

# CSR QUESTIONNAIRE

## FOR SUPPLIERS AND PARTNERS

### Overview

The responsible recruitment of temporary personnel has always been a core purpose of the SYNERGIE Group.

Led by its Chairman and the Executive Management, the Group's CSR policy has developed through cross-entity collaboration within the Group as well as through ongoing dialogue with its third parties. As a result of this commitment, the SYNERGIE Group is ranked among the top 2% of companies in its sector following the last annual audit conducted by the international ratings agency Ecovadis, GOLD category. The assessment is based on 21 points grouped into 4 themes (Environment, Labour and Human Rights, Ethics and Sustainable Procurement (or Responsible Purchasing)).

Keen to incorporate these values with all its stakeholders, the SYNERGIE Group decided to include these CSR criteria in the choice of its suppliers and in deciding on the long-term future of their business relationships.

With this in mind, we would ask you to please complete, sign and return this questionnaire to: [synergie.rse@synergie.fr](mailto:synergie.rse@synergie.fr), after having read and signed the associated Responsible Purchasing Charter for Suppliers and Partners.



OUR JOB IS  
YOUR JOB

## IDENTIFICATION OF THE COMPANY

Company name:

SIREN number:

SIRET number:

2019 revenues:

Company formation date:

Workforce: Your entity:

The Group:

## GOVERNANCE

Yes No Has your company's governance established corporate social responsibility, ethical or environmental principles?

Yes No Has your company appointed a person in charge of CSR? If yes, please specify:

Their name:

Their position:

Their e-mail address:

Yes No Is your company a member of the United Nations Global Compact?

Yes No Does your company adhere to other external CSR initiatives? (e.g. Science Based Target initiative). If yes, please specify which:

Yes No Does your company publish a CSR report?

Yes No Does your company train employees in CSR issues? (e.g. diversity training, resource management training, etc.)

Yes No Are your company's CSR activities audited by an external entity (e.g. Ecovadis, Afnor, etc.)? If yes, please specify the entity and the rating obtained:

Yes No Does your company have certifications? If yes, which:

ISO 9001

ISO 14001

ISO 45001

ISO 29900

ISO 26000

MASE (Business Safety Improvement Manual)

CEFRI\*

Other certifications - Please specify:

Yes No Does your company undertake environmental, social and economic development actions on its territory? If yes, please list some of these:

Yes No Does your company or one of its subsidiaries operate in a risk country in terms of the CSR issues covered in this questionnaire? If yes, please specify which country:

Yes No Does your company have a "Responsible Purchasing" policy relating to CSR issues?



## RESPONSIBILITY FOR BUSINESS ETHICS

- Yes No Has your company adopted a business ethics policy or a code of conduct? If yes, please specify the subjects covered from the following and attach supporting documents if necessary:
- Anti-corruption
  - Conflicts of interest
  - Fraud
  - Money laundering
  - Anti-competitive practices
  - Commercial terms
- Yes No Has your company implemented a gift policy?
- Yes No Has your company established a mapping of corruption risks?
- Yes No Does your company have an internal and anonymous whistleblowing procedure?
- Yes No Does your company have a third party control procedure?
- Yes No If the size of your company requires it, does your company fulfil the requirements of the 8 pillars of the AFA (French anti-corruption agency)?
- Yes No Has training been given to the people most exposed to these risks?
- Yes No Has your company appointed a person in charge of these issues?  
If yes, please specify:
- Their name:
  - Their e-mail address:
- Yes No Over the past 5 years, has your company or one of its managers or employees been the subject of a corruption-related conviction?

# ENVIRONMENTAL RESPONSIBILITY

- Yes No Does your company have an environmental policy?  
If yes, please specify the subjects covered by the policy from among the following and attach supporting documents:
- Energy consumption and greenhouse gas emissions (production / buildings / vehicle fleet)
  - Water quality and consumption
  - Management and reduction of waste, environmental nuisances and pollution (recycling, processing of chemical products, etc.)
- Yes No Over the past 3 years, has your company undertaken actions to reduce its environmental impact in the areas mentioned above?  
If yes, please list the actions undertaken:
- Yes No Over the past 3 years, has your company conducted a carbon assessment or an energy audit?
- Yes No Over the past 3 years, has your company implemented actions to protect biodiversity? If yes, please specify which:
- Yes No Are employees made aware of or trained in these issues?  
If yes, please specify the awareness-raising or training actions in place:
- Yes No Has your company appointed a person in charge of these issues?  
If yes, please specify:
- Their name:
  - Their position:
  - Their e-mail address:

# RESPONSIBILITY FOR THE PROTECTION OF PERSONAL DATA AND THE SECURITY OF INFORMATION SYSTEMS

- Yes No Does your company have a personal data protection policy in compliance with the obligations of European Regulation no. 2016/679, known as the General Data Protection Regulation (GDPR)?
- Yes No In order to safeguard this personal data protection policy, has your company implemented an information and information system security policy?
- Yes No Are employees trained in these issues or are they made aware of the associated risks?  
If yes, please specify the training or awareness-raising actions in place:
- Yes No Has your company appointed a person in charge of these issues (DPO – Data Protection Officer)? If yes, please specify:  
  
Their name:  
  
Their e-mail address:
- Yes No Has this person been declared to the CNIL (French data protection authority)?
- Yes No Over the past 3 years, has your company been at the origin of an incident resulting in a declaration to the CNIL?
- Yes No Over the past 3 years, has your company been the subject of a fine or conviction by the CNIL?

Name [date] | | | | | | | | | |

First name Signed at

Position

Signature and company stamp