

## EKKIDEN GROUP RESPONSIBLE PROCUREMENT CHART

*Lausanne, July 12th, 2023.*

### **INTRODUCTION**

The Responsible Procurement Chart of the EKKIDEN Group (hereinafter referred to as "EKKIDEN") sets out the principles intended to ensure ethical and sustainable commercial relations with its suppliers and subcontractors, in compliance with applicable laws and regulations and its commitments to Corporate Social Responsibility (CSR).

These principles reflect the commitment of EKKIDEN and its suppliers to make every effort in their business activities to prevent and reduce ethical, environmental and human rights risks.

### **EKKIDEN'S COMMITMENTS TOWARDS SUPPLIERS**

#### **Commit to responsible procurement**

EKKIDEN undertakes to comply with its Code of Ethics, published on March 13, 2023, in its commercial activities, and in particular to respect and promote the fundamental rights mentioned therein, and not to resort to forced, compulsory or illegal labor. Child labor is forbidden. EKKIDEN undertakes to consider social and human rights issues in its relations with suppliers.

EKKIDEN also undertakes to conduct its business activities in accordance with the principles of transparency and fairness, and in compliance with applicable laws and regulations on unfair competition and anti-corruption in commercial transactions. EKKIDEN employees expressly refrain from carrying out or benefiting directly or indirectly from any transaction on a personal basis. In particular, EKKIDEN employees shall refrain from offering or proposing to their suppliers any business gift, invitation, act of convenience, favor or any other advantage likely to alter the integrity, independence of judgment or objectivity of the suppliers. Any employee wishing to offer or receive any benefit whatsoever must inform his or her manager so that the latter can approve the transaction in the light of EKKIDEN's values and the principles of the Code of Ethics.

EKKIDEN is committed to prioritizing its procurement from local suppliers. All procurements over 500 euros will be subject to a prior comparative study.



## **Ensure sustainable, responsible relations with suppliers**

EKKIDEN is committed to treating its suppliers equally, and to ensuring transparent and fair competition between suppliers during the tendering and negotiation processes.

EKKIDEN is committed to promoting sustainable and balanced relationships in compliance with current legislation, to identifying and managing the risks of economic dependence with its suppliers, and to optimizing its contractual relationships with them.

EKKIDEN undertakes to comply strictly and truthfully with legal payment deadlines. In particular, EKKIDEN undertakes to:

- Ensure a fluid payment process from start to finish.
- Make payments by the contractual or legal deadlines without demanding disproportionate consideration.
- Inform the supplier of any late payment or withholding, whether or not related to a dispute, and deal with such delays or withholdings proactively.
- Encourage suppliers to send their invoices promptly.
- Facilitate any financing arrangements adapted to the needs of the supplier's business.

## **Protect the environment**

EKKIDEN is committed to complying with all applicable environmental laws and regulations, and to implementing a continuous improvement approach to environmental protection. In particular, EKKIDEN undertakes to take environmental issues into account in its relations with suppliers, alongside traditional procurement considerations, in order to base its commercial relations on the principles of respect and ethics.

EKKIDEN is also committed to integrating sustainability criteria into its procurements, in particular:

- The purchase of office supplies and related items, more specifically all paper and office equipment.
- The purchase of clothing (T-shirts, hats, sweatshirts, etc.) for EKKIDEN employees.
- The use of digital data hosting services.

## **SUPPLIERS' COMMITMENTS TOWARDS EKKIDEN**

### **Fight against corruption, money laundering and the financing of terrorism**

Suppliers undertake to :

- Comply with the EKKIDEN Code of Ethics in their business dealings with EKKIDEN, including compliance with applicable human rights laws and regulations.
  
- Comply with all laws and regulations concerning the fight against corruption. The negotiation and execution of contracts between EKKIDEN and its suppliers must not give rise to behavior or facts that could be qualified as corruption, in particular embezzlement, misappropriation of customers and favoritism. EKKIDEN's suppliers expressly forbid themselves from carrying out any transactions with EKKIDEN's employees that could be deemed sensitive, in particular proposing or offering the latter business gifts whose value would be deemed disproportionate, invitations, acts of convenience, favors or any other advantage likely to alter the integrity, independence of judgment or objectivity of the employee in his relations with EKKIDEN. They also undertake to take all measures to avoid anti-competitive practices, and in particular not to participate in agreements likely to compromise competition, or to behave in a manner likely to contravene competition law.
  
- Maintain their integrity, in the context of the fight against money laundering and the financing of terrorism, with regard to their relationships in order to detect and avoid any risk of money laundering and the financing of terrorism (AML/CFT), by complying with applicable laws and regulations. In particular, suppliers undertake not to commit any act or assist in any act prohibited by these laws and regulations.
  
- Avoiding conflicts of interest. Suppliers undertake to avoid any situation that may represent an existing or potential conflict of interest that could compromise the interests and reputation of EKKIDEN. All decisions must be made objectively and in the best interests of EKKIDEN. In particular, suppliers undertake to :
  - Not to have any financial interest with EKKIDEN employees, except with the prior written authorization of the direct manager.
  - Notify EKKIDEN of any situation that may represent a conflict of interest as soon as they become aware of it.

Subcontractors involved in the realization of a project on behalf of an EKKIDEN customer expressly undertake not to misappropriate EKKIDEN's customers, and in particular not to enter into direct or indirect contractual commitments with EKKIDEN's customer for projects of a similar scope.



## **Respect intellectual property rights and confidentiality**

Suppliers undertake to respect the intellectual property of third parties.

Suppliers shall refrain from appropriating information that may be considered confidential and undertake not to make illegal copies of information owned by EKKIDEN or to make unauthorized use of such information.

## **Ensure data security and protection**

Suppliers undertake not to use or make public any sensitive and/or confidential information provided by EKKIDEN. Suppliers also undertake to comply with the laws and regulations applicable to the processing of personal data handled in the course of their business with EKKIDEN. Suppliers undertake to make their employees aware of good IT security and personal data protection practices.

## **Respecting labor and human rights standards**

Suppliers undertake to respect and promote fundamental rights as set out in the Code of Ethics. In particular, they undertake not to use forced or compulsory labor, illegal labor, or child labor.

Suppliers also undertake to promote equal treatment and equal opportunities among their employees, and to ban all forms of discrimination. Suppliers undertake to treat all their employees with dignity and respect, and to comply with laws and regulations on working hours, remuneration, freedom of association and collective bargaining rights.

## **Reduce the risk of economic dependence**

Suppliers undertake to avoid any economic dependence on EKKIDEN and to control their employees and partners in order to avoid any significant economic dependence.

## **Ensure health and safety**

Suppliers undertake to ensure that their activities do not adversely affect the health and safety of their staff, subcontractors, other parties involved in their business activities, neighboring populations and users of their products and services. In particular, suppliers undertake to be proactive in matters of hygiene, health and safety.

Hygiene, health and safety risks must be identified and assessed. Suppliers must take all necessary measures to limit and, where possible, eliminate them.

## **Protect the environment**

Suppliers undertake to comply with applicable environmental laws and regulations and to implement a continuous improvement approach to environmental protection in order to base their relationship with EKKIDEN on the principles of respect and ethics.

**THE SUPPLIER**

