SUPPLIER

Code of Conduct

AREM

THE VENTILATION PERFORMANCE

SUPPLIER CODE OF CONDUCT

AREM Group attaches the utmost importance to ensuring that its suppliers (but also service providers, any third party in a business relationship with AREM Group) and their subcontractors (collectively, «suppliers») share with AREM Group a set of identical rules, practices, principles and values in terms of labor standards and social responsibility, environmental protection, business ethics and integrity.

This is why AREM Group establishes exemplary relationships with all its suppliers, based on responsibility, fairness and integrity.

AREM Group expects its suppliers to respect the principles set out in this Supplier Code of Conduct, and to ensure that their own suppliers do the same in their activities for AREM Group.

In carrying out its activities, AREM Group undertakes to comply with all applicable national and international laws, regulations and conventions, as well as with best professional practices - labor and social responsibility standards, environmental protection, business ethics and integrity.

AREM Group expects its suppliers to apply the same laws, regulations, conventions and principles of business ethics to the management of their own organizations. AREM Group expects strict compliance with these standards from all its suppliers.
Where national legislation or other applicable regulations and this Code cover the same subject with different standards, the higher standards, or more stringent provisions, shall apply.

AREM Group works with suppliers who agree to comply with the requirements of this Code and the principles set out in the Conventions of the International Labour Organization, the Universal Declaration of Human Rights, the United Nations Global Compact, the OECD Guidelines for Multinational Enterprises and the United Nations Women's Empowerment Principles, and ensures that their own suppliers do the same in the conduct of their business for AREM Group. In the event of non-compliance with this Code by a supplier, AREM Group in business relations with that supplier reserves the right to require correction of the non-compliances, to suspend purchases, to refuse to take delivery and to return any goods from the supplier until the non-compliances have been corrected.

AREM Group reserves the right to terminate its business relationship with the supplier, without prejudice to any other rights or remedies available to this AREM Group entity.

1. Labor standards ans social responsibilities

AREM Group expects its suppliers to behave in an exemplary manner in terms of social responsibility.

CHILD LABOR

It is strictly forbidden to employ children under the age of 16.
In countries where local legislation provides for a higher working age or extends compulsory schooling beyond the age of 16, the higher age applies. Workers under the age of 18 must not work overtime, dangerous jobs or night shifts.
Suppliers may use legal, legitimate and properly applied apprenticeship schemes, such as student internships.

FORCED LABOR AND HUMAN TRAFFICKING

AREM Group does not tolerate any form of abusive or illegal labor in its supply chain, such as forced labor or human trafficking. Any form of forced labor, slavery, servitude or human trafficking by suppliers, as well as the withholding of identity papers or work permits or the obligation for workers to post a bond or the use of any other coercion, is strictly prohibited. All workers have the right to accept or leave their jobs in complete freedom. Suppliers may not force workers to work to repay a debt owed to them or to a third party.

ILLEGAL, CLANDESTINE AND UNDECLARED WORK

Suppliers must comply with all applicable regulations to prevent illegal, clandestine and undeclared labor.

HARRASSEMENT AND ABUSE

Suppliers are required to treat their workers with respect and dignity. Suppliers must refrain from and prohibit all behavior and practices such as corporal punishment, physical, sexual, verbal or psychological harassment or any other form of abuse.

DISCRIMINATIONS

AREM Group expects its suppliers to treat workers equally, fairly and justly. Suppliers may not discriminate in any way - particularly with regard to wages, hiring, access to training, promotion, maternity protection and dismissal - on the grounds of sex, race or ethnic origin, religion, age, disability, sexual orientation, political affiliation, trade union membership, nationality, gender identity, descent or social origin.

BONUSES AND BENEFITS

As a minimum, suppliers must pay wages in full in legal tender, on time (at least monthly) and without delay, pay workers overtime at the legal rate, and comply with all legal requirements relating to workers' benefits.

Where there is no legal minimum wage or overtime rate in the country concerned, suppliers must ensure that wages are equivalent to average practices in the relevant sector, and that overtime pay is at least equal to contractual or customary hourly rates.
Overtime pay is at least equal to contractual or customary hourly rates. Wages must cover the basic needs of workers' households. Wage deductions must not be used as a disciplinary measure. Suppliers must communicate wage structures and pay periods transparently to all workers. AREM Group expects its suppliers to guarantee that all workers enjoy the benefits provided for by national legal provisions, their collective bargaining agreement, company agreement and any other applicable individual or collective agreement.

HOURS WORKED

Suppliers must comply with all applicable local laws and regulations, which may under no circumstances exceed the maximums set by recognized international standards such as those of the International Labor Organization. Suppliers may not impose excessive overtime. The total number of hours worked per week, including overtime, may not exceed legal limits. Workers are entitled to at least the minimum number of days off established by applicable legislation, and must have at least one day off in every seven-day period.

UNION FREEDOMS

AREM Group expects its suppliers to recognize and respect the right of workers to bargain collectively and to create or join the trade union organizations of their choice without any sanction, discrimination or harassment. Where necessary, suppliers must provide employee representatives with the appropriate means to exercise their rights. Intimidation, threats or discriminatory practices against employee representatives are prohibited.

GUARANTEE HEALTH AND SAFETY

Suppliers are required to provide their employees with a safe and healthy working environment to prevent accidents, personal injury or exposure to danger that may be caused by, related to or resulting from their work, including during the use of equipment, chemicals or during work-related travel. Suppliers are required to implement procedures and training to detect, avoid and mitigate as far as possible any hazard that constitute a risk to the health, hygiene and safety of personnel. As a minimum, suppliers are required to comply with all relevant local and international laws and regulations. Health and safety instructions must be put in place and clearly displayed. Staff compliance with these instructions must be regularly assessed. Workers must be provided with protective equipment appropriate to their activities (applicable to housing provided by suppliers).

PROTECTING LOCAL COMMUNITIES

When interacting with local communities, as defined by the United Nations Declaration on the Rights of Indigenous Peoples, suppliers must obtain their free, prior and informed consent, and ensure their ability to respect human rights.

2. Environmental compliance and performance

AREM Group is committed to an environmental strategy to protect the environment. In addition to its own CSR actions, cooperation with its suppliers to ensure the application of best CSR practices throughout the supply chain is essential.

AREM Group expects its suppliers to share this commitment. AREM Group encourages its suppliers' initiatives to reduce the environmental impact of their activities, in particular through the use of green technologies. The AREM Group expects its suppliers to comply with applicable local and international environmental laws, regulations and professional standards, and, where applicable, to obtain the required environmental permits and traceability inherent in these legal requirements.

3. Ethical requirements and business integrity

AREM Group expects its suppliers to behave in an exemplary manner in terms of the integrity required in the conduct of their activities.
In the conduct of their activities, and that they act in accordance with local,
in the conduct of their business, particularly in the following areas: anti-corruption and money laundering, respect for competition, prevention of insider trading and protection of personal data.

ANTICORRUPTION IN ALL ITS FORMS

AREM Group applies a «zero tolerance» policy with regard to corruption and influence peddling.
AREM Group expects its suppliers to take appropriate measures to prevent, detect and punish any behaviour which may be related, directly or indirectly, corruption or influence peddling across the entire spectrum of their activities.
This includes the prohibition of facilitation payments and/or any other advantage granted to public officials in return for the performance of routine actions.

GIFTS AND INVITATIONS

Gifts and invitations may be acceptable expressions of courtesy, sometimes cultural, in the context of established business relationships if
• their value is limited and reasonable,
• they are offered openly and transparently,
• if local laws, regulations or customs permit the practice,
• if they are offered to show consideration and recognition,
• if the intention is not to receive something in return.

In some cases, such practices may fall within the scope of specific anticorruption provisions or other legal rules, making it all the more necessary for suppliers to undertake to comply with the rules and regulations applicable to their business relationship with AREM Group.

CONFLICTS OF INTEREST

AREM Group expects its suppliers to do everything in their power to prevent the occurrence of situations leading to a real, apparent or potential conflict of interest in the context of their business relationship with AREM Group.

MONEY LAUNDERING

The AREM Group expects its suppliers to take all necessary measures to prevent their operations from being used as a vehicle for money laundering.

RESPECT FOR COMPETITION

Suppliers undertake to take all appropriate measures to prevent abuse of a dominant position, concerted practices or illicit agreements between competitors, such as price fixing or price ranges, market sharing or boycotts limiting the production of certain products.

PRIVACY

AREM Group expects its suppliers to take all necessary steps to ensure the confidentiality of professional secrets and other non-public information communicated in the context of their business relationship with AREM Group.

PERSONAL DATA PROTECTION

AREM Group expects its suppliers to comply with applicable laws and regulations regarding the protection of personal data.

CUSTOMS AND SECURITY

AREM Group expects its suppliers to comply with applicable customs legislation, including the prohibition of transshipment of goods in the country of import.

TRADE RESTRICTIONS AND INTERNATIONAL SANCTIONS

AREM Group expects its suppliers to comply with all international trade restrictions and sanctions, taking into account any changes, as well as import and export control laws and regulations.

ASSET PROTECTION

Suppliers must take all necessary measures to protect resources,
assets, brand image and intellectual property rights in connection with AREM Group entities.

PUBLIC STATEMENTS

AREM Group expects its suppliers to exercise extreme caution when making public statements, particularly on the Internet and social networks. They must ensure that their statements are not associated with any AREM Group entity, nor with its shareholders, directors, officers or employees. In addition, their statements must respect suppliers' commitment to confidentiality and professional secrecy.

INFORMATION TRANSPARENCY

Suppliers must be able to provide clear and precise information at all times concerning the methods and resources used, production sites and characteristics of the products or services supplied, and must refrain from making any false or inaccurate allegations.

4. Commitment

In order to enter into a business relationship with an AREM Group entity, the supplier below certifies that he will comply with this Code and its requirements.

The .....(day) ..... (month) ..... (year)

Supplier name : .....

Supplier's address : .....

Code APE/DUNS # .....

Name and position of supplier's representative : .....

.....

Signature of supplier's representative :

Stamp (if applicable)

☐ **Have you already undergone a CSR Audit?**

☐ **Have you drawn up a CSR action plan for your company?**



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