

Phoebe

Sustainable Purchasing Charter

Purchasing plays a crucial role in the efficient operation of PHOEBE, fulfilling internal needs and ensuring customer satisfaction through our sales and services.

This Responsible Purchasing Charter formalizes our commitment to adopting ethical, environmental, and social purchasing practices, aligning with our Corporate Social Responsibility objectives.

As such, Phoebe commits to the following points:

CLIMATE CHANGE AND CONSERVATION THE ENVIRONMENT

- Committing to the low-carbon transition
- Integrating the principles of the circular economy into our processes
- Promoting the highest standards of certification and labelling
- Promoting environmental sobriety among our employees

SOCIAL COMMITMENT AND PARTNERSHIP RELATIONS

- Respect the principles of the United Nations Global Compact.
- Responsible consumption and production
- Industry, Innovation and Infrastructure
- Strengthening the sustainable purchasing policy and dialogue with suppliers

SKILLS DEVELOPMENT, WELL-BEING AT WORK AND DIVERSITY

- Respecting the principles of the United Nations Global Compact
- Developing the skills of our employees
- Improving quality of life and working conditions
- Guaranteeing decent working conditions and health and safety standards in accordance with the relevant conventions
- Encouraging diversity

Supplier commitments to Phoebe

The purpose of this charter is to engage Phoebe's suppliers and service providers (hereinafter referred to as "the Group"). The Group is committed to ensuring that its suppliers adhere to its CSR policy and commitments and to clearly defining their obligations.

The supplier agrees to respect and implement the necessary measures to fulfill its obligations as outlined in this Charter. Additionally, the supplier commits to ensuring that its own suppliers and subcontractors respect and implement these obligations, in accordance with contractual provisions and applicable legislation. The supplier must provide Phoebe with evidence of compliance with this Charter. Consequently, Phoebe reserves the right to reasonably request documents verifying proper adherence to the Charter.

Ethical commitments and human rights

- **Respect for human rights**
 - **Non-discrimination:** Guarantee equal treatment and opportunities for all employees, regardless of race, gender, age, religion, nationality, disability, sexual orientation or any other characteristic protected by law.
 - **Ban on forced labour and child labour**
Ensure that no form of forced or child labour is used in their operations and supply chains.
- **Decent working conditions**
 - **Reasonable working hours:** Comply with local laws on working hours and rest periods.
 - **Fair remuneration:** Pay salaries that enable employees to cover their basic needs, in accordance with local legislation and international conventions.
- **Business Ethics**
 - Conduct activities in accordance with principles of honesty and fairness, complying with applicable regulations on competition, anti-money laundering, anti-terrorism financing, and anti-corruption. Commit to adhering to Phoebe's Ethics and ABC Charter in business operations.
 - **Anti-corruption:** Implement policies to prevent corruption, bribery and other illegal business practices.
 - **Transparency and integrity:** Promote transparent and honest business practices, including the disclosure of relevant information and accurate financial reporting.

- Suppliers and subcontractors must promote **free competition**, thus prohibiting any any collusion or price-fixing agreements.
- The Supplier shall refrain from proposing or offering any Phoebe employee any gift, invitation, act of indulgence, favor, or any other advantage, pecuniary or otherwise, for them or their close relations, which could corrupt, influence, or hinder the integrity, independence of judgment, or objectivity of said employee in their relations with the Supplier.

Environmental commitments

- **Resources and Waste Management**
 - **Waste reduction:** Implement practices to minimize waste production and promote recycling and reuse of materials.
 - **Managing natural resources:** Use resources sustainably, minimizing the environmental footprint of production activities.
- **Pollution Prevention**
 - **Reducing emissions:** Take measures to reduce emissions of greenhouse gases and other pollutants into the air, water and soil.
 - **Chemical Management:** Ensure responsible management of the chemicals, minimizing their environmental and health impact.
 - **Best Practices:** Strive for best practices within the profession, to optimize water and energy consumption, preserve biodiversity and manage waste.

Social Commitments

■ Skills Development

- **Ongoing training:** Provide training programs to improve employees' skills and knowledge.
- **Promoting diversity and inclusion:** Encourage diversity and inclusion within teams, fostering an inclusive and respectful working environment.

■ Contribution to the community

- **Local commitment:** Contribute to the economic and social development of local communities by supporting local initiatives and creating jobs.
- **Volunteering and sponsorship:** Encourage and facilitate employee participation in volunteering and sponsorship activities.

■ Security and data protection

- The Supplier commits not to use or disclose any sensitive and/or confidential information of Phoebe and/or transmitted by Phoebe, even after termination of the business relationship.
- The Supplier also commits to comply with the regulations in force applicable to the processing of personal data handled within the scope of its activity with Phoebe. Specifically, the supplier undertakes to:
 - Adhere to the general obligation of data security and confidentiality in accordance with applicable legal and contractual provisions;
 - Collect only personal data that is adequate, relevant and limited to what is necessary for the purposes for which it is collected;
 - Conduct data processing operations for lawful, specified, legitimate and explicit purposes;
 - Where applicable, fulfill the obligation to inform data subjects and ensure they can effectively exercise their rights concerning their data as recognized by current regulations (rights of access, rectification, deletion, etc.);
 - Conduct an impact assessment in the event of a high risk to the rights and freedoms of individuals or assist Phoebe with this procedure if necessary;
 - Determine and implement appropriate data retention periods;



Phoebe's commitments to suppliers

As part of its RSE and responsible purchasing policy, for purchasing-led referencing contracts, Phoebe conducts its business in accordance with principles of honesty and fairness, and in compliance with applicable regulations on competition and the prohibition of corruption in commercial transactions.

Phoebe is committed to the following principles:

- **Respect the principles of the United Nations Global Compact.**
- **Ensuring a Responsible Financial Relationship**
 - PHOEBE is committed to honoring payment deadlines to ensure the financial stability of its suppliers and to strengthen mutual trust. Adhering to these deadlines helps prevent tensions and financial imbalances in the commercial relationship.
- **Maintaining Respectful Relationships**
 - PHOEBE is committed to fostering relationships built on mutual respect, transparency, and fairness. This entails open communication, sharing information, and collaborating to resolve any issues that may arise.
- **Managing Reciprocal Dependencies**
 - **Identifying and managing dependencies:** PHOEBE is committed to identifying situations of mutual dependency with its suppliers and proactively managing them to mitigate economic risks. This may include diversifying sources of supply or implementing continuity plans.
- **Involving our partners in our CSR approach**
 - **Encouraging adherence to our RSE approach:** PHOEBE collaborates with its suppliers to ensure they adopt practices that align with our standards of social and environmental responsibility. We encourage our partners to implement CSR initiatives and share their progress.
- **Integrating environmental and social issues**
 - **Promoting purchasing practices that respect the environment and social rights:** PHOEBE incorporates environmental and social criteria into its procurement processes. This includes selecting suppliers who adhere to fair labor standards and sustainable practices.
- **Territorial Responsibility**
 - **Preferring local suppliers:** PHOEBE prioritizes local suppliers and short supply chains to support the local economy and reduce its carbon footprint.
- **Professionalism and Ethics in the Purchasing Function**
 - **Training and raising awareness among our buyers:** PHOEBE ensures its buyers are trained in ethical and responsible practices. This includes raising awareness about the risks of corruption, conflicts of interest, and the importance of integrity in commercial transactions.
- **Supplier Relationship Management**
 - **Establishing Dedicated Supplier Relations Team:** PHOEBE establishes a specialized team to manage supplier relationships, ensuring effective coordination, performance monitoring, and continuous improvement of procurement practices.
- **Ethics**
 - **Code of Conduct for Phoebe Employees:** Phoebe employees are prohibited from accepting any gifts, invitations, acts of convenience, favors, or other advantages, monetary or otherwise, from suppliers that could compromise, influence, or hinder their integrity, independence of judgment, or objectivity in their dealings with said suppliers.

In: Les Ulis,
Dated on: 01 July 2024

<p>Pascal Hélie Managing Director</p> 	<p>Marion Devanne PMO Manager</p> <p><i>Marion DEVANNE</i></p>	<p>Alisson Prawucki Administrative Manager</p> <p><i>Alisson PRAWUCKI</i></p>	<p>Olivier Brachet Head of Compliance and QHSE</p> 
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