*Lausanne, XX.XX.XXXX*

**SUPPLIER ETHICS CHARTER or**

**SUPPLIER RELATIONS CHARTER or**

**SUPPLIER CODE OF CONDUCT**

[Introduction to the company, its activities, mission and sustainability approach]

**WHY A SUPPLIER ETHICS CHARTER?**

As we are committed to sustainability, we expect our Suppliers to operate with a responsible social and environmental conscience.

Our Supplier Ethics Charter (hereinafter referred to as "the Charter") is therefore intended to:

* Define the social, ethical and ecological standards to be promoted in the context of business relations with our Suppliers,
* Involve our Suppliers in our approach to sustainability and continuous improvement.

**TO WHOM DOES THIS SUPPLIER ETHICS CHARTER APPLY?**

By the term "suppliers and service providers" we mean all our contractors - hereinafter referred to as "the supplier(s)": suppliers of products as well as service providers.

**OUR COMMITMENTS** [to be adapted for the company]

Through our sustainable development approach, we are committed to promoting responsible activity throughout our value chain in accordance with the principles of the major international reference texts.

In the context of our activities, we ensure that we:

* Respect Swiss and international laws, principles, standards and regulations,
* Refuse all forms of corruption, influence peddling and avoid all conflicts of interest,
* Develop fair and equitable commercial relations with our suppliers,
* Respect and protect the environment by reducing our ecological impact
* Encourage an open and constructive dialogue and engage our Suppliers in a continuous improvement process.

By signing this document, our Suppliers confirm their commitment to make their best efforts to respect the principles detailed below, to transmit them and to have them applied to their employees as well as to their own subcontractors, suppliers and distributors.

**THE PRINCIPLES**

 **1. Compliance with laws & regulations**

**Compliance with laws, standards and regulations**

The Supplier shall comply with the international and national laws, principles, standards and regulations in force in all countries where it operates and which are applicable to it.

**Fight against corruption**

[the company] prohibits corruption, influence peddling, favouritism, illegal interest taking or fraud, money laundering or misappropriation of public funds. We expect the same commitment from our Suppliers.

**Transparency and confidentiality**

Transparency and trust are among our core principles and we expect similar practice from our Suppliers:

* no withholding of information, misrepresentation, falsification of documents or facts,
* respect for the confidentiality of communications relating to our business relationship.

**Competition and fair practices**

The Supplier shall not participate in cartels, engage in unfair practices or use unlawful means to hinder free competition.

**2. Human rights, health and safety**

We strive to offer all our employees a working environment in which they feel good and in which they can develop. The respect, dignity and safety of our employees and the employees of our suppliers are among our concerns.

**Prohibition of child labour, minimum working age and forced labour**

The Supplier undertakes to respect the minimum age for admission to any type of employment or work set by national legislation and in any case not to employ children under the age of 15.

The Supplier shall not employ any young person over the age of 15 and under the age of 18 on night shifts or in conditions likely to compromise their health, safety or moral integrity.

[the company] prohibits the use of forced, compulsory or unpaid labour.

**Fair and equitable treatment**

The Supplier shall conduct its business with dignity, respect and integrity in the treatment of its employees. In its recruitment and employment practices, it shall refrain from any discrimination. No form of psychological, physical, sexual or verbal abuse, intimidation, threat or harassment will be tolerated. The Supplier shall respect the right to privacy of its employees when collecting personal information or conducting personnel monitoring practices.

**Working hours and rest days**

Working hours must comply with the requirements of the legislation and regulations in force.

**Remuneration and benefits**

The Supplier shall pay its employees’ wages, overtime, benefits and holiday pay that are equal to or higher than the legal minimums and/or the industry standards and/or those provided for in the collective agreements. Wages shall be paid regularly without delay.

**Hygiene, health & safety**

The Supplier shall take appropriate measures, taking into account the working conditions and risks specific to its sector of activity, to prevent accidents at work.

**3. Environment**

[the company] recognises its social responsibility for environmental protection and expects its Suppliers to share its commitments.

**Our environmental commitments [to be adapted by the company]**

[the company] has made commitments and implemented measures to reduce the ecological impact of its activities and the activities of its companies, notably through:

* Optimising the use of energy and natural resources,
* The choice of responsible materials and products through a responsible purchasing policy,
* The choice of short circuits (when possible),
* The reduction of waste and the implementation of efficient recycling solutions,
* The promotion of eco-gestures in favour of environmentally friendly behaviour,
* Holding events to promote understanding and awareness of the issues of climate change, responsible digital technology, mobility, diversity and inclusion, etc. among employees at [the company]

**What we expect from our Suppliers [to be adapted by the company]**

We expect our Suppliers to commit to:

* Comply with applicable environmental laws and regulations, including those governing hazardous materials, air emissions, water and waste.
* Act in the most environmentally responsible manner possible and avoid or minimise negative environmental impacts
* Optimise their production procedures and tools to reduce their energy consumption and greenhouse gas (GHG) emissions,
* Measure their impacts and set targets for continuous improvement,
* Participate in the achievement of [the company’s] environmental commitments.

**SIGNATURE**

By signing the Charter, the Supplier agrees to accept its terms, to make best efforts to comply with them and to put in place effective verification and management mechanisms (policies, organisations, documents, communication).

The Charter contains 3 pages, all of which shall be initialled and the last one signed and stamped.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name of the company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature and stamp: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Legal representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Name and surname)