

Beaucoup



# SUSTAINABLE PROCUREMENT CHARTER

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## GOODS AND SERVICES SUPPLIERS

BNP Paribas Real Estate's Corporate Social Responsibility (CSR) vision is to provide its clients, partners, and suppliers with responsible real estate products and services that create shared value and contribute to the development of a sustainable society.

**BNP Paribas Real Estate has defined 12 commitments based around 4 pillars:**

**Economic responsibility: Build innovative product and service offerings with our customers and partners in an ethical and responsible manner.**

1. Strengthening partnerships and co-working opportunities with our key stakeholders
2. Developing a responsible and innovative service offer
3. Guaranteeing totally transparent ethics and governance

**Environmental responsibility: Reduce the environmental impact of our activities, and make environmental quality a driver of tangible and intangible performance.**

4. Addressing climate change mitigation and adaptation issues in our service offers
5. Reducing the direct and indirect environmental impact of our activities
6. Making the environmental quality of our products and services a lever of improved performance

**Social responsibility: Encourage the development and dedication of our employees**

7. Offering a healthy, flexible, and innovative work environment that enhances the well-being of our employees
8. Promoting diversity, equal opportunities and employability of our teams
9. Empowering our employees to develop CSR skills

**Civic responsibility: Be an engaged player in the real estate sector and support local initiatives.**

10. Promoting and disseminating the knowledge of CSR matters throughout the real estate sector and beyond
11. Favouring the development of the local economy
12. Supporting collaborative initiatives

BNP Paribas Real Estate has implemented a Sustainable Procurement Charter. The ability of suppliers to implement these commitments through appropriate practices is one of the evaluation criteria used by BNP Paribas Real Estate throughout their relationship with their suppliers. By adhering to this Charter, the suppliers undertake, on behalf of themselves and any subcontractors, to implement the necessary means to ensure compliance with the principles set out below.

In the event of a breach of this Charter by one of its suppliers, BNP Paribas Real Estate reserves the right to review and, if necessary, terminate the commercial relationship in accordance with the provisions of the applicable law, even in the absence of a written agreement formalising this relationship, without prejudice to BNP Paribas Real Estate's other rights or recourse that they may be entitled to exercise. Where national legislation or other applicable regulations and this Charter cover the same subject matter, the highest standards or the most stringent provisions shall apply. When this Charter conflicts with the legislation in force, the latter takes precedence over the Charter.

The reference to BNP Paribas Real Estate in this Charter refers to all companies controlled by BNP Paribas Real Estate SAS (which is the French parent company of the BNP Paribas Real Estate Group), under the Article L. 233-3 of the French Commercial Code.

The reciprocal commitments set out below are based in particular on the fundamental principles of the United Nations Global Pact, to which BNP Paribas Real Estate SAS, as a subsidiary of BNP Paribas SA (which is the parent company of BNP Paribas Real Estate SAS and ultimate parent company of BNP Paribas Real Estate Advisory & Property Management UK Limited "BNPPRE"), has adhered. This covers the fields of human rights, working conditions, the environment and the fight against corruption. Furthermore, it is based on the United Nations Guidelines on Business and Human Rights, which specify how companies should comply with their human rights commitments.

**BNP PARIBAS REAL ESTATE'S CONTRIBUTION TO THE SUSTAINABLE DEVELOPMENT GOALS**

In 2015, the United Nations adopted seventeen Sustainable Development Goals (SDGs). This constitutes a global call to eradicate poverty, inequality and injustice, protect the planet and ensure that human beings live in peace and prosperity by 2030.

To define its actual or potential contribution to this challenge, BNP Paribas Real Estate analysed the link between the SDGs and its CSR commitments. At the end of this analysis, the objectives chosen by BNP Paribas Real Estate were classified according to two levels of priority:

**STRATEGIC SUSTAINABLE DEVELOPMENT OBJECTIVES INTEGRATED INTO CURRENT AND FUTURE SERVICES**



**RELEVANT SUSTAINABLE DEVELOPMENT OBJECTIVES ADDRESSED BY THE "INSPIRE REAL ESTATE" STRATEGY**



## PREAMBLE

This Sustainable Sourcing Charter (hereinafter the "Charter") is a joint initiative by French companies of the "Bank & Insurance" sector<sup>1</sup> (hereinafter the "Signatories") who want to associate their suppliers in the implementation of due diligence measures as part of their Corporate Social Responsibility efforts (CSR).

Its purpose is to inform suppliers:

- On the one hand, of the Signatories' commitments to them in terms of responsible sourcing;
- On the other hand, of the Signatories' expectations regarding abidance by the basic principles.

The mutual commitments laid out hereinafter are based on the fundamental principles of the UN Global Compact, which all the Signatories have adhered to, in the field of human rights, working conditions, the environment and the fight against corruption and on the United Nations Guiding Principles on Business and Human Rights, which specify the modalities for the respect of human rights by enterprises.

The suppliers' ability to commit and to translate these commitments into appropriate practices is part of the evaluation criteria chosen by the Signatories for the whole the term of their relationship with suppliers.

## SIGNATORIES' COMMITMENTS TO THEIR SUPPLIERS

### Fairness, Ethics and Transparency

The Signatories undertake to:

- Ensure fairness in the supplier selection process by establishing the conditions for loyal competition and fair treatment of suppliers.
- Fight against all forms of corruption, active or passive, and avoid any situation where there may be a conflict of interest by abiding by the compliance rules in force in their company.
- Ensure transparency and compliance with the rules relating to the selection processes by providing clear preliminary information to the bidders regarding the terms and conditions applicable to any competitive process.

### Mutual dependence

The Signatories undertake to:

- Be vigilant about the risk of mutual dependence with their suppliers.
- Implement measures to detect, monitor and minimize the risk.

### Compliance with payment deadlines

The Signatories recall their obligation to pay their suppliers in accordance with the law in force in the countries where they operate.

### Confidentiality and intellectual property

The Signatories undertake to establish a sustainable relationship based on mutual trust with their suppliers, by ensuring the strict confidentiality of the information that is not public which they are transmitted, and the intellectual property rights of their suppliers, in compliance with applicable laws.

### Small and medium-sized suppliers

The Signatories shall endeavor to adapt their practices to facilitate access for these businesses to their competitive calls.

### Use of mediation

The Signatories undertake to offer their suppliers the possibility to use mediation to facilitate amicable settlement of any dispute which may arise during the term of a contract.

<sup>1</sup> On 12th November 2018, the Signatories are: Allianz, BPCE Achats for Groupe BPCE, CNP Assurances, Groupe BNP Paribas, Crédit Agricole SA, Crédit du Nord and Société Générale. The updated list of Signatories to the Charter, such as the Charter itself, is available on the website of each of the Signatories.

## SUPPLIERS' COMMITMENTS

### Environment

The Signatories require that their suppliers undertake to:

- Comply with the environmental laws and regulations in force in the countries where they operate.
- Control and/or minimize the impacts of their activities on the environment, as regards consumption (water, energy and raw materials), greenhouse gas emissions, pollution (water, soil, air) and waste (selective sorting, recycling).
- Develop environmentally friendly technologies by limiting the environmental impact of the products and services over their whole life cycle..

### Human rights and labour law

The Signatories require that their suppliers undertake to implement the United Nations Guiding Principles on Business and Human Rights. These Principles clarify the modalities of compliance, regardless of the countries where they operate, with the principles of the Universal Declaration of Human Rights (enacted by the UNO in 1948) and the Conventions of the International Labour Organisation (ILO) referred to in the appendix, including:

- The prohibition of forced or compulsory labor and ill-treatment of their employees. This includes the prohibition of any practice of modern slavery and trafficking in human beings<sup>2</sup>.
- The abolition of child labour.
- The absence of discrimination: there must be no distinction, exclusion or preference based on colour, gender, age, language, religion, sexual orientation or identity, national or social origin, opinion or handicap.
- Compliance with health and safety requirements by providing their employees with safe and proper work environment and conditions.
- Allocation of decent salary and working hours by paying a minimum wage that is sufficient to meet basic needs and compliant with the regulations in force in the countries where

they operate, as regards working hours and rest breaks.

### Business ethics

The Signatories require that their suppliers undertake to abide by the laws and regulations relating to the principle of loyalty in force in the countries where they operate. It covers:

- Fight against corruption in all its forms, including extortion and bribery.
- Prohibition of all forms of anti-competitive practices (illegal agreements, abuse of a dominant position which may prevent, restrict or distort an effective competitive process).
- Compliance with the rules governing the confidentiality of information that is not public transmitted by the Signatories and the intellectual property rights.

### Sub-contracting

The Signatories require that their suppliers undertake to:

- Promote and ensure compliance with the principles of the charter by their suppliers and subcontractors.
- Implement a monitoring system enabling them to prevent and deal with any risk having an environmental and/or social impact across the whole supply chain.

### Progress approach

The Signatories require that their suppliers undertake to implement progress plans with regard to their social and environmental practices, and to transmit them.

### Monitoring implementation of the Charter

The Signatories require that their suppliers undertake to supply documentary evidence of compliance with the principles laid out above and to welcome auditors (internal or external) commissioned by the Signatories to verify compliance with the Charter.

<sup>2</sup> Ref. the Modern Slavery Act UK

## REFERENCE TEXTS

### THE 10 PRINCIPLES OF THE GLOBAL COMPACT:

#### Human rights

1. Businesses should support and respect the protection of internationally proclaimed human rights; and
2. 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. Elimination of all forms of forced and compulsory Labour;
5. Effective abolition of child labour; and
6. Elimination of discrimination in respect of employment and occupation.

#### Environment

7. Businesses should support a precautionary approach to environmental challenges;
8. Undertake initiatives to promote greater environmental responsibility; and
9. 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.

### THE 30 ARTICLES OF THE UNIVERSAL DECLARATION OF HUMAN RIGHTS:

<https://www.ohchr.org/en/human-rights/universal-declaration/translations/english>

### THE FUNDAMENTAL CONVENTIONS OF THE INTERNATIONAL LABOUR ORGANIZATION, e.g.:

- Convention n°29 on Forced Labour
- Convention n°87 on the Freedom of Association and Protection of the Right to Organise
- Convention n°98 on the Right to Organise and Collective Bargaining
- Convention n°100 on Equal Remuneration
- Convention n°105 on the Abolition of Forced Labour
- Convention n°111 on Discrimination (Employment and Occupation)
- Convention n°138 on the Minimum Age for employment
- Convention n°155 on Occupational Safety and Health
- Convention n°182 on the Worst Forms of Child Labour

### UNITED NATIONS GUIDING PRINCIPLES ON BUSINESS AND HUMAN RIGHTS

[https://www.ohchr.org/sites/default/files/documents/publications/guidingprinciplesbusinesshr\\_en.pdf](https://www.ohchr.org/sites/default/files/documents/publications/guidingprinciplesbusinesshr_en.pdf)

**SERVICE PROVIDER SIGNATURE**

SURNAME:

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NAME:

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POSITION:

.....

DATE :

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SIGNATURE OF THE EXECUTIVE DIRECTOR OR OTHER REPRESENTATIVE DULY AUTHORISED TO SIGN BY THE EXECUTIVE DIRECTOR:

**MEMBERS OF THE MANAGEMENT BOARD OF BNP PARIBAS REAL ESTATE**

Thierry LAROUÉ-PONT

Executive Chairman of BNP Paribas Real Estate and CEO of Property Development

Jean-Maxime JOUIS

CEO of BNP Paribas Real Estate

Molka LANGAR

Deputy CEO of BNP Paribas Real Estate, COO of BNP Paribas Real Estate

Laurent BOUCHER

Deputy CEO of BNP Paribas Real Estate in charge of Advisory

Csongor CSUKAS

Deputy CEO of BNP Paribas Real Estate in charge of Property Management