



RESPONSIBLE PROCUREMENT CHARTER FOR SUPPLIERS AND PARTNERS

Compliance with ethics, sustainable growth and data protection

Our energies together

synergie.com



RESPONSIBLE PROCUREMENT CHARTER FOR SUPPLIERS AND PARTNERS

The SYNERGIE Group chooses suppliers and partners who are committed to a comprehensive CSR (Corporate Social Responsibility) approach integrating Ethics, Sustainable Development, and Personal Data Protection for all third parties (GDPR).

Making this choice ensures consistency with our own commitments and contributes to a virtuous circle of a collective approach that is necessary to be effective. This initiative fully aligns with the spirit of the United Nations Charter, in which the SYNERGIE Group participates by publishing its own declaration each year.

Becoming a supplier or partner of the SYNERGIE Group means sharing the values and objectives of this Charter and complying with them in full.

Failure to comply may constitute a breach of contractual obligations and, in serious cases, may result in the termination of the business relationship.



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SOCIAL RESPONSIBILITY

The SYNERGIE Group exclusively selects suppliers and partners who strictly comply with the Universal Declaration of Human Rights, the ILO Declaration on Fundamental Principles and Rights at Work, and all applicable laws related to corporate social responsibility.

Elimination of Forced and Compulsory Labor

Suppliers and partners must ensure that forced labor is never used, whether obtained through threats, confiscation of identity documents, deposits from workers, or any other form of as such practices are strictly illegal.

Harassment and Abuse

The SYNERGIE Group expects suppliers and partners to treat their employees with respect and dignity. Suppliers and partners shall not tolerate or practice corporal punishment, mental or physical harassment, or any form of abuse.

Wages and Benefits

Suppliers and partners must at least pay regular wages and overtime at the legal rate applicable in their country of operation. Employees must benefit from all legally required benefits. No wage deductions shall be made for disciplinary reasons. Suppliers and partners must also implement health and social protection systems in accordance with legal requirements.

Freedom of Association and Freedom of Expression

The SYNERGIE Group expects suppliers and partners to respect the right of each employee to collective bargaining and to form or join trade unions of their choice, without penalty, discrimination, or harassment.

Abolition of Child Labor

Suppliers and partners must guarantee that no children under the age of 16 are employed. In countries where the legal working age or compulsory schooling age is higher, the higher age limit shall apply.

Fight Against Discrimination and Promotion of Diversity and Equal Opportunity

The SYNERGIE Group expects suppliers and partners to treat all employees equally and fairly. Suppliers and partners must not engage in any form of discrimination related to origin, gender, pregnancy, physical appearance, health status, lifestyle, sexual orientation, age, political opinions, union activities etc.

Health and Safety

Suppliers and partners must provide a safe and healthy working environment to prevent accidents or injuries that may occur during work or equipment handling. They must implement systems to identify, prevent, and mitigate risks to employee health and safety and comply with applicable local and international regulations.

Working Hours and Rest Periods

Suppliers and partners must comply with legal limits on working hours and overtime in their country of operation. Employees must receive at least 24 consecutive hours of rest per week.

ETHICAL RESPONSIBILITY

Anticorruption

Suppliers and partners commit to strictly comply with all applicable laws and regulations relating to the prevention of corruption, influence peddling and any form of unlawful practice. They ensure that they conduct their activities with integrity, transparency and in accordance with the highest ethical standards.

In this spirit, the SYNERGIE Group makes its Code of Ethics and Business Conduct available to all its third parties, reflecting its commitment to promoting responsible business practices in line with international standards of ethics and compliance.

Respect for fair and healthy competition

Suppliers must comply with all applicable anticorruption laws, including the French Sapin II law. Suppliers must adopt ethics and business conduct policies and implement internal alert systems, risk mapping and control procedures.

Fair competition must be respected, and no unlawful price agreements or abuse of dominant position is permitted.

Suppliers and partners, as well as their employees, must not use any material or No-public information obtained in the course of their business relationship with the SYNERGIE Group for speculative purposes.

Suppliers and partners to comply with the SYNERGIE Group's gifts policy and shall not attempt, by any unlawful means, to influence the SYNERGIE Group. In this spirit, they shall not make any offer, promise, gift, or advantage intended to obtain a favorable decision.



ENVIRONMENTAL RESPONSIBILITY

The SYNERGIE Group expects its suppliers and partners to demonstrate measurable environmental commitments, particularly in controlling pollution and environmental impact related to their activities (production, buildings, vehicle fleets).

They are encouraged to implement environmental management systems such as ISO 14001, ISO 45001, and ISO 9001, control pollution, reduce environmental impact, and promote sustainable use of resources.

They should commit to implementing a greenhouse gas emissions reduction strategy and, where applicable, to reporting annually on their carbon footprint analysis along with their reduction targets, in accordance with internationally recognized standards.

Sustainable Use of Resources

Suppliers must use natural resources responsibly, promote renewable energy, and encourage environmentally friendly technologies and digital solutions.

They undertake to eliminate waste and implement responsible practices at all levels of the company. This includes promoting digitalization and the use of environmentally friendly technologies.

Pollution and Waste Management

Suppliers and partners commit to the responsible management of their waste. Such waste must be managed in accordance with the “3R” principle (Reduce, Reuse, Recycle). Waste, as well as emissions into the air and water, must be handled through appropriate treatment processes. Particular attention must be given to hazardous waste and emissions, which must not be abandoned, released, or discharged illegally.



PERSONAL DATA PROTECTION AND INFORMATION SYSTEM SECURITY

Suppliers, partners, and subcontractors must comply with GDPR (EU Regulation 2016/679) and applicable data protection laws.

They must ensure the confidentiality, security, and integrity of the data entrusted to them, implement appropriate technical and organizational security measures, and report any data breach to the SYNERGIE Group Data Protection Officer.

Any security incident or data breach must be reported as soon as possible to SYNERGIE Group's Data Protection Officer (DPO).

Suppliers must also be able to demonstrate their compliance and obtain prior authorization for any subcontracting involving personal data.

Finally, any supplier processing data on behalf of the Group or operating in the IT field must complete the GDPR security questionnaire and, where applicable, sign this Charter.

Shared Continuous Improvement Approach

The SYNERGIE Group aims to involve its suppliers, partners, and subcontractors in a shared improvement approach in order to identify weaknesses in the purchasing process and the areas for improvement in terms of environmental protection, human rights, working conditions, as well as compliance with business ethics and the GDPR. The SYNERGIE Group also seeks to develop a responsible purchasing policy with its third parties by engaging social integration enterprises, adapted enterprises, or companies located in Priority Urban Districts. The SYNERGIE Group encourages the sharing of best practices and expects each supplier, partner, and subcontractor to distribute this charter to their own suppliers and partners.

Formula Supplier/Partner Enrollment

I, the undersigned

As the representative of the company

- ☐ confirms having read the Group's Code of Ethics and Business Conduct and the Gifts and Hospitality Policy
- ☐ confirms having read the SYNERGIE Group's Responsible Purchasing Charter for Suppliers and Partners,
- ☐ agrees to its principles and undertakes to comply with them throughout our commercial relationship

Issued at

Signature
and
company

Please return the signed Charter to your designated purchasing contact and copy synergie.rse@synergie.fr

SYNERGIE ADHERES TO THE 10 PRINCIPLES OF THE UNITED NATIONS GLOBAL COMPACT



www.un.org

The ten principles of the Global Compact are inspired by the Universal Declaration of Human Rights, the Declaration on Fundamental Principles and Rights at Work of the International Labour Organization, the Rio Declaration on Environment and Development, and the United Nations Convention against Corruption.

Companies are invited to uphold the following principles:

Human rights

1st Principle

Promote and respect the protection of internationally proclaimed human rights.

2nd Principle

Ensure that they are not complicit in human rights abuses.

Respect freedom of association and recognize the right to collective bargaining

4th Principle

Contribute to the elimination of all forms of forced or compulsory labour.

5th Principle

Contribute to the effective abolition of child labour.

6th Principle

Contribute to the elimination of discrimination in respect of employment and occupation.

Environment

7th Principle

Apply the precautionary approach to environmental challenges.

8th Principle

Undertake initiatives to promote greater environmental responsibility.

9th Principle

Encourage the development and diffusion of environmentally friendly technologies.

Fight against corruption

10th Principle

Act against corruption in all its forms, including extortion and bribery

SYNERGIE IS COMMITTED TO COMPLYING WITH THE FUNDAMENTAL CONVENTIONS OF THE ILO.

Core Conventions of the International Labour Organization (ILO)

[C029 - Forced Labour Convention, 1930](#)

[P029 - Protocol of 2014 to the Forced Labour Convention, 1930](#)

[C087 - Freedom of Association and Protection of the Right to Organise Convention, 1948](#)

[C098 - Right to Organise and Collective Bargaining Convention, 1949](#)

[C100 - Equal Remuneration Convention, 1951](#)

[C105 - Abolition of Forced Labour Convention, 1957](#)

[C111 - Discrimination \(Employment and Occupation\) Convention, 1958](#)

[C138 - Minimum Age Convention, 1973](#)

[C155 - Occupational Safety and Health Convention, 1981](#)

[C182 - Worst Forms of Child Labour Convention, 1999](#)



International
Labour
Organization

www.ilo.org

Priority Governance Conventions

[C081 - Labour Inspection Convention, 1947](#)

[P081 - Protocol of 1995 to the Labour Inspection Convention, 1947](#)

[C122 - Employment Policy Convention, 1964](#)

[C129 - Labour Inspection \(Agriculture\) Convention, 1969](#)

[C144 - Tripartite Consultation \(International Labour Standards\) Convention, 1976](#)

Technical Conventions

[C001 - Hours of Work \(Industry\) Convention, 1919](#)

[C026 - Minimum Wage Fixing Methods Convention, 1928](#)

[C131 - Minimum Wages \(Fixing Convention\), 1970](#)

[C155 - Occupational Safety and Health Convention, 1981 \(No. 155\)](#)

[P155 - Protocol of 2002 to the Occupational Safety and Health Convention, 1981](#)

SUPPLIER AND PARTNER CSR QUESTIONNAIRE

Preamble

Responsible temporary employment has been part of the Synergie Group's DNA since its inception.

Driven by its President and Executive Management, the Group's CSR policy has been built transversally within the organisation and through ongoing dialogue with its stakeholders.

Committed to integrating these values with all its stakeholders, the Synergie Group has decided to incorporate CSR criteria into the selection of its suppliers and into the long-term development of its business relationships.

In this context, please return the signed Charter to your designated purchasing contact and copy synergie.rse@synergie.fr, after having read and signed the accompanying Responsible Purchasing Charter for Suppliers and Partners.

YOUR COMPANY

Company Name:

Company registration number:

Annual Turnover:

Date of Establishment:

Number of Employees:

Your Entity:

GOVERNANCE

☐ Yes ☐ No Has your company's governance established principles relating to social responsibility, ethics, or environmental stewardship?

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

Name:

Position:

Email:

☐ Yes ☐ No Does your company adhere to the United Nations Global Compact ?

☐ Yes ☐ No Does your company participate in any other external CSR initiatives? (e.g., Science Based Targets initiative). If yes, please specify which ones

☐ Yes ☐ No Does your company publish a CSR report?

☐ Yes ☐ No Does your company provide employees with training on CSR-related topics? (e.g., diversity training, resource management training, etc.)

☐ Yes ☐ No Does your company have its CSR approach audited by an external organization (e.g., Ecovadis, Afnor, etc.) ? If Yes, please specify the organization and the rating obtained:

☐ Yes ☐ No Has your company obtained any certifications? If yes, which ones ?

☐ ISO 9001 ☐ ISO 14001 ☐ ISO 45001 ☐ ISO 29900 ☐ ISO 26000 ☐ MASE ☐ CEFRI
☐ Other certifications – Please specify :

☐ Yes ☐ No Does your company carry out environmental, social, or economic development initiatives within its local area ? If yes, please list a few of them :

☐ Yes ☐ No Does your company implement environmental, social, or economic development initiatives within its local area? If yes, please list a few examples

☐ Yes ☐ No Does your company have a 'Responsible Purchasing' policy in relation to CSR principles?

SOCIAL RESPONSIBILITY

The SYNERGIE Group exclusively selects suppliers and partners who strictly comply with the Universal Declaration of Human Rights, the ILO Declaration on Fundamental Principles and Rights at Work, and all applicable laws related to corporate social responsibility.

Suppliers must eliminate forced labor, child labor, harassment, and discrimination. They must ensure fair wages, safe working conditions, freedom of association, and respect legal working hours and rest periods.

☐ Yes ☐ No Does your company have policies in place relating to the respect of Human Rights and working conditions? If yes, please specify which topics are covered among the following, and provide supporting documentation where applicable:

☐ Elimination of forced and compulsory labor

☐ Abolition of child labor

☐ Harassment and abuse prevention

☐ Prevention of discrimination and promotion of diversity and equal opportunities

☐ Yes ☐ No Are you a signatory of a charter against discrimination (e.g., the Diversity Charter, etc.)?

☐ Yes ☐ No Have actions been implemented to address this issue? If yes, please list a few of them:

Please specify your company's employment rate of people with disabilities:

☐ Yes ☐ No Have actions been implemented to promote the employment of these individuals? If yes, please list a few of them:

☐ Yes ☐ No Have you calculated your gender equality index? If yes, what is your result

☐ Yes ☐ No Have you implemented a gender equality agreement or action plan? If yes, please specify the actions undertaken:

☐ Salaries and benefits

☐ Union representation and company agreement

☐ Health and safety

☐ Please specify your workplace accident severity rate (1) and/or frequency rate (2)

(1) (2)

☐ Training – Career development

☐ Yes ☐ No Are employees made aware of or trained on these topics? If yes, please specify the awareness raising actions or training programs implemented.

☐ Yes ☐ No Has your company appointed a person responsible for these matters? If yes, please specify:

Name

Position

Email

ETHICAL RESPONSABILITY

Suppliers and partners must comply with all laws related to anti-corruption and influence peddling, including the French Sapin II Law. They must respect the SYNERGIE Group's ethics code and gift policy and must not attempt to influence business decisions through gifts or advantages.

They must also comply with fair competition laws and must not engage in price fixing, abuse of dominant position, or misuse confidential information obtained through business relationships with SYNERGIE.

☐ Yes ☐ No Has your company implemented a business ethics policy or a code of conduct?
If yes, please specify which topics are covered among the following, and provide supporting documentation where applicable:

- ☐ Anti-corruption
- ☐ Conflicts of interest
- ☐ Fraud prevention
- ☐ Anti-money laundering
- ☐ Anti-competitive practices
- ☐ Commercial Terms

☐ Yes ☐ No Does your company have a gifts and hospitality policy?

☐ Yes ☐ No Has your company carried out a risk mapping related to anti-corruption?

☐ Yes ☐ No Is an internal whistleblowing procedure in place within your company?

☐ Yes ☐ No Is a third-party due diligence procedure implemented within your company?

☐ Yes ☐ No Is training provided to individuals most exposed to these risks?

☐ Yes ☐ No Has your company appointed a person responsible for these matters? If yes, please specify:

Name

Email

Position

☐ Yes ☐ No Over the past five years, has your company, or any of its executives or employees, been subject to a conviction related to corruption?

ENVIRONMENTAL RESPONSIBILITY

Suppliers and partners must demonstrate measurable environmental commitment and comply with all environmental regulations.

They are encouraged to implement environmental management systems such as ISO 14001, ISO 45001, and ISO 9001, control pollution, reduce environmental impact, and promote sustainable use of resources.

☐ Yes ☐ No

Does your company have an environmental policy in place?

If yes, please specify which topics are covered among the following, and provide supporting documentation where applicable:

☐ Energy consumption and greenhouse gas emissions (production/buildings/vehicle fleet)

☐ Water quality and consumption

☐ Waste management / reduction, environmental nuisance mitigation, and pollution prevention (recycling, chemical product treatment, etc.)

☐ Yes ☐ No

Over the past three years, has your company undertaken initiatives to reduce its environmental impact in the areas mentioned above?

If yes, please list the actions undertaken:

☐ Yes ☐ No

Over the past three years, has your company carried out a carbon footprint assessment or an energy audit?

☐ Yes ☐ No

Over the past three years, has your company implemented actions to protect biodiversity?

If yes, please specify which ones:

☐ Yes ☐ No

Are employees made aware of or trained on these topics?

If yes, please specify the awareness-raising actions or training programs implemented.

☐ Yes ☐ No

Has your company appointed a person responsible for these matters?

If yes, please specify:

Name

Position

Email

PERSONAL DATA PROTECTION AND INFORMATION SYSTEM SECURITY

Suppliers, partners, and subcontractors must comply with the GDPR (EU Regulation 2016/679) and applicable data protection laws.

They must ensure confidentiality, security, and integrity of data entrusted to them, implement appropriate technical and organizational security measures, and report any data breach to the SYNERGIE Group Data Protection Officer.

☐ Yes ☐ No Does your company have a personal data protection policy that complies with the obligations of European Regulation No. 2016/679, known as the General Data Protection Regulation (GDPR)?

☐ Yes ☐ No To secure this personal data protection policy, has your company implemented an IT and information systems security policy?

☐ Yes ☐ No Are employees trained on these issues or made aware of the associated risks?
If yes, please specify the training or awareness-raising actions implemented:

Name

The

Firstname

Signed at

Position

Signature and
company stamp



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