

BUSINESS PARTNER CHARTER

Our Planet



Our Value chain



Our Behavior



Our Societies



Our People



PREAMBLE

As an international expert in fastening and assembly solutions, ARaymond Network is committed to doing business the right way.

For more than 150 years, we have upheld standards of responsible and ethical behaviour in our own operations.

In all the countries where ARaymond is present, our ambition is to conduct all our activities with integrity and respect.

We expect from all our Business Partners around the world the same behaviour and therefore we issued this Business Partner Charter. We expect all our Business Partners to sign and adhere to or to confirm that they have their own Code of Conduct with standards at least as strict as those set forth within this document.

1. SCOPE

This [Business Partner Charter](#) applies to all suppliers, clients, contractors, sales agents, distributors, sub-contractors and advisors (hereinafter called “Business Partner”) who are willing to do business with any entity within the ARaymond Network.

2. BASIC BEHAVIOURAL REQUIREMENTS

We expect that all our Business Partners are fully compliant with all applicable laws and regulations in the respective country where they are operating. Furthermore, we expect that they adhere to the basic principles laid down in this [Business Partner Charter](#) and that they pass on the obligations set forth within this document to their employees, suppliers, contractors, sales agents, distributors, sub-contractors and advisors and secure the compliance of their whole Supply Chain with regards to these principles.

Whenever there will be discrepancies between this [Business Partner Charter](#) and the local laws and/or regulations the Business Partner will adhere to the stricter requirement.

3. MAKING ETHICAL DECISIONS

We expect from all Business Partners that they do their business based on an ethical high standard respecting the standards laid down in Part 1 of the OECD Guidelines for Multinational Enterprises and that they secure that they, as well as their employees, suppliers, contractors, sales agents, distributors, sub-contractors behave accordingly.

Any unethical behaviour not in line with the principles set forth in this document will not be tolerated by ARaymond and can lead to a termination of the contractual relationship as set out in Section 12.

4. ANTI-TRUST LAWS

ARaymond believes in free markets and fair competition. Therefore, we expect that all our Business Partners are also fully committed to lawful and free competition and to competing on the merits of their products and services.

We expect that they fully respect and observe all applicable anti-trust and competition laws in the countries where they operate and in which they sell their products.

We expect that no Business Partner is engaged in any kind of understanding (written or verbal) with competitors on pricing, market allocation or any other matter that might restrict competition and/or distort the market.

5. ANTI-CORRUPTION LAWS

We expect from all our Business Partners that they are committed to compete for business by the quality and price of their products and services, but not by offering inappropriate advantages or benefits to others.

Therefore, we expect from all our Business Partners or anyone acting on their behalf, that they do not offer or grant or accept any benefits if such actions could be construed as an attempt to gain an unfair business advantage or to induce, or reward, an improper performance of the relevant person's duties.

6. IMPORT/ EXPORT & "BLACKLISTS"

We expect from all our Business Partners that they observe all applicable laws regarding Import/Export as well as applicable international trade restrictions. All Business Partners must also observe restrictions on dealings with certain parties in connection with combating terrorism, categorised by State agencies in various lists.

7. CONFIDENTIALITY AND RESPECT OF IP

We expect that our Business Partners fully respect confidential proprietary information and commercial, technical and other know-how of their suppliers, contractors, sales agents, distributors, sub-contractors and advisors.

Furthermore, every Business Partner has to respect Intellectual property rights of third parties and every transfer of technology and know-how has to be done in a manner that fully protects such intellectual property rights of third parties.

8. MONEY LAUNDERING AND FINANCIAL RECORDS

We expect that each payment made by any Business Partner is done only on the basis of appropriate documentation which clearly reflects the reason of the payment and that the payment is due.

Tax regulations and laws have to be fully respected by each Business Partner.

Each Business Partner undertakes to conduct business only with reputable suppliers, customers and other business partners who conduct their business in a lawful manner and whose funds are derived from legitimate sources.

9. HUMAN RIGHTS AND RIGHTS AT WORK

We expect that all Business Partners respect the principles laid down in the Declaration on Fundamental Principles and Rights at Work of the International Labour Organization.

Among these we expect that all Business Partners shall:

- Respect the right of all employees to freely and without interference or retaliation establish and join unions or employee representation and collective bargaining;
- Ensure that they do not engage in any form of forced labour, enter with every employee into a working contract and ensure that they comply with local labour law legislation;
- Respect the minimum age of employment of 15 unless there is an exception according to the ILO Minimum convention;
- Pay all wages and benefits which are agreed upon or mandated by local laws and regulations;
- Respect the maximum working hours according to their local legislation

As a minimum we also expect that no employee of any Business Partner is discriminated because of his/her

- Religion
- Gender
- Sexual orientation
- Nationality
- Origin
- Age
- Disability
- Height
- Weight
- Marital status
- Veterans status
- Genetic information

10. HEALTH AND SAFETY

We expect that all Business Partners provide a safe and healthy work environment for all its employees, service providers and subcontractors and to continuously improve the overall safety of its installations.

This includes conducting trainings for employees as well as establishing Internal Rules regarding health & safety issues and to conduct their operations in a manner which protects the health & safety of their employees prevents or mitigates any risk that could affect their well-being.

11. ENVIRONMENT

ARaymond strives to be recognised as an environmentally responsible company that respects the environment while conducting its business activities. In all the countries where ARaymond is present, our ambition is to manage our carbon footprint to evolve towards a Net Zero Carbon approach.

Therefore, we expect also from all our Business Partners that they help us actively to reach this goal and that they respect the environment in the same manner and do their best to reduce the negative effect of their business activities on the environment to a minimum.

The Business Partner should therefore work continuously to limit the negative effect of their business on the environment to a minimum and strive to reach net zero impacts.

We expect that every Business Partner does comply with all applicable laws regarding unlawful exploitation and trade of conflict minerals such as tantalum, tin, tungsten, gold and cobalt. This includes that there is no direct or indirect financing of any armed group in a high-risk area defined by the local regulations (for example OECD DDG).

12. MANAGEMENT AND IMPLEMENTATION

We expect from our Business Partners that they are implementing an efficient and effective management system to comply with this [Business Partner Charter](#) and before mentioned principles, not only in their own organization, but also throughout their own Supply Chain.

If the Business Partner will, in any way, not be fully compliant with the principles laid down in this document, ARaymond reserves the right to review and potentially terminate the contractual relationship without being responsible for any damages arising out of this termination.