



## GROUP PURCHASING DEPARTMENT

### La Poste Group Responsible and Ethical Purchasing Charter

La Poste Group places its social responsibility and the commitments it sets in this perspective at the heart of its business model and strategic plan. In 2021, La Poste became a mission-driven company, demonstrating its desire to have a positive impact on society as a whole, driven by its *raison d'être*: "Serving everyone, useful to all, La Poste, a company with a human and territorial focus, develops exchanges and forges essential links by contributing to the common good of society as a whole."

[La Poste Group's responsible and ethical purchasing policy](#) reflects this commitment. The responsible and ethical purchasing charter aims to involve all of its service providers in this social commitment.

Having signed up the United Nations Global Compact since February 2003 and the [Charter of Responsible Supplier Relations and Purchasing](#) since June 28, 2010, La Poste Group has committed to upholding and promoting principles relating to human rights, labor rights, the environment in line with the Paris Climate Agreement, the prevention of corruption, and responsible purchasing in its activities.

La Poste Group uses the services of many external companies. These companies contribute to the quality of its operations and the services it offers to customers. As a responsible ordering party, La Poste Group makes appropriate social, societal, and environmental commitments to all the stages of the contractual relationship and the provision of services.

La Poste Group's activities comply with the laws and regulations in force, including Law No. 2017-399 on the duty of vigilance and Law No. 2016-1691 on transparency, the fight against corruption, and the modernization of economic life, known as "Sapin II."

This charter sets out these principles as well as those governing [La Poste Group's purchasing compliance policy](#), with the aim of joint implementation by its employees, suppliers, and their subcontractors, thereby establishing a responsible relationship that complies with regulatory requirements.

#### ➤ Commitments of the la poste group in the purchasing process

La Poste Group buyers uphold to the principles of equal treatment, transparency, and independence from service providers and their subcontractors, as well as the guidelines defined by La Poste Group in the areas of Corporate Social Responsibility (CSR) and anti-corruption.

In order to ensure transparency throughout the contractual relationship, all contracts are concluded for a fixed term.

La Poste Group has a mediator for suppliers and subcontractors, whom they can contact in the event of difficulties in interpreting or executing the contract. He can be contacted at the following address: Le Médiateur PME du groupe La Poste - 9 rue du Colonel Pierre Avia, CP D160, 75015 Paris, France, [mediation.fournisseurs@laposte.fr](mailto:mediation.fournisseurs@laposte.fr).

Regarding La Poste Group operations subject to public procurement rules: service providers have access to contracts through the [MAG e-Sourcing platform](#), which allows them to find out about current opportunities and bid electronically.

La Poste Group entities invite their service providers to periodic competitive tendering process, particularly those subject to public procurement rules. Competitive tendering procedures ensure equal treatment and fair selection of suppliers service providers, with the best offers being selected on the basis of technical, qualitative, financial, and CSR criteria that are shared with the candidates.

➤ **The commitments of the service provider and its subcontractors**

The service provider shall ensure compliance with the following principles by itself and its subcontractors.

➤ **In the social and societal sphere**

- Uphold and promote the principles of the United Nations Global Compact and the fundamental conventions of the International Labor Organization (ILO), including in not signatories countries to these conventions where the service provider or its subcontractors may be have to work;
- Respect the rights of affected peoples and communities;
- Develop management and working conditions that respect human dignity (in particular, prohibit corporal punishment, forced labor, child labor, violence, incivility, harassment, etc.)
- Prohibit any form of work that could damage health or safety;
- Comply with legislation on working hours, remuneration (including overtime), training, trade union rights, rest periods, holiday entitlement, freedom of association, freedom of expression, and the right to collective negotiation;
- Offer products and services (including digital) that respect the health and safety of users and are accessible to people with disabilities;
- Respect confidentiality and data (access, deletion, portability);
- Promote diversity, inclusion, and non-discrimination within its structure and throughout its supply chain;
- Commit to social progress for workers;
- Be transparent about its subcontracting chain.

➤ **In the environmental field**

- Adhere to environmental protection principles: precautionary principles, reduction of pollution, particularly plastic pollution (water, air, noise, soil), measures to reduce greenhouse gas emissions, to limit and optimiz resource and energy consumption, to prevent damage to biodiversity and reduce pressure on it;
- Implement measures that contribute to environmental protection and strive to minimize the negative environmental impacts generated by its products and services throughout their entire life cycle (design, production, transport, end of life, etc.), in line with the Paris Climate Agreement;
- Offer products or raw materials from sustainably managed forests for the products/services concerned;
- Commit to implementing a positive impact approach on the environment and its ecosystem;
- Promote eco-design, reparability, and circular economy by implementing the 5R rule (refuse, reduce, reuse, repair, recycle);
- Communicate to the La Poste Group the terms and conditions of use of the product or service purchased, allowing in particular the extension of its lifetime and/or enable its responsible use;
- Anticipate waste reduction, treatment, and traceability in accordance with current regulations;
- Be aware to adapt to climate change;
- Adopt a traceability approach regarding the origin of products offered to the La Poste Group;
- Where appropriate, offer responsible digital products that meet the challenges of frugality and digital sobriety.

➤ **In the area of ethics**

- Prevent conflicts of interest: service providers must declare any personal, financial, or other links to an employer of La Poste Group that could interfere with its relationship with La Poste Group.
- Inform about the whistleblowing system: service providers must share the link <https://www.alerte-ethique.laposte.fr>, which allows employees to report any facts that may constitute a breach of applicable legislation or the commitments set out in the La Poste Group code of conduct (conflict of interest, non-compliance with the gifts and invitations policy, fraud, corruption, duty of care, discrimination, harassment, health and safety, etc.).

- Prohibit itself and/or its employees from offering or soliciting (directly or indirectly) favors, invitations, gifts, money, or other items in order to obtain an unfair advantage (contract, deal, etc.). Accepting gifts or invitations by La Poste Group employees is governed in particular by our Code of Conduct.
- Refuse any illegal or unfair commercial practices.
- Respect intellectual property, in accordance with contractual provisions.

➤ **In the area of combating corruption and influence peddling and the duty of vigilance**

- Comply with all national and international laws, regulations, and standards relate to anti-corruption and influence peddling.
- Prevent and mitigate any risks of serious breaches of the duty of care through appropriate actions.

➤ **Regarding subcontracting**

- Submit any use of subcontractors for the services entrusted to La Poste Group for authorization;
- Declare of its subcontractors to La Poste Group, regardless of their position in the chain;
- Ensure that all commitments made to La Poste Group are respected by its subcontractors;
- Report as soon as possible any issues that could tarnish La Poste Group's reputation.

➤ **The joint commitments of La Poste Group, the service provider, and its subcontractors**

➤ **To improve practices of all parties:**

- La Poste Group wishes to involve its service providers in a joint ongoing progress initiative to identify areas for improvement and desirable developments relating to the principles of this Charter;
- La Poste Group wishes to share best practices with service providers in its value chain;
- The service provider undertakes to complete a self-assessment related to its compliance and CSR performance by completing the questionnaires provided by La Poste Group;
- To ensure high-quality business relations, La Poste Group and its service providers may organize regular meetings on the contract execution, compliance by the suppliers with their obligations, and, if necessary the implementation of agreed improvement plans. These meetings provide an opportunity to discuss CSR initiatives and innovations aimed at setting evolution of the products and services offered.
- The suppliers shall agree to receive, where applicable, external auditors appointed by La Poste Group to verify compliance with all the principles of this Charter, and shall implement corrective measures where necessary.
- Comply with the invoicing process, enabling La Poste Group to ensure notably compliance with payment terms in accordance with the regulations.

**Agreement and signature**

Company name:

Name of signatory:

Title:

Date:

Signature: