



# Supplier code of conduct

February 2022



By joining the United Nations [Global Compact](#), Befimmo has committed to supporting and applying its fundamental principles in the areas of human rights, working conditions, the environment and the fight against corruption.

Befimmo wishes to involve its Suppliers<sup>1</sup> in its approach by sharing its values with them.

As a Befimmo Supplier, we ask you to conduct your activities in accordance with the values and principles set out in this Supplier Code of Conduct (SCC), in strict compliance with all Regulations<sup>2</sup>, and to select your own suppliers and partners accordingly.

Compliance with this SCC by Suppliers is a prerequisite for any partnership with Befimmo, but also for its successful continuation.

Befimmo reserves the right to carry out audits and evaluations to check that you comply with this SCC.

In the event of reasonable doubt as to compliance with this SCC, the commercial relationship may be suspended until a thorough investigation has been carried out. In the event of proven non-compliance, the Supplier will be exposed to the termination of all commercial relations with Befimmo (without prejudice to any legal or regulatory sanctions that may apply).

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<sup>1</sup> All references to "Suppliers" in this Code mean suppliers, parent company, subsidiaries, affiliates or subcontractors and other service providers or partner entities, wherever and whenever they operate.

<sup>2</sup> All references to "Regulations" in this Code mean any applicable provision of law, and any treaty, legislation, regulation, directive, decree and order.



## Work

Befimmo expects its Suppliers to comply at least with international treaties on human rights, subject to more favourable national laws. Compliance with the fundamental conventions of the ILO (International Labour Organisation) by Suppliers is an essential requirement for Befimmo.

### **Human rights**

The Supplier will defend and respect the protection of human rights established at international level and will ensure that it is not complicit in human rights violations.

### **Harassment and brutal or inhuman treatment**

The Supplier will create and maintain an environment where all employees are treated with dignity and respect.

The Supplier will not resort to or engage in the following: threats of violence, verbal or psychological harassment or assault, sexual exploitation and abuse.

### **Wages, working hours and other working conditions**

The Supplier shall comply with all Regulations regarding the payment of wages and working hours.

The Supplier shall ensure that wages are paid regularly and allow employees and their families to meet their basic needs.

### **Freedom of association and collective bargaining**

The Supplier shall ensure its workers, without distinction, the free exercise of the right to organise, the right to promote and defend their interests and the right to collective bargaining. The Supplier shall protect its workers against all forms of discrimination, whether by word or deed, which may prejudice the exercise of their right to organise and to engage in trade union activities and to bargain collectively.

### **Forced or compulsory labour**

The Supplier shall prohibit forced or compulsory labour in all its forms.

### **Child labour**

The Supplier shall not employ:

- any child under the age of 15, or under the minimum age for employment specified in the legislation of the country or countries where the contract is performed, or the age at which compulsory schooling ceases in that country or countries (whichever is the higher);
- any person under the age of 18 for work which, by its nature or the conditions in which it is carried out, is likely to harm the health, safety or morals of such persons.

### **Discrimination**

The Supplier shall ensure equality of opportunity and treatment in employment and occupation without discrimination on the grounds of age, sexual orientation, civil status, birth, wealth, religious or philosophical belief, political belief, trade union belief, language, current or future health condition, disability, physical or genetic characteristic, social origin, or other grounds recognised by the national legislation of the country where the contract is performed.

The Supplier shall take all necessary measures to ensure that neither it nor its parent company, subsidiaries, affiliates or subcontractors engage in sexist or discriminatory employment practices, in particular with regard to recruitment, promotion, training, remuneration and benefits.



## Health and safety

The Supplier shall comply with all health, safety and security Regulations applicable to the countries in which it operates and shall limit the exposure of workers to potential safety hazards through adequate design, engineering and administrative controls, preventive maintenance and safe working procedures.

The Supplier shall ensure that:

- workplaces, machinery, equipment and work processes do not present a risk to the safety and health of workers;
- chemical, physical and biological substances and agents do not present a health risk when appropriate protection is provided;
- where necessary, appropriate protective clothing and equipment shall be provided free of charge to prevent the risk of accidents or adverse health effects.

The Supplier shall record, monitor and report all occupational injuries and illnesses in accordance with the requirements of the Regulations.

## Environment et sustainability

The Supplier shall comply with all Regulations relating to the protection of the environment in the countries in which it operates, in particular as regards obtaining and maintaining the required environmental permits and authorisations and complying with their operational and administrative requirements.

### Precaution

The Supplier shall support a precautionary approach to environmental issues.

The Supplier will carry out systematic risk assessments of materials, products and processes in order to apply the precautionary approach.

The Supplier shall put in place emergency procedures to prevent and deal with accidents affecting the environment and human health.

### Responsibility and performance

The Supplier will take measures to:

- prevent and reduce energy consumption and greenhouse gas emissions;
- reduce water consumption and treat waste water;
- prevent and reduce waste generation and ensure responsible waste management;
- prevent, reduce and treat air emissions;
- prevent and reduce the impact of noise, odours, light and vibrations on the surrounding environment;
- reduce the use and ensure safe handling and storage of chemicals and other hazardous substances;
- preventing, minimising and correcting negative impacts on biodiversity;
- using natural resources in a sustainable manner.

### Technology

The Supplier will promote the development and use of environmentally friendly technologies.

The Supplier will regularly evaluate its processes and technologies to see if there are more environmentally friendly alternatives.

When developing new technologies and products, the Supplier will focus on the development of environmentally friendly technologies, e.g. by using life cycle assessments (LCA), design for sustainability or a cradle-to-cradle approach.



## Ethics

### **Corruption**

The Supplier will comply with the highest moral and ethical standards, and therefore will not tolerate any form of corruption. In addition to the Regulations, he will respect the anti-corruption policy adopted by Befimmo, to which reference is made.

### **Conflict of interest**

The Supplier will inform Befimmo of any situation that might appear to be a conflict of interest, and will bring any cases where a Befimmo employee might have any personal interest in the activity of the Supplier in question or have any economic ties with the latter to Befimmo's attention.

### **Protection of personal data**

The Supplier undertakes to comply with the Regulations regarding the protection of personal data, and in particular with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation - GDPR).