



# Sustainable Procurement Charter



# About the Sustainable Procurement Charter

## Document history

Version 2 – Created in 2017. The Umicore Sustainable Development Procurement Charter will be reviewed by Umicore at appropriate intervals and revised when deemed necessary. Changes will be communicated effectively to suppliers.

**This charter is based on Umicore’s vision and values as outlined in the Umicore Way.**

(Extracts from) **The Umicore Way** - “Materials for a better life”

We believe that materials have been a key element in furthering the progress of mankind and that they are at the core of today’s life and will continue to be enablers for future wealth creation. We believe that metal related materials have a vital role to play, as they can be efficiently and infinitely recycled, which makes them the basis for sustainable products and services. We want Umicore to be a leader in providing and creating material based solutions which contribute to fundamental improvements in the quality of life. The overarching principles that guide our activities are:



### VALUES

We hold the values of openness, respect, innovation, teamwork and commitment to be crucial to our success.



### ENVIRONMENT AND SOCIETY

We recognize that our commitment to financial success must also take into account the broader economic, environmental and social impact of our operations.



### EMPLOYEES

We strive to be a preferred employer of both current and potential employees.



### BUSINESS INTEGRITY

Wherever we operate, our reputation is a most valuable asset, and it is determined by how we act. We avoid any action that would jeopardize our reputation.

## A message from Marc Grynberg



Dear Supplier,

Relationships between suppliers and customers are essential elements in building financial and economic value and will also play a key role in the promotion of social and environmental best practice. At Umicore we are committed to the principles of sustainable development and we seek, wherever possible, to do business with partners which have already made such a commitment or which are willing to take steps in this direction.

We have developed a Sustainable Procurement Charter in order to better reflect our commitment to sustainable development in all areas of procurement – be it raw materials, energy, other goods or services. The document outlines our commitment to our suppliers in terms of our own conduct and practices. In return we would request that you, as a Umicore supplier, take all necessary steps to ensure that your practices are compatible with the content and spirit of our Charter.

A successful supplier–customer relationship will be based on many elements such as technical specifications, quality, price, service and technology, environmental and social impact. Henceforth we will be using the Sustainable Procurement Charter as another key tool in helping us determine the quality of our suppliers and we would show a clear preference for those partners who are able to demonstrate a commitment to sustainable development.

If you have any questions about the content of the Charter please do not hesitate to contact our Purchasing and Transportation Team or the procurement service in the business unit with which you do business – all details can be found at the back of this document.

We look forward to doing business with you!

# Umicore Engagement to You as a Supplier



## **FAIR DEALING WITH SUPPLIERS**

We treat you with honesty, fairness and respect. Our purchasing activities are conducted in accordance with the highest ethical and professional standards, as set out in our Code of Conduct.



## **TRANSPARENCY & COMMUNICATION**

We take the engagement to report on a regular and consistent basis, both internally and externally, on our sustainable development supply chain project. Additionally we will provide feedback to suppliers regarding improvements in their sustainable development performance.



## **IMPARTIAL SELECTION**

We select suppliers based on objective criteria such as technical specifications, quality, price, service and technology, environmental and social impact.



## **RELATIONS WITH LOCAL COMMUNITIES**

We seek to include smaller sized and local suppliers in our procurement processes, wherever possible, in order to support the local economy.



## **HEALTH & SAFETY**

We will apply the same health & safety standards to all contractors working on our sites as the ones we apply for our own employees.

# Your Engagement to Us



## Environment

As a minimum standard you comply with the applicable environmental laws and regulations in the territories within which you operate and you possess all the necessary environmental permits and registrations.

You strive to minimize relevant environmental impacts and you maintain an environmental management system which enables you to continuously improve environmental performance. Documentation about this management system is updated and available.

Any hazardous products or materials that you produce are always accompanied with up-to-date environmental information by way of an appropriate material safety data sheet.

You take steps to offer products whose environmental impact during production, use and end-of-life is the lowest possible given the available technology.

You have procedures in place to prevent incidents. In the event that an incident should occur, you have procedures which are designed to mitigate the consequences that may have an impact on the environment.



## Labour Practices and Human Rights

You respect the International Labour Organization's Declaration on Fundamental Principles and Rights at Work and the international law on human rights. You are not complicit in human rights abuses. In this context, you should ensure that mechanisms exist to ensure

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respect for the following principles on your sites and, where relevant, those of your own suppliers:

- Abolition of child labour
- Elimination of forced and compulsory labour
- Freedom of association and the right to collective bargaining
- Elimination of discrimination in the workplace
- Fair treatment
- Compliance with all applicable laws regarding wages, benefits and working hours

If you are operating on one of Umicore's industrial sites, the minimum age of any of your employees will be 18 years, except in the framework of internships or vocational training programmes, organised in co-operation with schools and training institutes or approved by the competent authority.

You will ensure that you have procedures in place to protect the health and safety of your staff, your own subcontractors, local people. You demonstrate a proactive approach to occupational health and safety for example by the implementation of a documented health and safety policy and management system. You identify and assess potential emergency situations in the workplace and in the vicinity of your operations and minimize their impact by implementing emergency plans and response procedures.

You strive to maintain and continuously improve a working environment where employees find training and development opportunities, where rewards are in relation to the contribution made by the employee and where employees have the opportunity to engage in constructive dialogue with their employer.



## Business Integrity

### Laws and Regulations

You apply the highest standards of business and personal ethics, and follow all applicable laws and regulations in the countries where you operate.

### Corruption & Anti-competitive practices

You are committed to working against all forms of corruption, extortion, fraud and bribery. You do not offer any benefit to Umicore employees in order to facilitate your business with Umicore.

If you execute works at the request of or for an Umicore individual involved in any procurement decision making process, you will inform and disclose this information to the site general management prior to execution. You comply with all competition laws and regulations.

### Transparency and accountability

You are committed to transparency and accountability in your business dealings and strive to detect and prevent illegal and unethical activities conducted through commercial transactions via the screening of your business partners, transactions and materials.



## Supply Chain

### Your own supply chain

You undertake to promote / communicate the principles of sustainable procurement in your own supply chain.



## Assessment / Monitoring

By acknowledging receipt of this document your organization undertakes to adhere to the principles contained in Umicore's Sustainable Procurement Charter. You will undertake to maintain the documentation necessary to demonstrate compliance and either possess or will seek to develop the measuring procedures, tools and indicators that are necessary to guarantee adherence to the principles of the Charter.

You accept to respond promptly to reasonable inquiries from our procurement representatives regarding implementation of these principles. You also accept that from time to time you may be required to complete a self-assessment questionnaire based on this Charter and to provide proof of any statements that are provided in such a questionnaire. You also accept that following such a self-assessment process Umicore may request – either itself or through a third party – to conduct site visits and / or audits to verify compliance with this charter or elements thereof.



## Non-compliance

Should the self-assessment process, monitoring steps or other evidence indicate that elements of the Sustainable Development Charter are not being met, you may be required to provide satisfactory explanation and / or evidence that corrective action is planned to amend the situation and prevent any recurrence.

# References



The Umicore Way

<https://www.umicore.com/en/about/the-umicore-way/>

The Umicore Code of Conduct

<http://www.umicore.com/en/governance/code-of-conduct>

Universal Declaration of Human Rights

<https://www.un.org/en/universal-declaration-human-rights/>

ILO Declaration on Fundamental Principles and Rights at Work

<http://www.ilo.org/declaration/lang--en/index.htm>

Guidelines on occupational safety and health management systems ILO-OSH 2001

<http://www.ilo.org/public/english/protection/safework/managmnt/guide.htm>

Eco-Management and Audit Scheme (EMAS)

[http://ec.europa.eu/environment/emas/index\\_en.htm](http://ec.europa.eu/environment/emas/index_en.htm)

ISO 14000 series environmental management systems

<https://www.iso.org/iso-14001-environmental-management.html>

OHSAS 18001 Health and Safety Systems

<https://www.bsigroup.com/en-GB/ohsas-18001-occupational-health-and-safety>

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