code attached to the Internal Rules of Procedure of La Poste Groupe reaffirming the three principles: “Zero tolerance”, “Everyone committed”, and “Everyone vigilant”⁽³⁾;
- You will contribute to the Group’s commitments, in particular its societal and environmental commitments:
 - contribute to regional development and cohesion,
 - improve social inclusion,
 - work to accelerate environmental transitions for all,
 - promote ethical, inclusive and frugal digital services;

⁽¹⁾ [Purchasing Policy](#).

⁽²⁾ [La Poste Purchasing Rules](#).

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

- You will strive for value creation in the choice of product and supplier to have a positive impact on society and the environment;
- 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⁾;
 - Not have financial interests in a supplier company of La Poste Groupe 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⁾;
 - Act with honesty and integrity towards suppliers:
 - Ensure that you do not knowingly create or accept conditions that would be economically unviable for the supplier;
 - Not disclose confidential information received from a supplier or service provider, and only use this information within the scope of your responsibility or that of your role as a prescriber;
- You share the ongoing willingness of La Poste Groupe to work with its suppliers and service providers to ensure social and environmental responsibility in the products and services provided, but also operating performance to ensure consistent quality of service for its customers and the community⁽⁶⁾;
- You will report to the Ethics Officer 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⁽⁷⁾;
- You will seek advice from the purchasing department where required in order to ensure the compliance of purchasing with the regulatory requirements and Corporate Social Responsibility (CSR) standards promoted by the Group;
- You will ensure that demands made of suppliers or subcontractors do not put pressure on the supplier that cause it to breach human rights, fundamental freedoms, or personal or environmental health and safety;
- You will ensure that the supplier or service provider complies with its contractual obligations, in particular regarding human rights, fundamental freedoms, and personal and environmental health and safety;
- You will ensure that the service and/or product delivered by the supplier or subcontractor does not pose a danger to users or the environment.

⁽⁴⁾ [Gifts and entertainment pocket memo for employees.](#)

⁽⁵⁾ [Conflicts of interest pocket memo and conflicts of interest report form.](#)

⁽⁶⁾ [La Poste Groupe Responsible Purchasing and Ethics Charter.](#)

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