

Supplier Code of Conduct

Introduction:

The Pierre & Vacances Center Parcs Group (hereinafter “PVCP”) aims to become the European leader in reinvented local tourism, and places social and environmental responsibility at the heart of its business project.

The PVCP Group is committed to developing balanced, respectful and responsible relationships with its Suppliers. Where justified by the situation, it seeks to develop lasting, collaborative partnerships with its Suppliers.

The PVCP Group has been a signatory to the Responsible Supplier Relationships and Procurements Charter since 10 January 2012, and as such is committed to adopting the following responsible practices with regard to its Suppliers:

- Ensuring a responsible financial relationship with Suppliers,
- Maintaining a respectful relationship with all Suppliers, conducive to the development of collaborative relationships,
- Identifying and managing situations of mutual dependence with Suppliers,
- Seeking to involve signatory organisations in their sector,
- Assessing all life-cycle costs and impacts,
- Integrating issues of environmental and social responsibility,
- Ensuring regional responsibility in its organisation,
- Professionalism and ethics in the Purchasing function,
- A Purchasing function responsible for overall management of Supplier relations,
- A “Supplier relations” mediator function, responsible for streamlining internal and external company relationships.

This Supplier Code of Conduct sets out the expectations of the PVCP Group with regard to its Suppliers, service providers, subcontractors and other partners (including their subsidiaries, grouped under the generic name of “Suppliers”), in terms of ethical, social, professional and environmental practices.

The PVCP Group asks its Suppliers:

- to adhere to this Code,
- to ensure that their own suppliers and subcontractors meet these requirements,
- to contribute to the PVCP Group’s evaluation processes, particularly in relation to CSR, to provide any supporting documents required, and to implement any action plans where appropriate,
- to authorise the PVCP Group and/or external agents appointed by the latter to carry out audits and implement the required action plans.

Suppliers acknowledge that this Code is an essential part of the business relationship and that failure by Suppliers to comply with this Charter may result in termination of the contract between the PVCP Group and such Suppliers.

Both the PVCP Group and its Suppliers undertake to comply with the regulations in force and to exceed them where possible.

1. Ethical business relations

- o **Competition law:** Suppliers undertake to comply with competition law regulations and not to engage in anti-competitive practices or unfair commercial practices.
- o **Gifts and hospitality:** gifts and hospitality are prohibited unless they are for a small amount and occur outside the period of any call for tenders or selection/renewal of a Supplier.
- o **Anti-corruption:** Suppliers shall refrain from any form of corruption in relation to the awarding of a contract by the PVCP Group.
- o **Conflict of interest:** Suppliers shall avoid any conflicts of interest, actual or potential.
- o **Confidentiality of information and protection of personal data:** Suppliers undertake not to disclose to a third party confidential information transmitted to them by the PVCP Group within the framework of a call for tenders and/or a contract between them; they further undertake to comply with regulations, in particular local regulations regarding personal data protection, relating to any personal data which may be entrusted by the PVCP Group to the Supplier.
- o **Mediator:** Suppliers may ask the PVCP Group's mediator to facilitate the amicable settlement of a dispute, by writing to mediateur@groupepvcp.com. This email address must only be used when Suppliers and their contacts within the PVCP Group have been unable to find a solution to the dispute.
- o **Dependency:** Suppliers shall notify PVCP in the event of economic dependency and take action to overcome such dependency.

2. Human rights

Suppliers undertake to carry out their activities with respect for human rights and to adhere to the United Nations Declaration of Human Rights, the European Convention on Human Rights, the United Nations Convention on the Rights of the Child, and the ILO Conventions.

- o **Non-discrimination:** Suppliers shall refrain from any form of discrimination in recruitments, promotions, wages, professional assessments, or any other term or condition of work, on the basis of origin, gender, sexual identity, sexual orientation, religion, illness, or disability. They undertake to implement measures for the protection and inclusion of vulnerable workers.
- o **Non-recourse to corporal punishment and harassment:** Suppliers must treat each person with dignity. Suppliers must not inflict or threaten to inflict corporal punishment or any other form of physical, sexual, psychological or verbal violence or harassment against employees. Suppliers must have a clear disciplinary procedure that prohibits violence, harassment or any form of physical or emotional intimidation, and must communicate it in a language understandable to employees.
- o **Remuneration:** the wages paid by Suppliers must be paid regularly and enable decent living conditions for employees, taking account in particular of the cost of living within proximity of the workplace.
- o **Training and benefits:** Suppliers undertake to provide their employees with appropriate continued training to maintain the skills necessary for their duties. Allocated resources shall be made available to employees to obtain and update the individual

certifications and accreditations required to carry out their activities. Legal benefits shall be strictly applied and provided within the set timeframes.

- o **Working time:** Suppliers must comply with all applicable laws and regulations relating to employees' working hours, including maximum working time and requirements concerning breaks and holidays.

- o **Overtime:** overtime shall be paid at the legal rate and employees must not be required to work overtime to earn a minimum wage.

- o **Freedom of association:** Suppliers must respect the right of their employees to join or not to join trade unions or organisations of their choice and to engage in collective bargaining, free from any form of retaliation, intimidation or harassment in the exercise of their right to join or not to join any labour movement.

- o **Freedom of expression:** Suppliers undertake to allow and respect their employees' freedom of expression.

- o **Abolition of all forced or compulsory labour and modern slavery:** Suppliers must not make use of forced labour or withhold identity documents or sums of money in return for work and debts.

- o **Illegal labour:** Suppliers undertake only to employ persons legally entitled to work in the country concerned and not to make use of undeclared or clandestine labour.

- o **Elimination of child labour:** Suppliers undertake only to employ persons of legal working age, who must be at least 16 years old. Suppliers must establish and adhere to specific age requirements for any work that may be mentally, physically, socially or morally harmful or hazardous to young workers. Young workers are defined as workers who are over the minimum age, as defined above, and under the age of 18.

- o **Safety of supplied products:** Suppliers must provide the PVCP Group with products which meet applicable legal and PVCP Group safety requirements.

- o **Workplace health & safety:** Suppliers must provide a safe and healthy working environment and conditions. Occupational health and safety standards, as well as those related to the working environment, must comply, by way of minimum, with applicable laws and regulations and meet the PVCP Group's health and safety requirements.

3. Environment

Suppliers undertake to comply with local, national and international environmental regulations, and to follow best practices in the sector with regard to environmental protection and preservation.

- o **Climate:** Suppliers undertake to carry out actions to reduce greenhouse gas emissions, in particular CO₂ emissions, to communicate their carbon footprint to the PVCP Group when it has been established, and, when requested by the Group, to implement a carbon reduction plan.

- o **Water and energy:** Suppliers shall implement an action plan to reduce their energy and water consumption.

- o **Ecosystems:** Suppliers undertake to respect ecosystems and to preserve biodiversity by implementing impact measures and alternative/compensatory measures where appropriate.

- o **Pollution management:** Suppliers undertake to reduce as much as possible the water or air pollution they may generate due to their activities.

- o **Waste management:** Suppliers undertake to limit packaging, waste and plastic use as much as possible.

Suppliers must comply with the requirements set out in the PVCP specifications, in particular those relating to materials (approvals, certifications, etc.).

Suppliers shall favour eco-certified products and recycled/recyclable materials.

Suppliers shall provide the PVCP Group with any information required to assess the full costs and impacts of the life cycle of their products/services, and they shall offer solutions minimising such impacts (product recyclability, end-of-life recovery, take-back, etc.).

4. Local communities

Suppliers undertake to offer solutions taking account of impacts on local communities.

5. Animal welfare

Suppliers shall take account of animal welfare and shall offer products or services to the PVCP Group that safeguard animal welfare.

6. Whistleblowing system

The PVCP Group makes a whistleblowing system available to Supplier employees, to enable them to express concerns about serious matters, for example crimes or offences relating to the PVCP Group.

The PVCP Group undertakes to treat whistleblowing confidentially and not to take reprisals against whistleblowers acting in good faith.

A reporting platform has been set up:

- for France: <https://pvcp.whispli.com/lp/alerte?locale=fr>
- for Belgium: <https://pvcp.whispli.com/lp/Belgie?locale=nl>
- for Germany: <https://pvcp.whispli.com/lp/de/Germany?locale=de>
- for the Netherlands: <https://pvcp.whispli.com/lp/nl?locale=nl>

The whistleblower charter is available on each of these platforms.

Approved by the Supplier:

Date:

Name of signatory:

Name of supplier:

Position of signatory:

Signature:

Groupe

Pierre & Vacances
CenterParcs