

# FOR THE ATTENTION OF SUPPLIERS

GUIDE TO THE IMPLEMENTATION OF  
CORPORATE SOCIAL RESPONSIBILITY POLICY  
BY SUPPLIERS

## PREAMBLE

This Implementation Guide is an integral part of the commitment of the Banque Internationale à Luxembourg SA group and its national and international subsidiaries and branches (hereinafter collectively referred to as "BIL") to implement its corporate social responsibility policy, and reflects its determination to integrate the societal values and principles of sustainable development into its operations and its relations with its suppliers and service providers, including their respective sub-contractors (hereinafter collectively referred to as the "Suppliers").

The aim of this guide is to specify the societal values and principles with regard to sustainable development that BIL seeks to promote. BIL strongly encourages its Suppliers to implement these principles and to integrate them into their own corporate social responsibility policies.

## PRINCIPLES



BIL expects its Suppliers to do everything possible to comply with and ensure compliance by others with the following principles:

### RESPECT FOR HUMAN RIGHTS

Suppliers shall respect fundamental human rights, the dignity and worth of the person, equal rights for men and women and the fundamental freedoms, in accordance with the Universal Declaration of Human Rights.

### RESPECT FOR WORKING STANDARDS

In accordance with national and international legal provisions, collective labour agreements, the conventions of the International Labour Organization and the Universal Declaration of Human Rights, Suppliers shall:

- Not engage in any form of illegal work
- Comply with local legislation on working time, minimum wages and the treatment of overtime, and pay wages on a regular basis
- Not use forced or compulsory labour
- Respect the freedom of association of their employees and recognise their collective bargaining rights
- Comply with recommendations on child labour
- Reject any form of discrimination, and thus shall:
  - Apply the principle of equal pay for men and women to all workers
  - Promote equal opportunities and treatment in employment
  - Allow people with family responsibilities to exercise their right to carry out their work without fear of discrimination



## PROTECTION OF HEALTH AND SAFETY

Suppliers shall ensure that the work does not adversely affect the health or safety of their employees, their own suppliers, local populations and beneficiaries of their products or services, and shall, in particular:



- Establish a health and safety at work policy in consultation with workers and their representatives that reflects their commitment to protecting all the company's workforce
- Ensure compliance with health and safety standards
- Provide equipment, machinery, products, facilities and processes that are safe, controlled and innocuous to the health and safety of all workers
- Guarantee that workers receive information and training with regard to all aspects of health and safety at work, including the emergency procedures related to their work
- Prohibit any use of corporal punishment, verbal and/or physical abuse, threats, moral or sexual harassment, any psychological or physical coercion, or any vexatious or humiliating acts

## RESPECTING AND PROTECTING THE ENVIRONMENT

Suppliers shall do everything possible to produce and act in an environmentally responsible manner, by reducing the impact of their activities on natural resources, and, accordingly, shall:

- Measure and reduce the use of non-renewable resources and their water and energy consumption
- Limit the amount of waste they generate and establish an efficient waste management policy
- Control the release of pollutants to water, air and land
- Control greenhouse gas emissions
- Control the use of hazardous substances that might be harmful to health or the environment



## ETHICS

To ensure a relationship based on honesty, trust, fairness, integrity and transparency, Suppliers shall not engage in any bad practice, and, accordingly, shall:

- Not attempt to influence the impartiality and objectivity of their business partners by offering gifts or other advantages, in particular at the time of calls for tenders (beyond common business practices)
- Comply, when carrying out their activities, with all applicable laws and regulations governing intellectual and industrial property rights, as well as those relating to the protection of personal data
- Comply with all applicable laws and regulations with regard to competition law
- Where applicable, implement the internal measures needed to prevent any conflicts of interest that might arise between BIL, the Suppliers and/or their respective clients and service providers

## IMPLEMENTATION

Suppliers must ensure that the principles of this guide are communicated to all their employees and sub-contractors so that the latter can comply with them, and are requested to pass them on to their own suppliers in order to enable them to implement a similar approach.



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