



2024 Responsible Procurement Policy

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Engaging in a Responsible Procurement Policy

In an increasingly conscientious world regarding environmental, social, and ethical issues, it is imperative for organizations to take their responsibilities seriously. Procurement, as an essential element of any business, plays a crucial role in shaping a sustainable and ethical future. It is within this perspective that Guillevin International Co (Guillevin) is proud to present its Responsible Procurement Policy.

This policy is the result of thoughtful consideration and an ongoing commitment to sustainable development. It aligns with our overall approach to minimize our ecological footprint, promote human rights, and support a fair economy. It outlines our approach to procurement, from the selection of suppliers to resource management, reflecting our commitment to acting responsibly at every stage of our operations.

We firmly believe that through a responsible procurement approach, we can positively contribute to society while strengthening our position in the market. This policy is a commitment to our customers, partners, employees, and all stakeholders who share our vision of a better future.

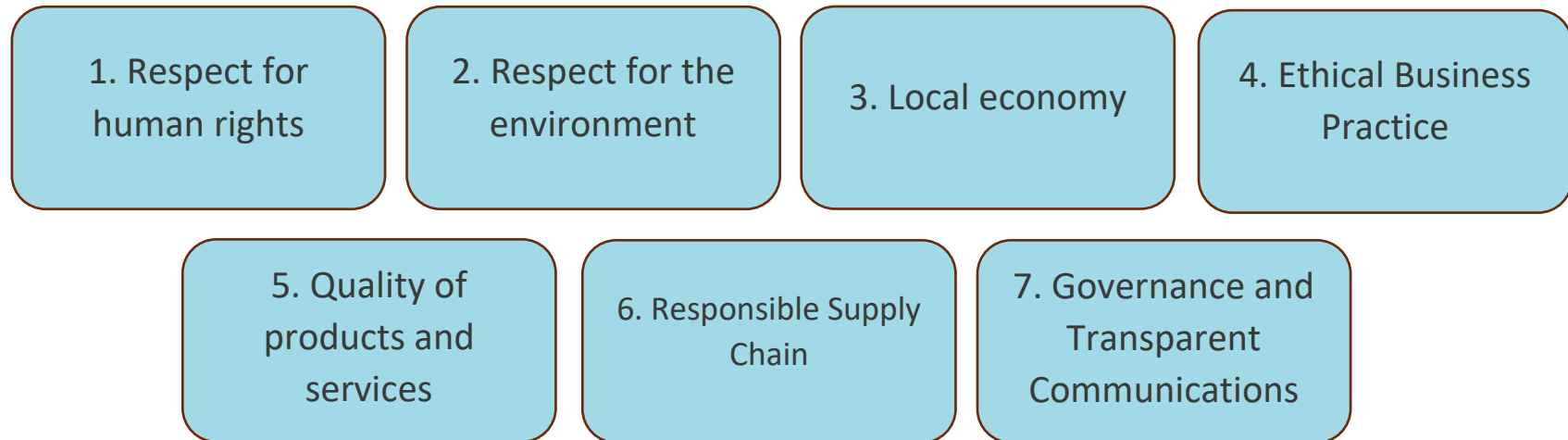
Through this Responsible Procurement Policy, we invite everyone to join us in our quest for a fairer, sustainable, and ethical world. We are confident that, together, we can make meaningful and lasting changes for future generations.

Who Is This Policy For?

This policy covers all suppliers contractually bound to Guillevin or one of its subsidiaries and includes all the company's departments involved in procurement procedures.

The Seven Criteria of Guillevin's Responsible Sourcing Policy

Guillevin has identified seven fundamental criteria that define its responsible sourcing policy. They serve as a reference for its requirements for all its suppliers:



1. Respect for Human Rights

Guillevin's suppliers must ensure respect for human rights and working conditions must be fair, safe and in line with international labour standards. These conditions aim to promote workers' dignity, enhance productivity and job satisfaction, and foster a responsible corporate culture.

Occupational Health and Safety

The supplier undertakes to ensure the well-being, health, and safety of its employees, partners, subcontractors, visitors, and anyone potentially influenced by its operations. To this end, it regularly identifies and assesses health and safety hazards. Preventive and safety measures are put in place accordingly.

Anti-Discrimination Commitment

The supplier is committed to creating an equitable and inclusive work environment for all employees. It explicitly prohibits any form of discrimination, whether based on race, gender, religion, age, sexual orientation, disability, or other characteristics protected by law.

Child Labour

The supplier undertakes to comply with the minimum legal age for employment in the country where its activities are conducted, in accordance with the provisions of the Convention on the Rights of the Child and the standards established by the International Labour Organization (ILO).

Fair Wages

Employees must be fairly compensated for their work, in accordance with industry standards and minimum wage laws.

Reasonable Hours of work: Hours of work must be reasonable, comply with overtime laws, and provide sufficient rest time and time off for workers.

Decent Working Conditions

Workers must be provided with decent working conditions, including workspace, lighting, temperature, and hygiene.

Equal Opportunities

Opportunities for employment and advancement should be accessible to everyone, regardless of their social background or status.

2. Respect of the Environment

Guillevin's supplier undertakes to establish an adequate environmental management system to identify, evaluate, prevent, and reduce the negative impacts of its activities and products on the environment, such as:

Waste Management

The supplier is committed to reducing, reusing, and recycling the waste generated during its operations. It also seeks to minimize the generation of hazardous waste and responsibly dispose of waste in accordance with regulations.

Energy Saving

The supplier implements practices to reduce energy consumption in its facilities, using renewable energy sources where possible and investing in energy-efficient technologies.

Water Management

The supplier strives to reduce water consumption in its operations, monitors, and repairs leaks, and uses responsible water use methods.

Responsible Purchasing

The supplier chooses sustainable materials and products, prioritizes environmentally friendly suppliers, and strives to reduce the carbon footprint of its supply chain.

Reduction of Greenhouse Gas Emissions

The supplier sets targets for reducing greenhouse gas (GHG) emissions, regularly monitors its emissions, and implements strategies to reduce them, such as carbon offsetting or the use of cleaner technologies.

Biodiversity Conservation

The supplier is committed to protecting and preserving local ecosystems, avoiding the destruction of biodiversity, and promoting environmentally friendly practices.

Transparency & Reporting

The supplier communicates transparently about its environmental practices, provides regular reports on its environmental performance, and is committed to collaborating with stakeholders to improve its sustainability.

3. Supporting the Local Economy

Between two products of comparable price and quality, Guillevin will favor the local North American supplier due to the numerous advantages, namely:

Reduced Carbon Footprint

Local products require less transportation to reach consumers, reducing greenhouse gas emissions and promoting environmental sustainability.

Job Creation

Local businesses tend to hire locally, which boosts employment in the community.

Economic Development

By supporting local businesses, Guillevin contributes to the growth of the local economy. This can attract new businesses, encourage investment, and foster the development of the region.

Greater Social Responsibility

Local businesses often have a personal stake in the well-being of their community. They are more likely to engage socially, make local donations, and support local causes.

Circular economy

By promoting the local economy, Guillevin helps create a circular economic loop, where resources are reused and recycled locally.



4. Adherence to Ethical Business Practice

To work with Guillevin, suppliers must avoid corruption, fraud, and other unethical behavior. They must also respect the principles of fair competition. Specifically, they must demonstrate:

Integrity

Companies must demonstrate integrity in all their interactions, being honest, transparent, and delivering on their promises.

Legal Compliance

Companies must comply with all applicable laws and regulations in their operations, including labor, environmental, competition, and tax laws.

Corporate Responsibility

Companies must take responsibility for their actions and impacts on society, acknowledging and addressing issues where necessary.

Respect for Fair Competition

Companies must compete fairly, avoiding corruption, collusion, or other anti-competitive behaviour.

Ethics in Stakeholder Relations

Businesses must treat their employees, customers, suppliers, and business partners with respect, fairness, and consideration.

Compliance with Professional Standards

Companies must comply with the professional standards of their industry, avoiding conflicts of interest and adhering to established professional rules.

Social Responsibility

Companies must contribute positively to society by supporting philanthropic initiatives, engaging with the local community, and minimizing their negative impact on the environment.

5. Quality of Products or Services

Suppliers are committed to providing high-quality products or services that meet the standards and expectations of the client company.

Planned Obsolescence

Guillevin expects its partners not to be subject to planned obsolescence. The life cycle of their products must be as long as possible to reduce the environmental impact of our operations and to offer our customers quality products that retain their usefulness in the long term.

Compliance with Specifications

The product must meet the agreed technical specifications and quality standards. Any deviation from these specifications must be considered.

Reliability

The product must perform reliably and consistently over the intended duration. Recurring breakdowns and faults are unacceptable. Product recalls must be done quickly and with customer safety in mind.

Material Quality

The materials used in the manufacture of the product must be of high quality and comply with safety and durability standards.

Performances

The product must perform as expected, with performance that meets the customer's needs.

Security

The product must be safe to use, complying with applicable safety standards. Products that are dangerous or pose unacceptable risks should be avoided.

Regulatory Compliance

The product must comply with all applicable laws, regulations, and standards, including those relating to the environment and safety.

Customer Satisfaction

Feedback and satisfaction from previous customers are important indicators of product quality. Any complaint about a comment is taken seriously.



6. Responsible Supply Chain

Just like Guillevin, suppliers need to have effective and accountable supply chain management systems in place to ensure traceability and accountability at every stage.

Therefore, every supplier must submit a self-assessment of their activities to Guillevin based on the criteria outlined in this responsible procurement policy. They are also required to submit a new self-assessment in the event of significant changes within their company.

Sourcing of minerals in conflict-affected or high-risk areas

Guillevin has implemented the following measures to prevent any complicity in conflicts in high-risk areas and to prohibit the use of tin, tantalum, tungsten, gold, and cobalt whose production results from human rights violations, including forced labor, child labor, environmental pollution, corruption, or other abuses. As such, Guillevin requests its suppliers to:

- Implement due diligence in their respective supply chains to assess the potential presence of tin, tantalum, tungsten, or gold in the products supplied to Guillevin and determine to what extent these metals originate from conflict-free smelters.
- Communicate the results of this due diligence to Guillevin to facilitate compliance with its legal obligations and objectives.
- Commit to being or becoming "conflict-free" suppliers, ensuring that all metals come exclusively from non-conflict-related smelters.

7. Transparent Governance and Communications

Suppliers should be open to communication and collaboration with Guillevin to resolve issues, share information, and improve practices. They must provide transparent information about their activities and practices so that stakeholders can make informed decisions based on a relationship of trust.

Compliance with Laws and Regulations

Strict compliance with all applicable laws and regulations is essential. This includes compliance with competition laws, consumer protection, privacy, human rights, workplace safety, and more.

Integrity and Professional Ethics

Employees are expected to act with integrity, honesty, and professional ethics in all their business interactions.

Transparency

Organizations need to be transparent in their internal and external communication, providing clear and accurate information about their activities and practices.

Conflict of Interest Management

Potential conflicts of interest must be identified and managed appropriately to avoid bias or prejudice.

Protection of Personal Data

Companies must protect the personal information of their employees, customers, and business partners in accordance with data privacy laws.

Fight Against Corruption

Organizations must have policies and procedures in place to prevent corruption in all its forms, including bribery and illicit payments.

For any question regarding this policy of
for more information about Guillevin

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