GUIDELINES FOR
SOFIDEL
SUPPLIERS
Sofidel believes that long term competitive advantage and significant benefits in terms of the environment and the quality of life in general can be gained by adopting an ethical approach in the process of creating value.

Strong in this belief when creating our products, in addition to seeking a higher standard of quality, we are dedicating increasing attention to social and environmental aspects.

Human rights, health, safety and respect for the environment are just some of the fundamental issues involved in this commitment; the same issues that are becoming increasingly central to our relationship with our suppliers and conscious of the fact that fully accepting corporate social responsibility means being able to make people aware, involve, create alliances and develop common processes with our main partners.

For this purpose, we are hereby issuing these Guidelines to Sofidel Suppliers, the aim of which is to provide a clear framework of our selection criteria in terms of commitment, results and expected improvements.

We hope that this helps us grow together and make our methods of production and working ethically stronger.

CEO
Luigi Lazzareschi
Sofidel upholds the law wherever it operates. Therefore, we expect our suppliers to comply with the laws of their country, including legislation relating to:

- Recruitment
- Employee rights, with particular reference to SA8000 (Social Accountability International’s website)
- Discrimination
- The environment
- Health and Safety

Corruption, in whatever form, or money laundering is forbidden. Your employees, agents or representatives are forbidden from taking, asking for, offering or exchanging (directly or indirectly) any form of bribe or other collateral benefits (excluding sales items of a modest monetary value, which are usually acceptable in an international context). Claiming being subject to illegal duress is not an excuse.

Suppliers who knowingly contravene the law or who repeatedly fall foul of the law are forbidden from having business relations with Sofidel.
Sofidel expects its suppliers to conduct their business in compliance with the principles set out in SA8000 relative to the management of human resources:

No under-aged work or forced labour.
Forced, obligatory or under-aged labour will not be tolerated by Sofidel, who will break off all business relations with suppliers who use (directly or indirectly) people younger than the legal employment age* (where the work is carried out) and, in any case, less than 15 years of age.

No discrimination
Sofidel is against any form of discrimination relating to one’s race, colour, gender, sexual orientation, age, religion, nationality or disability.

Freedom of association
Sofidel recognises and respects the right to freely constitute and become a member of a trade union, in compliance with local law and to abstain from becoming a member of such organisations. Relations with trade unions must be conducted in a constructive manner.

Equal Terms and Conditions of employment
We expect all our suppliers to comply with all applicable laws, standards and regulations in terms of minimum wages and numbers of hours worked, including overtime and maximum number of hours worked.

Health and Safety
Sofidel is committed to creating healthy and safe conditions in the workplace to protect the life and health of its employees and the communities where it operates. Such a responsible approach is considered fundamental to creating value, guaranteeing the sustainability of its business in the long term and generating trust with stakeholders.
We expect our suppliers to provide safe working conditions so as to prevent accidents and injuries. Suppliers are also expected to be committed to minimising the amount of risk that those who work for them, either directly or indirectly, are exposed to.

* In the absence of a national or local legal definition, anyone under 15 years of age shall be defined as a “baby”. If the local law defines a minimum age below 15, but such a definition is in compliance with the exceptions for developing countries and Convention 138 on the International Labour Organisation, the lower age will apply.
Sofidel constantly seeks to improve the quality of the environment, the areas where its plants are located and its products. We want to have business relations with suppliers who share our concerns and commitment to protecting the environment. Suppliers must comply with all existing environmental standards, regulations and laws in their country; they must also adopt cruelty-free production policies. Suppliers who endeavour to do the following will also be positively considered:

- Promote the use of advanced technologies currently available for the protection of the environment
- Promote responsible use of material resources/raw materials so as to achieve sustainable growth, in respect of the environment and the rights of future generations
- Monitor and reduce the impact that their production processes and services have on the environment throughout their lifecycle
- Avoid the use of potentially dangerous substances, as defined by current legislation
- Take account of environmental issues when managing their logistical processes.

Sofidel encourages its suppliers to adopt an ISO 14001 or EMAS - certified Environmental Management System.
MONITORING AND CORRECTIVE ACTIONS

Sofidel will ask its suppliers to check if they comply with these Guidelines as an initial step for starting and/or continuing business relations. The check will be conducted using a questionnaire created by the Group’s “Supplier Management team”. The team is at your disposal to provide any clarification and help to complete the questionnaire.

Sofidel reserves the right to conduct checks to ensure that the provisions of the Guidelines are met. In the event of non-compliance, Sofidel:

- Will ask the supplier to take corrective actions to bring their services in line with the Guideline
- Will carry out follow-up checks to verify that any such corrective actions have indeed been carried out

If the supplier violates the basic principles of Sofidel’s Ethical Code or these Guidelines or, in the event that the supplier is found to be non-compliant or not to have taken the above-mentioned corrective measures, Sofidel reserves the right to terminate any business relations in advance and to seek compensation for any damages incurred.

Sofidel is also committed to supporting small local suppliers to encourage technological advancement, putting in place training programmes for their employees and improving their professional knowhow.