



# Policy 政策

# Sustainable procurement 可持续采购

## 1. PURPOSE

Altyor recognizes that the types of products and services it buys have inherent social, human health, environmental and economic impacts, and that it should make procurement decisions that embody the Altyor's commitment to sustainability while complying with national and international regulations.

This Sustainable Procurement Policy is intended to:

- Communicate Altyor's commitment to sustainable procurement to its employees, suppliers, and communities in which it operates
- Complement and support implementation of Altyor's sustainability commitments and policies
- Provide implementation guidance
- Empower employees to be innovative and demonstrate leadership by considering sustainability benefits when making purchasing decisions.

## 2. SCOPE

This policy applies to all procurements. This policy covers all aspects of sustainability: business ethics, environment, labor and human rights, community development.

## 3. GENERAL POLICY STATEMENT

Altyor will align its purchasing decisions with its commitment to protecting the environment and society. Altyor will give preference to the purchase of goods and services that have less adverse impacts on human health and the environment.

Altyor has a set of conditions which apply to all suppliers:

- Suppliers must comply and adhere to all the applicable environmental laws in respective countries/ jurisdiction
- Suppliers must undertake initiatives to promote greater environmental responsibility such as conservation of non renewable natural resources (reduction of energy and water consumption, responsible waste management and disposal, reduction of greenhouse gases and other emissions harmful to the environment)
- Suppliers must obey all relevant international and domestic laws regarding ethical business practices
- Suppliers must ensure that slavery, human trafficking, and corruption is not taking place in any of their supply chains and in any part of their business
- Suppliers must comply with all applicable human rights laws, in accordance with the principles of the International Labour Organisation and the UN Universal Declaration of Human Rights
- Suppliers must prohibit unlawful discrimination and harassment to provide a safe and inclusive work environment
- Suppliers must provide employees with a living wage, at a minimum

Altyor commits to the following towards its suppliers:

- We will treat suppliers fairly, including complying with all applicable legislation
- We will prioritise suppliers that can demonstrate they have embedded similar conditions in their own supply chains

## 4. SELECTION OF SUPPLIERS

Altyor shall take appropriate measures, including reassessment of the relationship with the supplier, if the latter does not have or does not wish to initiate a process to improve its activity in accordance with the conditions of Article 3.

## 5. CONTINUOUS EVALUATION AND MONITORING OF SUPPLIERS

Altyor will ensure that all of our suppliers will sign our Code of Conduct (SRMA).

## 6. SUPPORT TO SUPPLIERS

In order to help suppliers improve their practices, Altyor commits to provide annual supplier's business review where improvement areas will be discussed jointly.

## 7. NON-COMPLIANCE WITH THIS POLICY

The alert form accessible via <https://altyor.fr/engagements-rse/> is open to all external stakeholders, including suppliers and business partners. It can be used to report violations of this policy, local laws or other serious issues.

In case of violation of local laws or open allegations against our suppliers, we will immediately terminate the contract.

## 8. REPORTING

Altyor is committed to monitoring its performance on sustainable issues and, to this end, tracks the following indicators:

- Percentage of strategic suppliers who have signed the Supplier Code of Conduct (SRMA)
- Percentage of strategic suppliers who have been rated in our annual CSR assessment
- Percentage of strategic suppliers who have an environmental policy (via a policy or official commitments or declaration via the survey...)
- Percentage of strategic suppliers who have a health and safety policy (via a policy or official commitments or declaration via the survey...)
- Percentage of strategic suppliers who have a social and ethical approach (via a policy or official commitments or declaration via the survey...)
- Percentage of strategic suppliers who have undergone an on-site CSR audit
- Percentage of audited/evaluated suppliers engaged in corrective action or capacity building
- Percentage of buyers trained in sustainable procurement
- Percentage of raw materials purchased that are recycled
- Proportion of strategic suppliers that have adopted and implemented a conflict minerals policy

In order to gather data on the KPIs monitored, Altyor will conduct an annual survey to its strategic suppliers.

The Sustainable Procurement Guidelines will be regularly reviewed and amended to adapt to changing needs, circumstances and conditions to continue to be a progressive Sustainable Procurement Policy.

## 9. RESPONSIBILITY

The CSR Committee is responsible for defining the sustainable purchasing policy. The Supply Chain department is responsible for ensuring that it is applied correctly. Altyor commits to developing the skills of buyers on assessing environmental and social impact. Internal training on sustainable procurement is mandatory for all buyers to ensure proper application of the content of this policy in their assignments.

## 10. COMMUNICATION

This policy is communicated on an annual basis to all employees via the normal Company channels, including Company's internal rules and the Company's intranet and is introduced to all new staff at induction. The policy is also distributed to external stakeholders and is available on Altyor's website.

## 11. CONTACT

For more information, please contact Laurent Moskoteoc [Imoskoteoc@altyor.com](mailto:Imoskoteoc@altyor.com) or send an email to [contact@altyor.com](mailto:contact@altyor.com).

## 12. REVISION HISTORY TABLE

This policy is reviewed annually or in the event of a change in related government policy or significant changes in the company's operations. This policy was last approved on 3 January 2023 by Yanis Cottard, President of the Altyor Group.

Policy version	Description of Change
A	N/A

## 1. 目的

阿尔泰尔认识到它所购买的产品和服务类型具有内在的社会、人类健康、环境和经济影响，它所作出的采购决定应体现阿尔泰尔对可持续性的承诺，同时遵守国家国际法规。

本可持续采购政策的目的是

- 向其员工、供应商和业务所在社区传达阿尔泰尔对可持续采购的承诺
- 补充和支持阿尔泰尔的可持续发展承诺和政策的实施
- 提供实施指导
- 赋予员工创新能力，并通过在做出采购决定时考虑可持续发展的好处来展示领导力。

## 2. 范围

本政策适用于所有采购项目。本政策涵盖可持续性的所有方面：商业道德、环境、劳工和人权、社区发展。

## 3. 总政策声明

阿尔泰尔将使其采购决策与保护环境和社会的承诺保持一致。阿尔泰尔将优先考虑购买对人类健康和环境有较少不利影响的商品和服务。

阿尔泰尔有一套适用于所有供应商的条件。

- 供应商必须符合并遵守各自国家/地区的所有适用环境法律
- 供应商必须采取主动行动，以促进更大的环境责任，如保护不可再生的自然资源（减少能源和水的消耗，负责任的废物管理和处置，减少温室气体和其他对环境有害的排放）。
- 供应商必须遵守关于商业道德的所有相关国际和国内法律
- 供应商必须确保在其任何供应链和业务的任何部分不发生奴役、人口贩运和腐败现象
- 供应商必须按照国际劳工组织和联合国《世界人权宣言》的原则，遵守所有适用的人权法律。
- 供应商必须禁止非法的歧视和骚扰，以提供一个安全和包容的工作环境
- 供应商必须为员工提供最低限度的生活工资

阿尔泰尔对其供应商作出以下承诺。

- 我们将公平对待供应商，包括遵守所有适用的法律。
- 我们将优先考虑那些能够证明他们在自己的供应链中已嵌入类似条件的供应商

## 4. 供应商的选择

如果供应商没有或不愿意采取措施改善其在第3条条件下的活动，阿尔泰尔应采取适当措施，包括重新评估与供应商的关系。

## 5. 对供应商的持续评估和监督

阿尔泰尔将确保我们所有的供应商将签署我们的行为准则（SRMA）。

## 6. 对供应商的支持

为了帮助供应商改善他们的行为，阿尔泰尔承诺提供年度供应商业务审查，并共同讨论改进的地方。

## 7. 不遵守本政策的行为

可通过<https://altyor.fr/engagements-rse/> 进入的警报表对所有外部利益相关者开放，包括供应商和商业伙伴。它可以用来报告违反本政策、当地法律或其他严重问题的情况。

如果违反当地法律或对我们的供应商提出公开指控，我们将立即终止合同。

## 8. 报告

阿尔泰尔致力于监测其在可持续发展问题上的表现，为此，跟踪以下指标。

- 已签署《供应商行为守则》的战略供应商的百分比（SRMA）
- 在我们的年度企业社会责任评估中获得评级的战略供应商的百分比
- 拥有环境政策的战略供应商的百分比（通过政策或正式承诺或通过调查声明.....）。
- 拥有健康和安全的战略供应商的百分比（通过政策或官方承诺或调查声明...）。
- 具有社会和道德方针的战略供应商的百分比（通过政策或官方承诺或调查声明...）。
- 接受过现场企业社会责任审计的战略供应商的百分比
- 参与纠正行动或能力建设的被审计/评估的供应商的百分比
- 接受过可持续采购培训的买家的百分比
- 采购的原材料中，被回收利用的比例
- 采用并实施冲突矿物政策的战略供应商的比例

为了收集所监测的关键绩效指标的数据，阿尔泰尔将对其战略供应商进行年度调查。

可持续采购准则将被定期审查和修正，以适应不断变化的需求、环境和条件，继续成为一项进步的可持续采购政策。

## 9. 责任

企业社会责任委员会负责确定可持续采购政策。供应链部门负责确保该政策的正确应用。

阿尔泰尔致力于发展买家评估环境和社会影响的技能。所有采购员都必须接受关于可持续采购的内部培训，以确保在其工作中正确应用本政策的内容。

## 10. 沟通

本政策每年通过公司的正常渠道，包括公司的内部规则和公司的内部网，传达给所有员工，并在入职时介绍给所有新员工。

本政策也分发给外部利益相关者，并在Altyor的网站上公布。

## 11. 联系方式

欲了解更多信息，请联系Laurent Moskoteoc [Imoskoteoc@altyor.com](mailto:Imoskoteoc@altyor.com) 或发送电子邮件至 [contact@altyor.com](mailto:contact@altyor.com)。

## 12. 修订历史表

本政策每年或在相关政府政策发生变化或公司业务发生重大变化时进行审查。本政策最后由阿尔泰尔集团总裁Yanis Cottard于2023年1月3日批准。

政策版本	变更说明
A	N/A

