

# Suppliers charter

Fundamental values and principles rules which  
Alcimed is committed to in the conduct of its  
business.



**Alcimed**

This Charter (hereunder “Suppliers Charter”) contains the fundamental values and principles rules which ALCIMED is committed to in the conduct of its business.

The Suppliers Charter includes the main principles of sustainable development which the United Nations Global Compact, to which ALCIMED adheres as of 2022, is based on. These principles relates to the respect for human rights, to international labour standards, to the environment and the fight against corruption.

The Suppliers' Charter is addressed to the Suppliers with whom ALCIMED may enter into a relationship. ALCIMED expects these Suppliers to adhere to these principles with no reservation.

### **Protection of human rights and employee rights**

- The Suppliers undertake to ensure compliance with all legislations in force concerning the protection of human rights and fundamental freedoms and the safety and health of persons, in particular the Universal Declaration of Human Rights and the conventions of the International Labour Organisation.
- The Suppliers undertake not to resort to forced labour or child labour, in accordance with applicable local regulations.
- The Suppliers shall refrain from any conduct contrary to the dignity of a person and any form of harassment and discrimination based on race, gender, age, religion, disability or sexual orientation.
- The Suppliers undertake to respect fundamental social rights such as freedom of association, and to implement a decent salary and disciplinary policy.

### **Protection of the environment**

- The Suppliers undertake to respect all applicable local regulations on environmental protection.
- ALCIMED expects its Suppliers to improve the control of the consequences of their activity on the environment.
- ALCIMED encourages the Suppliers to minimize their energy consumption and waste production. The Suppliers shall endeavor to take measures to manage natural resources (water, raw materials).

### **Protection of confidential and privileged information**

- The Suppliers agree to keep confidential any non-public information disclosed by or any third party working on behalf of ALCIMED. Any information that is already in the public domain or shall become so in the future, information that the Suppliers held before the disclosure thereof by ALCIMED or any third party acting on its behalf, as well as any information whose disclosure by the Suppliers is required by law or an administrative or judiciary court shall not be covered by this undertaking.
- The Suppliers agree to restrict the disclosure of confidential information provided by ALCIMED or by third parties acting on behalf of ALCIMED to the persons who strictly need to know it. As a result, the Suppliers shall take all necessary measures so that individuals, other than those mentioned in the previous sentence, are prevented from having access to the said information, including by not leaving documents containing such information in public places (including public transport) and in areas of the Suppliers' premises accessible to visitors (reception, meeting rooms, ...) or holding any conversation relating to such information in public areas.

- Suppliers who may have access, within the framework of their relationship with ALCIMED, to privileged information on companies listed on a regulated market, shall comply with the applicable regulations on the use and dissemination of privileged information.

### **Protection of personal data**

- The Suppliers undertake to respect the regulations in force concerning the protection of personal data and to process these personal data only within the limits authorized by said regulations, including the GDPR in the European Union.
- In accordance with the applicable regulations, the Suppliers and/or the members of their personnel have rights with regard to their personal data which can be exercised with ALCIMED by sending an e-mail to: [dataprivacy@alcimed.com](mailto:dataprivacy@alcimed.com).
- The Suppliers undertake to immediately inform ALCIMED of any personal data breach (unauthorized use, disclosure, loss, etc.) related to ALCIMED or its personnel that they may be aware of by sending an e-mail to: [dataprivacy@alcimed.com](mailto:dataprivacy@alcimed.com).

### **Anti-corruption and prohibited practices**

- The Suppliers undertake not to offer or accept any bribe, gift or undue advantage and undertake to respect all applicable anti-corruption laws.
- The Suppliers are prohibited from conducting any form of money laundering, fraud, unfair competition and any other prohibited practice in accordance with the applicable regulations.
- The Suppliers warrant that all books of account, records, invoices and other documents relating to payments and expenses received or made by ALCIMED are and will be complete and accurate. These documents will faithfully reproduce the nature and amount of the transactions and expenses.

### **Conflicts of interest and Ethics Committee – Whistle-blowing procedure**

- ALCIMED has set up an Ethics Committee made up of business units directors and the members of ALCIMED's management. The task of this Committee is to discuss and decide on any ethical issue raised within the context of ALCIMED's business.
- The Suppliers undertake to notify the Ethics Committee of any breach of this Ethics Charter or any ethical issue encountered in the course of their relationship with ALCIMED as well as any conflict of interest (including due to their family, personal or professional relationships) that could arise in the course of their relationship with ALCIMED. Such notification shall be made by sending an e-mail to [ethics@alcimed.com](mailto:ethics@alcimed.com).

### **Respect of intellectual property rights**

- ALCIMED attaches the utmost importance to the respect of third party intellectual property rights, whether it concerns images, audio or video extracts, etc. The Suppliers acknowledge that all copyrights and know-how of ALCIMED are the sole and exclusive property of ALCIMED.
- In the course of their relationships with ALCIMED, the Suppliers undertake to only use elements, documents, works, etc. for which they have the rights or licences.

The Suppliers agree that ALCIMED shall be entitled to control the compliance by the Suppliers of the provisions of the Suppliers Charter through an independent third party.

ALCIMED is entitled to terminate the relationship with a Supplier in case of breach or refusal to comply with any provision of the present Supplier Charter.

*Date of last update : september 2022*