



**SUPPLIER
CHARTER**





SECAN SUPPLIER CHARTER

The purpose of this supplier charter is to share with our suppliers our commitment and requirements in terms of **respect for human rights, the laws in force in the countries in which our company and its supply chain operate and respect for the environment in which SECAN is engaged.**

By signing this charter, suppliers also commit **to enforcing these commitments within their operations and their own supply chain.**

This charter governs the entire relationship between SECAN and its supply chain. It is complementary to the regulations and laws of each country and can in no way take precedence over them.

This charter is available on our website (www.secan.aero) or on request from each procurement or purchasing department of the company.

HUMAN RIGHTS AND WORKPLACE ETHICS



✔ CHILD LABOUR

Our suppliers must not use child labour below the age at which compulsory schooling ends in the country concerned.

✔ FORCED OR COMPULSORY LABOUR, SLAVERY AND SERVITUDE

Our suppliers must not use forced or compulsory labour under any circumstances.

✔ WORKING CONDITIONS

Our suppliers must ensure that the working conditions of the staff working for them are safe and healthy. Compliance with working time regulations is a prerequisite.





✔ **DIVERSITY AND PARITY DISCRIMINATION**

Suppliers should have a policy prohibiting harassment and discrimination, and supporting equal opportunities regardless of gender, background, religious practice or sexual orientation.

✔ **CORRUPTION**

Suppliers should promote a no-bribery policy. Any direct or indirect bribery is prohibited, whether on a supplier's own behalf or on behalf of SECAN.

✔ **PERSONAL AND/OR SHARED DATA.**

Suppliers must comply with the regulatory requirements of the field and must guarantee the integrity and security of data shared by SECAN.



ETHICAL BUSINESS CONDUCT



Suppliers should promote honesty and fairness through a clear code of business conduct. Written or implied agreements are prohibited practices. Suppliers must not abuse a dominant market position, or any monopoly. The exchange of pricing, volume, market allocation, etc. data concerning SECAN with a competitor, customer, or its supply chain is prohibited.

Suppliers are prohibited from putting pressure on or showing favouritism towards contact persons they interact with, whether working within SECAN, their own teams, or for their suppliers and partners.

RESPECTING THE ENVIRONMENT



Suppliers undertake to meet regulatory compliance obligations, to work **to reduce the impact of their activity on the environment**, particularly in terms of water consumption, energy and CO2 emissions, etc.

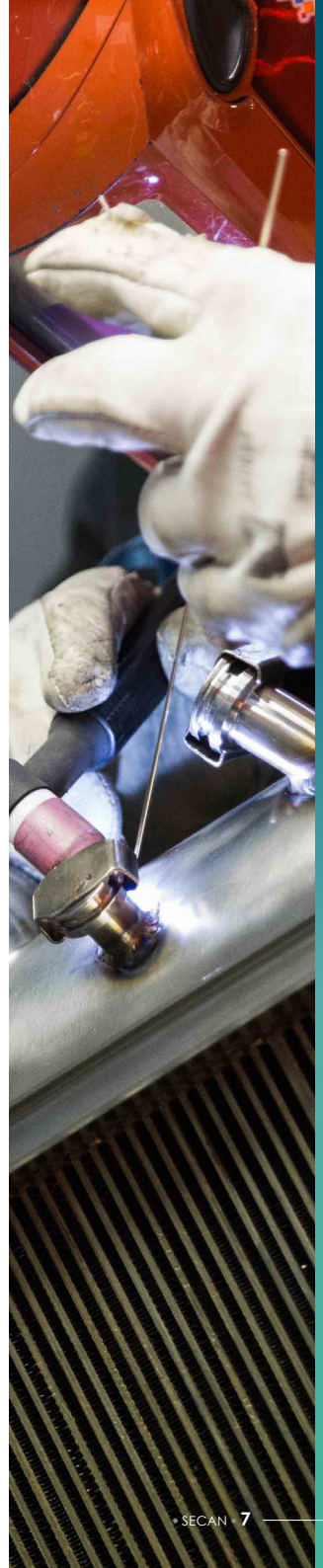
PRODUCT SAFETY AND COUNTERFEITING RISK



Suppliers shall, through their organisation and processes, ensure the safety of products and contribute where necessary to the maintenance of airworthiness and safety regulations applicable to aviation activities.

Employee commitment to product safety must be ensured by the supplier. The use of counterfeit products must be prohibited, and traceability must be ensured at all stages of the manufacturing process.

Suppliers are required to develop, implement and maintain effective methods and processes appropriate to their products to minimise the risk of delivery of counterfeit parts and materials. Effective processes must be in place to detect, report and quarantine counterfeit parts and materials and prevent them from re-entering the supply chain. If counterfeit parts and/or materials are detected or suspected, suppliers must immediately inform the purchasers at SECAN.



SUPPLIER RELATIONSHIP



This charter is shared with suppliers by our purchasing and supply departments and should be the guarantee of our good relationship. We expect our suppliers to respect the laws of the countries in which they operate.

✔ EXPORT CONTROL

Suppliers are required to comply with export control laws. They must also respect the various prohibitions in order to maintain the privilege of export.

✔ PAYMENT OF TAXES

Suppliers should ensure that they comply with all applicable tax laws and regulations in the countries where they operate and that they are open and transparent with the tax authorities. Suppliers shall not under any circumstances engage in or facilitate deliberate illegal tax evasion on behalf of others.

✔ PAYMENT PRACTICE

Suppliers shall be fair and reasonable in their payment practices and pay valid, uncontested invoices on time in accordance with agreed contractual payment terms and applicable laws.

DATA PROTECTION



Suppliers are required to ensure that all sensitive, confidential and proprietary information is appropriately protected.

In their relationship with SECAN, suppliers must comply with all applicable data privacy laws and regulations.

Suppliers shall protect sensitive, confidential and proprietary information of others, including personal data/information, from unauthorised access, destruction, use, modification and disclosure. To ensure this protection, suppliers must put in place appropriate physical and electronic security procedures

Suppliers must report any suspected or actual data breach or security incident as soon as they become aware of it to the purchasers at SECAN with whom they work.



SUPPLIER'S COMMITMENT



The supplier agrees to comply with the principles of the SECAN supplier charter, either by applying this charter or by ensuring that its own code of conduct complies with the principles set out in this charter.

Suppliers shall make sure that all their employees are familiar with this charter.

The supplier shall take the necessary steps to ensure that the principles of this charter are applied to its **affiliates, subsidiaries and their subcontractors** involved in business with SECAN.

This supplier charter will form part of the tender documentation and the supplier's adherence to it will be **one of the mandatory criteria to be assessed in the selection process**.

By signing this charter, the supplier agrees that this document constitutes a commitment to the principles set out herein for all existing contracts (if any) and for all commercial and/or contractual relationships.

In the event that the expectations of this charter are not met, **the business relationship may be reviewed and corrective action taken**

This charter is not a substitute for contractual requirements or orders.

This charter shall be re-distributed every 3 years to enable suppliers to verify that the values shared are still aligned with suppliers' activities.

SUPPLIER'S COMMITMENT **TO THE SECAN CHARTER**

Name of the supplier

Name and title of authorised representative

Date

Signature



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