

HORIBA France

Responsible Purchasing Charter



HORIBA

HORIBA

is greening up!

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The Responsible Purchasing Charter represents our code of conduct. We share this document with our suppliers because it represents the reference that guides our actions towards our partners and collaborators and because we want them to be part of our continuous improvement process.

We expect all our suppliers to respect these ethical, social and environmental commitments. And we commit to them to respect them. The application of this charter is a decisive condition for our collaboration.

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Commitments of HORIBA France

The HORIBA group has committed itself to sustainable development by signing the UN pact and by defining global rules for all its subsidiaries worldwide. These rules guide our employees and direct our choices in line with our values.

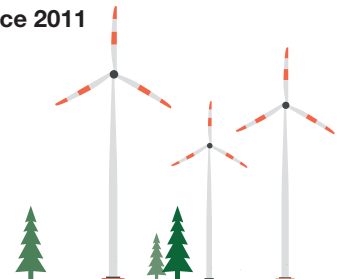
The HORIBA France charter is based on these rules and must be the reference for our purchasing departments and our suppliers and partners. Because a relationship of trust is the basis of any partnership, we want to share with them our commitments to sustainable development and integrate them into our purchasing process. It is important to us that all our suppliers, on an international scale, respect human rights and our ethical, social and environmental values.

HORIBA France's Responsible Purchasing Charter presents the principles to which we ask all our suppliers to commit, as well as our commitments to them. Thus, the respect of this charter is essential in the continuity of our collaborations with our suppliers.

Commitment to sustainable development and the fight against corruption

We comply with the laws in force in each country where we operate and we respect the international rules enacted by the UN.

HORIBA has been a signatory to the ten principles of the UN Global Compact since 2011



The Ten Principles of the United Nations Global Compact

Human Rights	Principle 1: Businesses should support and respect the protection of internationally proclaimed human rights; and Principle 2: make sure that they are not complicit in human rights abuses.
Labour	Principle 3: Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining; Principle 4: the elimination of all forms of forced and compulsory labour; Principle 5: the effective abolition of child labour; and Principle 6: the elimination of discrimination in respect of employment and occupation.
Environment	Principle 7: Businesses should support a precautionary approach to environmental challenges; Principle 8: undertake initiatives to promote greater environmental responsibility; and Principle 9: encourage the development and diffusion of environmentally friendly technologies.
Anti-Corruption	Principle 10: Businesses should work against corruption in all its forms, including extortion and bribery.

HORIBA France and its suppliers

Our suppliers play a key role in the success of HORIBA France. We are committed to respecting the following principles with our suppliers, through our Purchasing teams:

Independence

We refuse any gratuity or gift of other than symbolic value (e.g. promotional item) from our suppliers and service providers. If they have already been received, these gifts and gratuities must be returned to their author. In this context, we are not allowed to give our personal address to a supplier.

Confidentiality

We ensure the confidentiality of non-public and/or sensitive supplier data communicated during the collaboration with HORIBA France. Within the framework of exchanges with suppliers, this type of information, particularly relating to commercial agreements, technical and financial data, is covered by a mutually signed confidentiality agreement.

Conflict of interest

We must ensure that our personal activities and interests, whether direct or indirect, do not conflict with those of HORIBA France.

A conflict of interest exists when an employee or a close relative (family, friends, etc.) is likely to benefit personally from an offer concerning HORIBA France.

Therefore, we must not retain or have retained for an offer an entity in which we or a relative has a known financial interest. We must use our best judgment to avoid any situation that could present a conflict of interest or be perceived as such.

Competition, Fairness and Transparency

We are committed to treating our suppliers with fairness and respect. Our final selection, whether in the creation of our supplier panel or in the context of a tender or project, will be made impartially according to predefined criteria. The whole selection process will be transparent and will put the suppliers in competition.

In the event of an error committed by a supplier that is prejudicial to the durability of future commercial exchanges, we will inform the supplier in writing and in full transparency.

Anti-corruption

We prohibit all forms of corruption in our relations with our business and institutional partners and with the administration. No financial or in-kind gratuity may be given to obtain an advantage or received to favor a company or individual.

Reducing the risk of mutual dependence

We seek to avoid any economic dependence that could jeopardize HORIBA France or any of our suppliers.

We encourage our suppliers to constantly diversify their customer base to avoid significant economic dependence.

Social requirements

Human rights and working condition



Child labor

The supplier undertakes to respect the legislation of the country and not to employ persons under the minimum working age as defined in the fundamental Conventions n°138 and n°182 of the ILO.

The absolute minimum age for employment shall not be less than the age of completion of compulsory schooling, i.e., 15 years of age or 14 years of age if the country's legislation so permits.

In any case, it is forbidden to entrust dangerous work to young people under the age of 18.

Use of forced or compulsory labor

The supplier undertakes not to have recourse to forced labor as defined in the fundamental Conventions n°29 and n°105 of the ILO: «any work or service exacted from any person under the menace of any penalty and for which the said person has not offered himself voluntarily».

The withholding of identity papers, passports, training certificates, work permits or other identification documents as a condition of employment is prohibited, as is the requirement that workers provide financial deposits or guarantees.

Working hours

Working hours must comply with the legislation of the countries in which the suppliers operate.

All workers have at least one day off per week, except in exceptional circumstances. (References ILO conventions n°14 and n°106)

Remuneration

All workers must be paid at least the legal minimum wage of reference, national or local, and benefit from legal advantages. The supplier undertakes not to make any deductions from remuneration for disciplinary reasons.

Wages are paid at regular intervals.

Equal Opportunity

Discrimination in hiring, training, promotion, compensation, etc. on the basis of race, color, age, sex, sexual orientation, marital status, ethnic group, disability, religion, political party affiliation, etc. is prohibited.

Health and safety

The supplier is committed to providing each employee with a safe working environment and optimal health and safety conditions. In particular:

- Workplaces must not present any risk to the health and safety of workers.
- In the case of a possible danger of the material or products used, the workers must be informed and trained in the prevention of risks due to their use.
- The supplier must provide its workers with appropriate protective clothing and equipment.
- Any recourse to corporal punishment, verbal and physical abuse or the threat of physical abuse as well as any form of harassment, moral or sexual, is prohibited.
- In case of need, access to health care must be guaranteed for the workers.



Environment

The supplier undertakes to control its environmental impacts. It must comply with all laws and regulations in force in all countries where it operates. It is in possession of all the certificates and authorizations required by law to operate its sites and must comply in particular with the following points:

Risk prevention

The supplier must ensure the control of its potential risks by respecting good practices and by putting in place the emergency means to deal with any accident or emergency situation presenting a risk of pollution.

Impact on the environment

The supplier undertakes to develop a measurement system that will enable it to promote reduction initiatives in terms of:

- Consumption of non-renewable resources (oil, natural gas, metals, etc.);
- Energy and water consumption;
- Greenhouse gas emissions;
- Environmental pollution (water, soil, air);
- Production of waste.

Discharges

The release into the air, water or soil of materials, emissions or substances that may constitute a danger to the environment is identified, monitored, controlled and treated in compliance with regulations before being released.

Hazardous substances

The supplier undertakes to comply with the prohibitions/restrictions of substances and materials required by the various regulations as well as by HORIBA France in accordance with the supplier regulation sheet 74-DQ-12.

The processes in place at the supplier's must enable him to ensure a regulatory watch in the field, to ensure that his products do not contain any material with restricted or prohibited use as well as to inform HORIBA France without delay in case of imposed or voluntary changes concerning the composition or the manufacture of the delivered products. Chemicals and other materials whose release into the environment constitutes a hazard are identified, labeled and managed to ensure that they are handled, used, transported, stored, recycled or reused, and disposed of safely and in accordance with regulations.

Workers handling these products and other materials are trained and equipped, and emergency procedures are in place in case of an accident that poses a risk to the environment.

Certification

Wherever possible, we encourage our suppliers to implement an Environmental Management System and to obtain ISO 14001 certification.

Anti-corruption requirement

Suppliers and subcontractors must not be involved in any act of corruption or any form of bribery. In particular, they must not, directly or indirectly, offer, promise, grant or solicit illicit payments or other undue advantages in order to obtain or retain business or win a bid.

Check and Action plan

For all of the above rules, suppliers must implement processes to ensure compliance within their company. HORIBA France can control its suppliers through documentary requests, but also through evaluations and on-site audits. In case of non-compliance, in accordance with our charter, we require the supplier to implement a corrective action plan which we follow up. In the event of a serious breach or failure to rectify a non-conformity, we reserve the right to withdraw from the supplier concerned.

