

# Supplier Code of Conduct

Societal responsibility has always been a priority for bpost group; that is, the conviction that the growth of the company can and should be combined with positive impact on society. It is the true ambition of bpost group to:

- Be one of the greenest logistics players in the countries we operate;
- Be an employer of choice with a positive impact on society;
- Design a multifaceted Environment, Social & Governance (ESG) governance model to enable the ESG strategy in bpost group.

Within our procurement role, we support these ambitions by developing and executing suitable purchasing strategies that respond to social and environmental issues upstream in the supply chain. The Supplier Code of Conduct is an instrument to guide appropriate governance of these issues and risks. The principles expressed in this Supplier Code of Conduct comprise an important component of supplier selection and evaluation. In the tender process we even strive to include elements that go beyond these principles.

The Supplier Code of Conduct includes our expectations with regard to Environment, Social & Governance. We expect our suppliers to share the standards which are expressed in this Supplier Code of Conduct and to replicate these standards further down their supply chain.

This Supplier Code is considered to be an integral part of normal business relations and all contracts concluded with bpost.

**CORE PRINCIPLES**

We expect our suppliers to conduct their relationship with us in compliance with our core principles of sustainability.

It is the Supplier's responsibility to disseminate, educate and exercise due diligence in verifying compliance of this Code by its employees, suppliers and subcontractors.

ENVIRONMENT	SOCIAL	GOVERNANCE
<ul style="list-style-type: none"><li>• Fight against climate change</li><li>• Reducing environmental impact</li></ul>	<ul style="list-style-type: none"><li>• Health and safe work environment</li><li>• Refusal of child labour</li><li>• Refusal of forced labour</li><li>• Freedom of association</li><li>• Fair compensation</li><li>• No excessive working hours</li><li>• Live diversity, equity and inclusion</li><li>• Respect for human rights</li></ul>	<ul style="list-style-type: none"><li>• Fair business and competition</li><li>• Refusal of bribery and corruption</li><li>• Grievance mechanisms</li></ul>

## 1. ENVIRONMENT

### FIGHT AGAINST CLIMATE CHANGE

bpost wants to contribute to the global effort to reduce greenhouse gas emissions. Concretely, bpost commits to reduce carbon emissions from its own operations by 55% by 2030 (compared to 2019) and to become net-zero by 2040. This commitment is in line with the SBTi pathway to limit the global temperature increase to 1.5°C. We want to engage and collaborate with our suppliers to further develop and use environmentally and climate-friendly products, processes and technologies to reduce the impact.

Next, bpost is also engaging to reduce emissions in the supply chain with 14% (compared to 2019). Together with our suppliers, we want to achieve this target. Consequently, we expect principal and key suppliers to prove effective implementation of the following:

- Suppliers calculate and report their carbon footprint to bpost;
- Suppliers engage in a carbon emission reduction target for their own organization. Targets shall be validated by the Science Based Targets initiative no later than 2025;
- Suppliers have a carbon emission reduction strategy in place to realize improvements in their organization.

## **REDUCING ENVIRONMENTAL IMPACTS**

The supplier meets or exceeds all applicable environmental legal requirements, as well as both local and internationally recognized environmental practices.

The supplier shall have routines in place to identify, control and mitigate its environmental impact and continuously improve its environmental performance.

The supplier shall take appropriate action to reduce the environmental impact of its operations and shall focus on constantly improving its environmental performance and minimizing its consumption of resources and its emissions.

## **2. SOCIAL**

### **HEALTH AND SAFE WORK ENVIRONMENT**

The supplier ensures that employees are provided a safe and healthy work environment, and are not subject to unsanitary or hazardous conditions. The supplier shall allow workers to express their concerns about working conditions without threats of reprisal or harassment.

- Adequate working premises are constructed and maintained.
- Steps are to be taken to prevent accidents during the course of work.
- The supplier shall have routines in place to ensure that personnel have relevant professional training and qualifications for performing their work.
- Employees are adequately informed about health and safety issues related to their specific job assignments. The supplier shall provide appropriate personal protective equipment and work tools.
- Suppliers have management processes and controls in place.

### **REFUSAL OF CHILD LABOUR**

Our suppliers do not use child labour. Its employees shall not be younger than the compulsory school age in accordance with the laws and regulations and in any event not younger than 15 years of age. The interests of the child shall prevail before all other concerns.

### **REFUSAL OF FORCED LABOUR**

Our suppliers must not use forced, bonded or compulsory labour and employees must be free to leave their employment after reasonable notice. Employees are not required to lodge deposits of money or identity documents.

### **FREEDOM OF ASSOCIATION**

As far as the applicable laws allow, respect should be given for freedom of association. The supplier shall have an open attitude towards unions, union activities, and union representatives. Where this right is restricted by law, the supplier shall allow workers to freely elect their own representatives.

## **FAIR COMPENSATION**

Employment conditions shall be presented to employees in a comprehensible manner, and a fair and reasonable pay shall be provided in accordance with legal requirements with regard to working hours, remuneration, holiday, sick leave, and parental leave.

## **NO EXCESSIVE WORKING HOURS**

The supplier ensures that its employees work in compliance with all applicable laws and mandatory industry standards pertaining to regular working hours and overtime hours, including for breaks, rest periods, holidays, and parental leaves. Overtime shall be agreed with the personnel and regular overtime shall not be encouraged.

## **LIVE DIVERSITY, EQUITY AND INCLUSION**

We refuse to accept unlawful discrimination of any kind in working relations and we expect diversity to be promoted. The supplier offers an inclusive workplace. No form of discrimination is tolerated in hiring, remuneration, access to training, promotion, termination or retirement based on representation of groups e.g. age, gender, sexual orientation, ethnicity, religion, disability. We expect that individual differences are respected.

bpost is strongly committed to strengthen diversity and inclusion in its own organisation. It includes gender, sociocultural origin, sexual orientation, disability, age, education, parental and family situation, skills and abilities, socioeconomic status, working practices and behaviors. bpost takes initiatives to promote an inclusive environment where everyone feels supported and heard and where there is no room for discrimination, violence, intimidation or prejudice in any form. We expect our suppliers to also integrate similar business practices into their organisation.

## **RESPECT FOR HUMAN RIGHTS**

The supplier respects human rights in dealing with its employees and stakeholders at large (i.e. clients, suppliers, shareholders and communities) fairly and with respect. Suppliers should support the principles of the Universal Declaration of Human Rights. They must avoid association with equipment that is used in the violation of these rights, such as instruments of torture or other forms of mental or physical coercion or punishment with its employees, including sexual harassment and verbal abuse.

# **3. GOVERNANCE**

## **FAIR BUSINESS AND COMPETITION**

In particular, the supplier shall act within the law, commit no (fiscal) fraud and abstain from, among other things, anti-competition, tax evasion and money laundering mechanisms.

The supplier shall see to it that no actual or apparent conflicts of interests arise between the parties that could have a negative impact on bpost.

## **REFUSAL OF BRIBERY AND CORRUPTION**

The supplier shall abstain from any form of corruption, bribery, extortion and attempts to influence members of staff that participate in the decision-making process or the implementation of contracts. In this framework, the supplier's attention is drawn to the bpost policy with regard to gifts and benefits for bpost employees.

## **GRIEVANCE MECHANISM**

The supplier shall have systems in place enabling anonymous grievances, reporting and management for all the above.

## COMPLIANCE

The supplier shall provide bpost with the information needed to check its compliance with this Code. bpost requests an assessment by an independent organization (Ecovadis or equivalent) regarding compliance with this Code for its principal and key suppliers. This assessment will take place annually for principal and key suppliers and at the expense of the supplier. The supplier is expected to make efforts to improve year after year and meet at least the level of the sector benchmark.

If the supplier has been submitted to similar assessments he shares this information with bpost.

Non-compliance with this Code or failure to take the necessary measures following an assessment, shall be deemed a breach of the contractual obligations of the supplier and may therefore lead to further steps or even lead to termination of the contract. bpost reserves the right to conduct on-site audit or termination of the contract between the supplier and bpost. The same applies if the supplier refuses to provide information regarding compliance with this Code or does not participate in the assessment.