

Linn
EQUIPMENT AS A SERVICE



Charter for
Responsible Purchasing

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Preamble

At OLINN, we believe that above all, what makes a story beautiful and successful is its shared aspect. With our singular identity based on a holistic positioning that unites several entities, we offer a turnkey solution designed to benefit companies, people and their environment.

More than ever, in our work across Europe with our customers, our intention is to bring meaning to our Mission: to support corporate development strategies by offering multiple answers to equipment issues, favouring a holistic, sustainable, and agile approach on a daily basis.

This is why we strive to take account of all of our environmental impacts related to the full range of our activities for our employees, customers and partners.

For this reason, the choices we make are guided by our values: **openness, cooperation, and efficiency**. With the satisfaction of our customers and partners as our compass, we proactively comply with fundamental rights, inclusion, and the reduction of the social and environmental impacts of our activities, including via our purchasing policy.

Our commitment takes the practical form of the rigorous selection of our partners, focusing on suppliers committed to the sustainable use of resources, and a desire to ensure our sites are rooted in a circular economy philosophy.

It is vitally important for us that our suppliers and partners share the same values, which is why we seek to make them a part of our ambition through this mutual commitment and require them to adhere to this **Responsible Purchasing Charter**.

This Charter is based on the principle of reciprocity. It describes OLINN's Social and Environmental Responsibility policy, and is intended to inform suppliers (a) of the commitments made by OLINN in terms of responsible purchasing, and (b) of OLINN's expectations with regard to compliance with these key principles.

We have been recognised for our commitment to our partners and our intransigence in terms of health and safety with our employees, and the reduction of our environmental impacts, and consider that respect for human rights, labour and environmental law, and the fight against corruption are demanding and non-negotiable rules. That is why we expect our partners and suppliers to commit to complying with and promoting **the ten principles inspired by the Universal Declaration of Human Rights, the ILO Declaration on Fundamental Principles and Rights at Work, the Rio Declaration on the Environment and the United Nations Convention against Corruption**.

Suppliers thus undertake to sign the Charter and to collaborate with OLINN to implement it, and if necessary, to take any corrective action that may be required in a continuous improvement process.

Compliance with the principles of this Charter is essential to the continuity of relations between OLINN and its suppliers.

Our CSR commitment

At OLINN, we strive to fulfil our mission – to facilitate the work of companies by adapting to the continuous evolution of their needs – while adhering to our values, based on openness, cooperation, and efficiency. On the basis of these values, we have since set out our formal commitment, and structured our CSR approach, to enable us to improve the impact of our activities and create shared value, not only for the men and women who work daily at our sites, but also for our partners and suppliers.

We are aware of the societal and environmental challenges that we must address together, and consistently strive to do more to improve the quality of the working conditions of our employees, reducing the environmental impact of our activities, in synergy with our partners.

As a European leader in professional equipment management, if we are to achieve these objectives, it is vitally important that our suppliers share the same values. That is why we invite them to become aware of our commitments as embodied in this Charter, and to align themselves with our ambitions, in order to perpetuate relationships of trust and to join together in a process of continuous progress.

To meet the major challenges of sustainable development and develop its product offering, OLINN builds its practical CSR commitment upon the following three pillars:

- To reduce the environmental impact of our activities, and those of our customers, by making their CSR strategies a reality;
- To be a committed actor for inclusion;
- To innovate in synergy with our stakeholders on the technological challenges of the future.

OLINN's commitments to its suppliers

This Responsible Purchasing Charter sets out the principles that ensure a fair purchasing process in compliance with applicable laws and regulations, ethical rules, and the social and environmental commitments made by OLINN as part of its CSR policy.

OLINN is committed to promoting social responsibility in its value chain, and to maintaining business relationships with its suppliers that are founded on transparency, integrity and fairness, in accordance with the following principles:

Fair and equitable treatment of suppliers

- Selection of suppliers through a transparent, fair and impartial procurement and selection process based on predefined, clear and transparent criteria: quality, cost, time frame, and also consideration of the environmental and social impact of the products offered;
- Honest and fair treatment of suppliers, in accordance with applicable laws and regulations, payment of suppliers in accordance with the terms of contracts and within payment deadlines, provided that they have completely fulfilled their obligations;
- Use of mediation to facilitate the amicable settlement of any disputes arising during the performance of the contract.

Anti-bribery policy

- Combating any form of corruption, active or passive, and prevention of any situation that may present a conflict of interest by complying with the ethics rules established by their company.

Combating economic dependence and improving the performance of our suppliers

- Building relationships of trust with our suppliers, by adopting a long-term strategy through a continuous improvement approach.
- Seeking mutual benefits in terms of sustainable development, and supporting our suppliers in improving their social and environmental performance.
- Vigilance against the risk of economic dependence – which could jeopardise either party, through the implementation of control measures – in order to monitor and minimize this risk, and to take appropriate measures where necessary;
- Integration of local suppliers and service providers wherever possible to promote local economic development.

Transparency and communication

- Commitment to communicate regularly and transparently, internally and externally, with regard to our responsible purchasing policy, by means such as sharing this Charter with all our suppliers;
- Notifying unsuccessful suppliers of the reasons for their non-selection.

Confidentiality

- Commitment to keep the technical, commercial and financial information communicated by our suppliers confidential and to protect their personal data in compliance with the regulations in force.

OLINN expects its suppliers to commit to a responsible approach, incorporating the principles of this Charter, which is an integral part of the contract concluded between OLINN and its supplier, into their practices and throughout their value chain.

By working with OLINN, suppliers are part of a continuous improvement dynamic, and commit to working together to implement the necessary corrective actions.

Supplier Commitments

Respect for the premises and personal safety

- The Supplier undertakes to moderate its speed at the various OLINN sites, and to comply with road signs and traffic regulations.
- It undertakes to comply with the security protocol for loading and unloading operations (with particular reference to the Security Protocol for Loading/Unloading Operations).
- It will adhere to the ecological initiatives and best Sustainable Development practices of the establishments in which the supplier or service provider operates.
- OLINN is committed to a circular economy: the service provider must minimise the use of packaging and pallets that may be left on the site, and as far as possible avoid their use, or ensure they are recovered.

Social commitments and respect for human rights

Suppliers must respect and promote the fundamental principles and rights as described in the Universal Declaration of Human Rights enacted by the United Nations in 1948, as well as the working conditions required by the Conventions of the International Labour Organization (ILO), and comply with the laws in force in each country in which they operate. They must also ensure respect for Human Rights across their entire supply chain, and monitor the practices of their own suppliers.

Effective abolition of child labour

- The Supplier shall refrain from employing children in violation of the provisions of the conventions of the International Labour Organization (ILO Conventions Nos.138 and 182).

Prohibition of all forms of forced or compulsory labour

- Under no circumstances shall the supplier make use of forced and compulsory labour or slavery, or any other practice of servitude or involuntary labour, as defined in ILO Fundamental Conventions Nos. 29 and 105. The supplier will refrain from any verbal or physical threat, physical violence, sexual abuse or any form of harassment (ILO Conventions Nos. 29 and 111);
- All forms of work, including overtime, are voluntary. Workers are free to leave their employment provided that they comply with the notice period specified by law.

Working Time and Remuneration

- Suppliers undertake to comply with all regulations to which they are subject in respect of remuneration, social benefits and working hours, including in particular those relating to the minimum wage, remuneration for overtime, piecework and any other element of remuneration and limits on working hours and supply (ILO Conventions Nos. 1, 30, 95, 100, 131, 163 and 171).

Elimination of discrimination and fair treatment in the workplace

- When recruiting and promoting staff, the supplier will refrain from discrimination, exclusion or preference on the basis of race or ethnic origin, sex, religion or belief, political opinion, trade union activity, disability, age and sexual orientation, and ensure equal treatment (ILO Convention No. 111).
- The Provider commits to promoting equal treatment and equal opportunities in accordance with ILO Basic Conventions No. 100 on equal remuneration for men and women for work of equal value, and No. 111 on the principle of non-discrimination.

Freedom of expression, association, staff representation and the right to collective bargaining

- Suppliers must recognise and respect the employee's right to freedom of association and collective bargaining as defined in ILO Fundamental Conventions Nos. 87 and 98; ensure respect for trade union independence and diversity, and undertake to promote collective bargaining as a central element of social dialogue.

Health, safety and well-being of employees in the workplace

- Providers must strive to maintain a safe and healthy work environment that complies with applicable regulations.
- They must undertake to implement a health and safety policy which aims to ensure that all employees have a work environment that does not endanger their health and safety, and to maintain an environment in which the dignity of persons is respected (ILO Conventions 155 and 120), and to take all necessary measures to limit accidents at work which may occur in the course of an employee's routine duties.

Environmental commitments

OLINN's suppliers, and their suppliers in turn, are required to have adopted environmental measures to ensure the continuous improvement of their environmental impact performance, including compliance with all applicable environmental laws and regulations, across their entire value chain. OLINN's suppliers must provide evidence of their actions in the following areas:

Compliance with environmental laws and regulations in force in the countries in which they operate.

- Suppliers must apply existing international, national and regional environmental regulations. They must hold the permits and authorisations they require to carry out their activities, and must meet the requirements relating to air, soil and water quality and pollution.

Risks, monitoring and measurement

- Suppliers must adopt the precautionary principle, and must implement an environmental management system, allowing them to quickly detect, identify and assess potential environmental risks, in particular through the implementation of control systems via permanent and reliable measures. They will take all appropriate measures to mitigate or eliminate environmental risks where possible, and must promote this approach to their own suppliers.

Waste management and air emissions

- Suppliers will ensure responsible waste management, both by working to reduce waste at source and by exploring means of reprocessing, recycling or reuse. Emissions of noise, dust, odours, particulates and any other sources of local pollution are monitored and action plans are put in place to adequately control, minimise and treat these emissions.

GHG emissions and sustainable use of resources

- Suppliers must limit their impact on the environment by assessing and reducing their greenhouse gas emissions and measuring the energy and water consumption of their activities. Programmes will be put in place to improve energy efficiency, and to optimise the use of water and non-renewable natural resources and environmentally friendly products.

Business ethics

Fair practices and respect for confidentiality

Suppliers must behave ethically in their commercial relations, and shall undertake to comply with the laws and regulations relating to the principle of good faith in force in the countries in which they operate;

Control of subcontracting and promotion of social responsibility

Suppliers must undertake to promote a social responsibility approach to their suppliers and subcontractors, in order to allow the dissemination and enforcement of the principles of the Charter throughout the value chain. It is their responsibility to implement all due diligence measures with respect to their own subcontracting chains.

Supplier engagement and continuous improvement

Suppliers must acknowledge that they have read this Charter and undertake to apply it in their company and to promote it throughout their subcontracting chain;

They must respond promptly to requests, and agree to be evaluated or audited by OLINN, or by a third party mandated by it, on the principles set out above;

In the event of a breach of any of the principles of the Charter, OLINN may help the supplier to comply with its principles. Nevertheless, OLINN reserves the right to discontinue relations with suppliers who do not comply with this Charter.

Signature of the Responsible Procurement Charter

I, the undersigned, hereby confirm that I:

- Have read this Charter, and understood the principles, values and, in general terms, all of the content of this Charter;
- Adhere to its principles and commit to its application in my organisation, and that I will promote its principles among my subcontractors and suppliers.

Signed at (location):..... On (date): / / Signature:

Appendix



The 10 principles of the Global Compact

www.unglobalcompact.org



The Universal Declaration of Human Rights

www.un.org/fr/documents/udhr/

Human rights

1. Businesses should support and respect the protection of internationally proclaimed human rights law within their sphere of influence, and
2. make sure that their own companies are not complicit in human rights abuses.

Labour law

3. Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining;
4. the elimination of all forms of forced and compulsory labour;
5. the effective abolition of child labour; and
6. the 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.

RIO Declaration on Environment

www.un.org/

United Nations Convention against Corruption

www.unodc.org/



Organisation internationale du Travail

Fundamental Conventions of the International Labour Organization (ILO)

- Forced Labour Convention (No.29).
- Freedom of Association and Protection of the Right to Organise Convention (No.87).
- Right to Organise and Collective Bargaining Convention (No.98).
- Equal Remuneration Convention (No.100).
- Abolition of Forced Labour Convention (No.105).
- Discrimination (Employment and Occupation) Convention (No.111).
- Minimum Age for Admission to Employment Convention (No.138).
- Occupational Safety and Health Convention (No.155).
- Worst Forms of Child Labour Convention (No.182).



United Nations Sustainable Development Goals

www.un.org/sustainabledevelopment/en/