

In general terms, all employees are required to respect the principles set down in the Guide to Ethical Business Conduct, particularly those regarding gifts and invitations, as well as the procedure established by the management.

They must sincerely seek to identify potential conflicts of interest and to apply the principles of right conduct described above.

III – INTEGRATION OF SUSTAINABLE DEVELOPMENT IN PURCHASING

In accordance with the group's social responsibility commitments, all employees involved in purchasing must promote sustainable development amongst their partners. While respecting economic goals, social and environmental criteria are being progressively reinforced in the specifications and consultation documents, and in all documents transmitted to our suppliers.

Therefore, all employees involved in purchasing must:

- share these priorities with their own suppliers and subcontractors
- encourage suppliers through a social and environmental progress plan
- ensure that national laws and regulations as well as international conventions, relating to people protection (i.e. employees, subcontractors, and users of products or services) and the environment are respected.

19 march 2013

→ THE RIGHT ATTITUDES

Konformité

“
KEOLIS GROUP
PURCHASING
CHARTER
”

Keolis

The Keolis Group Guide to Ethical Business Conduct calls all the employees for respect and promotion of professional ethics. It constitutes the guidelines and foundation of the principles applicable to all Group employees.

In this context, the Purchasing Charter, approved by the Group's Executive Committee, defines the general principles relating to the Group's purchasing function and formalises the ethical and behavioural rules applicable to all people involved in purchasing, both inside and outside of the Keolis Group.

All employees involved, on behalf of the Group or one of its subsidiaries, must know, respect and promote these principles in the interests of good faith and transparency.

I – PURCHASING PRINCIPLES

- **Compliance with national and international regulations and laws**, in particular concerning **the respect of fundamental rights** (e.g. child labour, discrimination, health, safety, environmental protection).
- **Competitive bids** to assure **fairness, integrity**, and the absence of **conflicts of interest**.
- **Pursuit of economic performance** according to a logic of **total cost** (notably integrating the quality of the product or service, the price, respect of deadlines, social aspects, environmental protection)

- **Concerted action** between the prescriber, the buyer and the supplier for all purchases in order to defend **the Group's interests** without subjectively or randomly favouring a particular supplier, service provider or subcontractor. The selection of suppliers has to be based on the evaluation of objective and measurable criteria together with transparent and shared indicators; the evaluation of subjective elements is forbidden.
- **Development of firm but cordial and mutually beneficial relationships** motivated by a constant quest for competitiveness.
- Confidentiality / Treatment of sensitive informations
Confidential information belonging to the Group, its staff, clients, commercial partners, suppliers or service providers must be protected in accordance with the principles and rules stated in the Guide to Ethical Business Conduct

II – RULES OF RIGHT CONDUCT

All employees involved in purchasing are forbidden from:

- favouring a supplier
- contributing to the decision to enter into a contract with a supplier with whom they have direct or indirect interests
- receiving any remuneration or commission from current or potential suppliers
- accepting any invitation or gift from a supplier likely to endanger their objectivity
- taking a decision that might be of direct or indirect personal interest and/or might be linked to personal or private motives.