

Purchasing Policy

The mission of Actia's Purchasing Department is to identify and select the most competitive, innovative and efficient suppliers who will meet our purchasing requirements in order to comply with final Customers' needs

So, purchasing well is:

- Promote sustainable development within the company through responsible purchasing
- Control the material cost of our products in a global cost approach
- Ensure the quality of purchased products and services for the satisfaction of our customers
- Ensure delivery dates and continuity of supplies through an efficient supply chain,

The Purchasing Department is the interlocutor of suppliers, it facilitates their relationship within the company

Our ambition is to provide to the company a high-performance global service able to adapt locally with the specific needs.

Our main objectives, set out in Actia Automotive's strategic plan, are focused on the ability to answer to any request taking care of quality improvement, innovation promotion, risk management, and developing the company while respecting the ethics of the business :

- Define a Purchasing strategy based on the best suppliers capable of achieving our objectives in terms of innovations, acquisition cost, quality, information cybersecurity, on time delivery, and as well to comply with the rules of ethics and the environment (Actia Group Ethics Charter and Anti-corruption code are available on the website <https://www.actia.com>).
- Set up an efficient supply chain to ensure the continuity and flexibility of supplies. Look for the automation of this process in order to focus our efforts on solving the unexpected issues.
- Establish the quality assurance necessary to achieve our objectives in a sustainable manner. Monitor the performance of our suppliers with efficient indicators. Pay attention to the relevance of the means put in place by our suppliers and the actions to solve any non-compliance. Focus on continuous improvement.
- Actively participate in product developments, a key phase in achieving our objectives. Qualify new suppliers and purchased products, use a design-to-cost approach, offer multisourcing, carry out co-design, monitor schedules, identify and manage risks.
- Develop long-term partnership with these suppliers based on professionalism, ethics, transparency and trust, allowing them to guarantee the compliance and safety of the product or service provided.

This goal will be reached thanks to:

- The strong involvement of our teams in the integration of our suppliers, the daily risk management, the involvement of all functions along project and mass production phases
- Deployment and compliance with standards and best practices
- Monitoring of key process indicators to measure our effectiveness and efficiency in order to react quickly
- Autonomy, transparency, rigor and proactivity in our actions

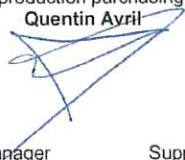
This policy is reflected in the deployment of shared objectives with each of the Purchasing managers who undertake to deploy them within their team and to share them within the company

Le 01/09/2020

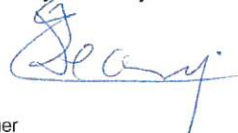
Purchasing Director
Vincent Turmel



Mass production purchasing Manager
Quentin Avril



Project purchasing Manager
Cyril Decois



Non-production purchasing Manager
Mélanie Falaise



Supplier Quality Assurance Manager
Sebastien Schwalm



ACTIA Automotive - S.A. au Capital de 17 651 559 € - RCS Toulouse B 389 187 360

Siège Social

5, rue Jorge Semprun - B.P. 74215
31432 TOULOUSE cedex 4 (FRANCE)
Tél. +33 (0)5 61 17 61 61 - Fax +33 (0)5 61 55 42 31

Site Industriel

10, avenue Edouard Serres - Parc aéronautique - B.P. 60112
31772 COLOMIERS cedex (FRANCE)
Tél. +33 (0)5 62 74 34 00 - Fax +33 (0)5 62 74 34 34

Site de Lucé

5, rue de la Taye
28110 LUCÉ (FRANCE)
Tél. +33 (0)2 37 33 34 00 - Fax +33 (0)2 37 33 34 35

Ethic and Compliance awareness Certificate

Sustainable development is a driver of ACTIA's strategy. It is our policy to comply with the laws and regulations of all the countries in which we operate, and we have adopted a zero tolerance approach towards illegal practices.

ACTIA has adopted :

- a Ethics charter: <https://www.actia.com/fr/groupe/engagements/charte-ethique-groupe>
- an Anticorruption Code of Conduct : <https://www.actia.com/fr/groupe/engagements/code-anticorruption>

ACTIA does not tolerate corruption in any form and under any circumstance. ACTIA is committed to conducting its operations with the highest ethical standards, to preventing corruption and bribery and to fostering an Anticorruption culture

Therefore ACTIA requests its Suppliers and Contractors to take part in this initiative by committing themselves in a continuous improvement approach towards the Ethic and Compliance.

1. Identification:

Supplier or Contractor Company Name: _____
Supplier or Contractor representative name: _____
Title of Supplier or Contractor representative: _____

2. I confirm that I am duly qualified and authorized by the intermediary stated above to issue the declarations contained in this document.
3. I certify that I have read and understood ACTIA's Anticorruption Code of Conduct and Ethics Charter,
4. I certify that I am and remain in full compliance with the provisions of the above-mentioned code, and more generally, all applicable laws and regulations for the fight against corruption.

Date: _____

Signature and company stamp

Original copy to be signed and sent back to ACTIA's Purchasing Department

Vincent TURMEL
Head of Purchasing Department





ACTIA Automotiv Corporate Social Responsibility Survey for external providers

Application date:

Reference:

Version: v1

Page:

Subject

This questionnaire has been designed by Actia Automotiv to obtain from selected suppliers a status of the Sustainable Development approach.

Documents and forms to be used

None

CLASSIFICATION

	Public
	Restricted (Specify perimeter : <ACTIA automotive>, <project>, <product>, <domaine>, <customer>, etc)
	Confidential (Specify perimeter : <ACTIA automotive>, <project>, <product>, <domaine>, <customer>, etc)

	Written by	Checked by	Approved by
Name			
Date			
Signature			

Change track

Version	Date	Purpose of the change
v1	15/10/2020	Document creation

#	Chapter	Question	How to assess your answer?	Criteria	Comments	Assessment
1	Corporate Social Responsibility (CSR) and Ethics & Compliance policy	Did you read and sign the Actia Supplier Quality Assurance Manual - P201300?	You have with you your signed copy of Actia P201300.	The evidence is existing		Yes
2	Corporate Social Responsibility (CSR) and Ethics & Compliance policy	Do you have a formal CSR policy (chart, code of conduct, best practices, instructions) at the Group level?	You have a document of your Company. If yes, indicate in column "Comments" the date of release and relevance vs. current evolution of Sustainable Development practices.	The evidence is existing. E.g.: child labour, forced labour, freedom of association, non-discrimination are included in your CSR chart		Yes
3	Corporate Social Responsibility (CSR) and Ethics & Compliance policy	Are you engaged in voluntary programs or labelling certification to lead your sustainable development policy?	If yes, please precise in the column "Comments", which one: ISO 26000, UN Global Compact, GRI (Global Reporting Initiative), Diversity Label, Equality Label, AENOR, AENOR, Other	Existence of your program.		Yes
4	Corporate Social Responsibility (CSR) and Ethics & Compliance policy	Have you ever been audited on your environmental and social indicators by an external auditor or a customer?	You have a report done by an external entity or sent to one or several of your Customers. If yes, could you provide the audit report in a separate file?	The evidence is existing		Yes
5	Corporate Social Responsibility (CSR) and Ethics & Compliance policy	Do you require from your suppliers the signature of Code / Chart that specifies the requirements for the management of the contract and work with them?	You have a document of your Company. The document is updated with a formal communication. If yes, provide examples in column "Comments"	Evidence of the signed documents collected and a list is updated		Yes
6	Corporate Social Responsibility (CSR) and Ethics & Compliance policy	Does your company inform / spread your sustainable development / CSR commitments to your suppliers / customers?	Have you initiated an action ? If yes, detail in Column "Comments" how it is formalized ?	Evidence of application with Customers and Suppliers		Yes
7	Corporate Social Responsibility (CSR) and Ethics & Compliance policy	Did you set up an Anti-Bribery and Anti-Trust policy in your company including Charter and a Program Communication and effective implementation of policy and procedures, Risk awareness, Training plan?	Check existence of a company charter signed by CEO or equivalent directed to all employees regarding Anti-Bribery (e.g.: Gift Policy, Selection of Third Party agent or Public Officials) and Anti-Trust (e.g.: Risk Awareness and list of suppliers, Code of Conduct, Training Indicators, Policy promotion on hardcopy). Assess if this charter is being or has been effectively communicated across the organisation (Training Session attendee lists, Deployment program with dates)	The answer is "Yes", if evidence of a Charter and its communication is existing. Please provide examples of communication in the Column "Comments".	Yes	
8	Corporate Social Responsibility (CSR) and Ethics & Compliance policy	Do you provide regular training to your teams related to Anti-Trust/ Anti-Bribery ?	If answer is yes, please provide in Column "Comments" the name of the company in charge of Anti-Trust and Anti-bribery training.	The answer is "Yes", if evidence of regular trainings is existing for both Anti-Trust and Anti-bribery. The answer is "To improve" if only 1 of both Anti-Trust/Anti-bribery training is existing. The answer is "No" if none of Anti-Trust/Anti-bribery training is existing	Yes	
9	Corporate Social Responsibility (CSR) and Ethics & Compliance policy	Do you require from your suppliers clear commitments on: Competitiveness, Quality standards, Working conditions, Environmental management, Ethics / Compliance ?	The commitments are required through signed contracts / documents	The answer is "Yes" if the 5 criteria are requested. The answer is "To Improve" if 3-4 criteria are requested. The answer is "No" if less than 3 criteria are requested.	Yes	
10	Corporate Social Responsibility (CSR) and Ethics & Compliance policy	Would you let Actia teams audit your Site / Company on sustainable development criteria ?	You consider the transparency with customers and suppliers as a pillar of your CSR policy		Yes	
11	Corporate Social Responsibility (CSR) and Ethics & Compliance policy	Would you be ok to collaborate with Actia teams to set-up action / progress plan on sustainable development criteria in case of business weakness identified ?	You consider the collaboration with customers and suppliers as a pillar of your CSR policy		Yes	
12	Corporate Social Responsibility (CSR) and Ethics & Compliance policy	Have you answered to similar questionnaires / engagements with other customers?	If yes, put the name of Customers in the column "Comments". NB: if confidential, put the number of requests answered	The evidence is existing	Yes	
13	Social	Do all your employees have a fair and equal working contract?	If no, explain why in the column "Comments"	The evidence is existing	Yes	
14	Social	Do all your employees are well informed on their working contract details, working hours or wages?	Information is clearly displayed in working contracts and on plants	The evidence is existing	Yes	
15	Social	Do you have procedures that comply with local regulations to prohibit child labor?	Check based on human resources record that your company has no child under the age of 16 employed by the company and procedures are in place to check similar requirements at suppliers	The evidence is existing	Yes	
16	Social	Do you know the percentage of your total employees covered by collective agreement?	Percentage of Employees covered	Less than 50% => Answer is "No" Between 50% and 80% => Answer is "To improve" More than 80% => Answer is "Yes"	Yes	
17	Social	Did you set-up programs or training sessions to promote diversity and/or drive against discrimination?	If yes, please precise in the column "Comments": Chart, Codes of Conduct, Training Indicators, Policy promotion on hardcopy, Senior employment policy, Other	The evidence is existing	Yes	
18	Social	Did you set-up warning procedures in case of verbal, moral or sexual harassment?	The procedure is existing	The procedure is applied	Yes	
19	Social	What is the percentage of employees that have followed at least one training action last year?	Percentage of Employees who have followed at least one training action last year	Less than 50% => Answer is "No" Between 50% and 80% => Answer is "To improve" More than 80% => Answer is "Yes"	Yes	

#	Chapter	Question	How to assess your answer?	Criteria	Comments	Assessment
20	Social	Do you promote a men / women equality policy (wages, responsibilities, career path) ?	You have a written policy taking into consideration men / women equality	The evidence is existing. E.g.: the percentage of men / women in different responsibilities positions is followed up, there is a calculation to compare wages of men and women, ...		Yes
21	Social	Have you been awarded for your environmental, social or HR practices ?	The award is showed and communicated If yes, precise in column "Comments" which award?	The evidence is existing		Yes
22	Corporate-citizenship	Do you promote a men / women equality policy (wages, responsibilities, career path) ?	The award is showed and communicated If yes, precise in column "Comments" which award?	The evidence is existing		Yes
23	Corporate-citizenship	Do you promote a men / women equality policy (wages, responsibilities, career path) ?	The award is showed and communicated If yes, precise in column "Comments" which award?	The evidence is existing		Yes
24	Corporate-citizenship	Do you promote a men / women equality policy (wages, responsibilities, career path) ?	The award is showed and communicated If yes, precise in column "Comments" which award?	The evidence is existing		Yes
25	Environment	Do you have an environmental policy in place and/or a formal program to obtain ISO 14001 certification ?	You have an environmental policy (waste, energy and packaging consumption, waste recycling and greenhouse gas emissions reports) communicated to the Company and/or a formal ISO 14001 certification	The policy is displayed and visible for all employees		Yes
26	Environment	Do you encourage energy saving in your facilities ?	Energy savings is included and written in the policy of the Company, if yes, provide examples in the column "Comments"			Yes
27	Environment	Do you use / produce renewable energy ?	If yes, provide examples in the column "Comments"			Yes
28	Environment	Do you report indicators for water and energy consumption, waste and recycling waste ?	If yes, provide the indicators in the column "Comments"	Process to measure and to follow up exists		Yes
29	Environment	Do you report your greenhouse gas emissions ?	If yes, provide the figure for last year in the column "Comments"	Process to measure and to follow up exists		Yes
30	Environment	Which percentage of Your Sites are certified ISO 14001 ?	Percentage of Sites certified ISO 14001	Less than 50% => Answer is "No" Between 50% and 80% => Answer is "To improve" More than 80% => Answer is "Yes"		Yes
31	Safety, Security	Do you have an Internal Health & Safety policy with procedures and a dedicated committee (or equivalent) for your employees, and/or a formal Program to obtain the Health & Safety OHSAS 18001 or ISO 45001 certification ?	Evidence of the policy and/or dedicated organization (Health and Safety Committee) in place	If yes, please indicate the percentage of employees who have followed at least a training session on health and safety standards during the year (from 2014 January 1st to date of questionnaire)		Yes
32	Safety, Security	Does all your employees are correctly and systematically trained to work safely and healthily in their tasks, and more generally to the Group standards ?	A training program on health and safety standards exists	Less than 3 => Answer is "No" Measured and reduced vs previous year => Answer is "To improve" Not measured or no improvement => Answer is "No"		Yes
33	Safety, Security	Is your frequency / rate of number of lost time accidents per million hours worked under control ?	Frequency of lost time accidents is measured and followed up	Less than 50% => Answer is "No" Between 50% and 80% => Answer is "To improve" More than 80% => Answer is "Yes"		Yes
34	Safety, Security	What is your absenteeism rate ?	A policy exists to reduce absenteeism rate	The answer is "Yes" if a follow up of percentage of absenteeism exists and reduction is confirmed The answer is "To improve" if a follow up of percentage of absenteeism exists and there is no reduction or degradation The answer is "No" if a follow up of percentage of absenteeism does NOT exist		Yes
35	Safety, Security	Which percentage of Your Sites are certified OHSAS 18001 or ISO 45001 ?	Percentage of Sites certified OHSAS 18001 or ISO 45001	Less than 50% => Answer is "No" Between 50% and 80% => Answer is "To improve" More than 80% => Answer is "Yes"		Yes
36	Safety, Security	Do you have procedures for the fire risk that comply with local regulations ?	The procedure is existing	The evidence is existing		Yes
37	Safety, Security	Which is the percentage of Your Sites located in seismic zone?	Percentage of Sites located in seismic zone	Less than 10% => Answer is "No" Between 10% and 20% => Answer is "To improve" More than 20% => Answer is "No"		Yes
38	Safety, Security	Which is the percentage of Your Sites located in a flooding risk area or tsunami risk zone?	Percentage of Sites located in a risk zone	Less than 10% => Answer is "No" Between 10% and 20% => Answer is "To improve" More than 20% => Answer is "No"		Yes
39	Safety, Security	Which is the percentage of Your Sites located in a typhic stress zone or have had water consumption restrictions ?	Percentage of Sites located in typhic stress zone	Less than 10% => Answer is "No" Between 10% and 20% => Answer is "To improve" More than 20% => Answer is "No"		Yes