

SUSTAINABLE PROCUREMENT GROUP POLICY



1. Introduction

As a player committed to sustainable development, Keyrus pays particular attention to its procurement as part of its CSR responsibility. The Group is committed to sustainable procurement and follows United Nations Global Compact rules in selecting partners and suppliers. As an active member of Numeum¹, Keyrus also complies with the Charter of Good Practices: 10 principles issued by a professional union to support companies implementing a sustainable procurement policy.

In this way, Keyrus is regularly and resolutely involved in defending and enforcing fundamental rights and good purchasing practices. It also strives to reduce its environmental, ethical and social impact of its purchasing policies and processes.

The sustainable procurement policy is based on 4 fundamental and complementary pillars:

- ⇒ **Guarantee respect for the fundamental rights of all our stakeholders throughout our supply chain**
- ⇒ **Reduce negative impact of our purchases on the environment and encourage positive impacts**
- ⇒ **Mobilize internal players and support deployment of virtuous practices**
- ⇒ **Foster responsible, sustainable and ethical relations with our suppliers and subcontractors.**

Through this policy, the Group reinforces its commitment to the 4 United Nations Sustainable Development Goals (SDG):



¹ Union and professional organization of the digital exocsystem in France

2. Scope and coverage

This policy applies to all operating entities and subsidiaries of the Keyrus Group. It sets out global and local ambitions and plans of action.

Keyrus seeks a minimum of 80% of overall FTEs as a threshold for a representative sample in our reporting. Yet, our target is to report on 100% of Keyrus entities. This is a journey and requires continuous improvement to reach this objective.



3. Our commitments

Commitment 1: Guarantee respect for the fundamental rights of all our stakeholders throughout our supply chain.

Keyrus' sustainable procurement commitments comply with international regulations in terms of labor law, safety and environment. The policy also sources itself on a series of declarations and international reference texts, such as:

- Universal Declaration of Human Rights
- ILO (International Labor Organization) Declaration on Fundamental Principles and Rights at Work
- Anti-Bribery Convention from OECD and United Nations
- Rio Declaration on Environment and Development

Qualitative objectives

To guarantee respect for fundamental rights in our supply chain, we aim to:

- **Include fundamental rights clauses in contracts with all suppliers and subcontractors**
- **Deploy a Sustainable Procurement Charter within Keyrus subsidiaries**
- **Ensure the code of conduct is signed by the parties concerned**

Quantitative targets

To measure our performance in terms of fundamental rights respect in our supply chain, we track the **percentage of suppliers who signed the Code of Conduct (appended to the Charter)**.

Commitment 2: Reduce negative impact of our purchases on the environment and encourage positive impacts.

Today, 95% of the Group's carbon footprint falls within Scope 3². To enable us to reduce our CO2 emissions, it is essential to add our suppliers' carbon footprint in our purchasing decisions. This means requesting their carbon impact on our purchases.

In addition, products and services purchased by the Group can also contribute to improving its social commitment to people who are outside of our employment, to local businesses or to the social economic sector.

Qualitative objectives

To reduce negative impact and encourage positive impact of our purchases on the environment, we aim to:

- **Clarify Scope 3 of our carbon footprint by collecting data on the environmental impact of our purchases**
- **Promote local and socially responsible purchases**

Quantitative targets

To measure our performance in improving our overall impact of our purchasing, we track (France only):

- **Number of partnerships with EA or ESAT³ companies**
- **Number of partnerships with Digital Service Companies (ESN in FR) in the supported employment sector**

² Scope 3 encompasses emissions that are not produced by Keyrus itself, and are not the result of activities from assets owned or controlled by Keyrus, but that the organization indirectly affects in its value chain.

³ EA & ESAT: supported employment workplace, inclusive specialist institutions for disabled workers, with protected and adapted facilities. (EA: Entreprises Adaptées; ESAT: Etablissement et Service d'Aide par le Travail – milieu protégé)

Commitment 3: Mobilize internal players and support deployment of virtuous practices.

Since the policy applies to all entities, it is important to mobilize all buyers and procurement departments and managers of the Group, to translate our commitments into concrete action plans. Keyrus aims to continuously improve purchase processes as well as educating buyers with sustainable best practices.

Qualitative objectives

To deploy virtuous purchasing practices, we aim to:

- **Create and animate a global community of buyers to share sustainable procurement best practices and tools**
- **Extend supplier risk mapping (cartography) to all entities**
- **Communicate policy and deploy dedicated tools within the Group: Sustainable Procurement Charter and CSR questionnaire for suppliers.**
- **Once dedicated tools are deployed, set a quantitative target about the number of suppliers to be assessed.**

Quantitative targets

To measure our performance in deploying virtuous purchasing practices, we track:

- **Percentage of entities using the Sustainable Procurement Charter**
- **Percentage of entities carrying out a CSR questionnaire of their suppliers**
- **Percentage of buyers (or purchasing advisors) trained in sustainable purchasing**

Commitment 4: Foster responsible, sustainable and ethical relationships with our suppliers and subcontractors.

Keyrus and its suppliers' relationships rely on trust and transparency. It enables to better understand respective expectations and the contract clauses. Optimizing satisfaction of both parties encourages long-term relationships.

Qualitative objectives

To foster responsible relations with our suppliers, we aim to:

- **Respect anti-corruption policies**
- **Adopt supplier selection processes that are neutral, transparent and fair**
- **Communicate the reasons for non-selection to unsuccessful suppliers**
- **Ensure compliance with payment deadlines in accordance with regulations**
- **Engage our suppliers in collaborative actions to optimize overall ESG performance**

Quantitative targets

To measure our performance in fostering responsible relations with our suppliers, we track the **average payment period**.

4. Governance

Sustainable procurement commitments of the policy are monitored through qualitative indicators and key performance indicators with an associated timetable. The governance structure is as follows:

Roles

CSR Committee

- ✓ Validate commitments and objectives defined upon recommendation of the Group Steering Committee
 - ✓ Assess implementation
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Group Steering Committee

- ✓ Update the Sustainable Procurement policy
 - ✓ Consolidate operational monitoring
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Operational committee groups

- ✓ Monitor operational implementation of the Sustainable Procurement policy
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Local operational committees

- ✓ Translate this policy into action plans
 - ✓ Contribute to reporting
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5. Appendix: The 10 principles of the United Nations

The Keyrus Group has been a member of the Global Compact since 2011.

The 10 principles of the United Nations

The Ten Principles of the United Nations Global Compact		
 HUMAN RIGHTS	1	Businesses should support and respect the protection of internationally proclaimed human rights.
	2	Businesses should make sure that they are not complicit in human rights abuses.
 LABOUR	3	Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining.
	4	Businesses should uphold the elimination of all forms of forced and compulsory labour.
	5	Businesses should uphold the effective abolition of child labour.
	6	Businesses should uphold the elimination of discrimination in respect of employment and occupation.
 ENVIRONMENT	7	Businesses should support a precautionary approach to environmental challenges.
	8	Businesses should undertake initiatives to promote greater environmental responsibility.
	9	Businesses should encourage the development and diffusion of environmentally friendly technologies.
 ANTI-CORRUPTION	10	Businesses should work against corruption in all its forms, including extortion and bribery.