



# RESPONSIBLE PURCHASING POLICY



# OUR RESPONSIBLE PURCHASING POLICY

« *There are two kinds of people in this world : those who watch things happen and wonder why. And those who imagine the world as it should be and ask themselves: why not? »*

**Georges BERNARD SHAW (1856-1950)**

IRISH PLAYWRIGHT

## **PURCHASING DEPT. MAIN TASKS:**

- Identify the most innovative, efficient and competitive suppliers
- Select our partners through a selection process adapted to our requirements
- Build strong relationships with our partners.

**OUR GOAL: TO ENSURE A VIRTUOUS CIRCLE OF PURCHASING**



# RESPONSIBLE PURCHASING PROCESS STEPS



## SELECTION OF SUPPLIERS

The company has fully integrated the notion of "RESPONSIVNESS" into its suppliers selection process, and ensures that all of its subcontractors respect the following key principles:

- **The elimination of all forms of illegal or forced labor;**
- **The elimination of child labor:** SDCEM suppliers and subcontractors do not under any circumstances work with people under the legal minimum age and prohibit themselves from supporting child labor, except in the context of an official youth training program approved by the public authorities;
- **The elimination of all forms of discrimination in access to employment;**
- **Compliance with the applicable legal regulations regarding maximum hours of work;**
- **Compliance with the legal regulations applicable to minimum wages;**
- **Respect for the freedom of association of their employees in accordance with the local legal regulations.**



## THE SUPPLIER RELATIONSHIP

**Our purchasing strategy aims to ensure the best quality of products, processes and services.** This means minimizing incidents on all logistics flows and these objectives are made possible by the daily support of our suppliers and the assessment of their progress.

**Suppliers are assessed annually.** This assessment is shared with our partners and is the subject of exchanges and improvement actions. This annual evaluation includes the review of the implementation of sustainable development policy.

The purchasing dept. follows a mapping showing the categories of each type of purchase made: **simple purchase, heavy purchase, strategic purchase or leverage purchase.** This classification allows us to guide the purchase actions to be carried out, while preserving the balance of the suppliers.

**To remain competitive, the purchasing department is constantly seeking to reduce the costs of materials and components.** Suppliers are considered as allies who support the company in its search for a solution. That is why strategic suppliers can be integrated into development and design projects.



**QUALITY  
EVALUATION  
COST  
REDUCTION  
COOPERATION**



# RESPONSIBLE PURCHASING

## ETHICS AND COMPLIANCE POLICY

- Our purchasing department must be very demanding in terms of ethical standards, integrity, business conduct and development.
- Our partners must comply with all applicable laws, regulations and compliance policies.



SDCEM ensures that its suppliers conduct their activities in accordance with the Quality and Environment policy. SDCEM partners strictly comply with all the legal provisions relating to their activities and their professional environment as well as the commitments made by SDCEM to international institutions.

Especially in the areas below, the suppliers and subcontractors of SDCEM must:

- **COMPETITION** : comply with all laws and regulations relating to competition law.
- **CORRUPTION** : comply with all laws and regulations regarding bribery and extortion. Especially, SDCEM suppliers and subcontractors must not, on their behalf or in the name of SDCEM, directly or indirectly, offer any financial or other benefit to a State representative, a political party, a collaborator, an agent of a public or private client, a lending institution or a bank, for the purpose of obtaining or maintaining a commercial transaction or receiving any facility or favor involving the transgression of a regulation.
- **MONEY LAUNDERING**: comply with all laws and regulations on money laundering. SDCEM Suppliers and subcontractors should not be involved or support any money laundering practices.
- **CONFLICTS OF INTEREST**: avoid, identify and alert situations where there is a real or potential conflict of interest.
- **GIFTS AND INVITATIONS**: not offer of gifts and nor invitations to SDCEM employees.

# PROCESS STEPS



## ENVIRONMENT

### • PRESERVATION OF THE NATURAL RESSOURCES

Suppliers and subcontractors of SDCEM put in place are constantly developing policies contributing to the preservation of natural resources as far as possible.

They must limit the waste generated by their industrial processes and ensure their elimination through environmentally friendly solutions.

### • COMPLIANCE WITH LEGAL PROVISIONS

Suppliers avoid, as much as possible, the use of toxic products.

If there is no alternative solution to the use of such products, suppliers must limit its use and ensure that its handling and use are safe for the health of individuals.

Regarding all other hazardous substances, elements or wastes whose use is limited, SDCEM suppliers and subcontractors must strictly comply with the applicable legal provisions.

### • ENVIRONMENTAL COMPLIANCE

SDCEM suppliers and subcontractors encourage the development of environmentally friendly technologies (control of pollutants and CO2 emissions) as well as energy saving and recycling.

In that purpose, they implement logistics strategies limiting environmental impacts (particularly in terms of storage, transport and transshipment).



# RESPONSIBLE PURCHASING PROCESS STEPS

## HYGIENE AND SAFETY AT WORK

- SDCEM's suppliers and subcontractors ensure that **their activities do not harm the health and safety** of their teams, their own subcontractors, local people and, in general, users of their products.
- **Suppliers are proactive on health and safety issues.** Risks related to their activities must be identified and assessed. They take all necessary measures to limit these risks, or even eliminate them as much as possible.

**SDCEM actively works to improve the safety of all the people who work on its own sites and on the sites of its customers.** Since the physical integrity of people is at risk, SDCEM requires its suppliers and subcontractors to have the same level of requirement for the safety of work when they work on these sites.

**For this purpose, it is the responsibility of each supplier and subcontractor to report any anomaly found to the SDCEM manager of the site where he operates.**

