

# SUSTAINABLE PROCUREMENT GUIDELINES

## 1. Table of content

1. Table of content .....	1
2. Purpose .....	2
2.1 Corporate Social Responsibility (CSR) at bioMérieux .....	2
2.2 CSR within Global procurement.....	2
3. Global Procurement Onboarding and training .....	2
4. First pillar of our Sustainable procurement strategy: supplier CSR assessment.....	3
4.1 Four dimensions of CSR assessment.....	3
4.2 Suppliers to be assessed .....	3
5. Second pillar of our Sustainable procurement strategy: SBTI engagement.....	3
5.1 What is SBTI? .....	3
5.2 Suppliers to be engaged .....	3
6. How CSR plays a part in the Procurement Process .....	4
6.1 How to integrate CSR in “Strategic Sourcing” stream.....	4
6.2 How to integrate CSR in “Supplier’s offer Selection” stream .....	4
6.3 How to integrate CSR in “Supplier Management” stream.....	5
7. Methods used for supplier CSR assessment and follow-up .....	5
7.1.1 Ecovadis rating:.....	5
7.1.2 Sustainable Procurement Survey (SPS):.....	6
8. SBTI Engagement.....	7
9. KPI management .....	8
10. Actors and governance .....	8
10.1 Roles & responsibilities .....	8
10.1.1 Quality & Performance Director .....	8
10.1.2 CSR Manager.....	8
10.1.3 Domain Directors.....	9
10.1.4 CSR Champions (Procurement Domain representatives).....	9
10.1.5 Procurement Managers, Category Managers, Buyers.....	9
10.1.6 Other stakeholders .....	9
10.2 Governance.....	10
10.2.1 CSR champions meetings.....	10
10.2.2 Global CSR Steering Committee .....	10
11. Revision History .....	10

# SUSTAINABLE PROCUREMENT GUIDELINES

## 2. Purpose

### 2.1 Corporate Social Responsibility (CSR) at bioMérieux

Corporate Social Responsibility (CSR) has been in the genes of bioMérieux since its creation. Given the growing expectations of society on these subjects, a new step was taken in 2020 with the formalization of our ambition, and the definition of the main challenges on which we are committed to improving our positive impact.

As a family company committed to the fight against infectious diseases worldwide, bioMérieux has always acted with a long-term vision, in a responsible and sustainable manner, with respect to our employees, external stakeholders, and the community in general. Formalizing a new CSR ambition, which is an integral part of our strategic roadmap, allows us to go even further today and, together, to strengthen our positive impact on the world around us.

We ALL act for a positive impact. Our CSR approach is based on the individual responsibility of everyone, at all levels of the Company: In all functions, each employee can integrate the CSR dimension and contribute to bioMérieux's overall strategy. This approach is fully in line with our BELONG.DARE. IMPACT mindset.

Our CSR strategy is part of the GO Responsible pillar of bioMérieux's GO28 5-year plan.

More information about bioMérieux Global CSR strategy under:

[Our Responsibility | Pioneering Diagnostics](#)

### 2.2 CSR within Global procurement

The purpose of those guidelines is to describe how ok ensures that bioMérieux's suppliers comply with its sustainable vision & expectations.

Our responsible procurement strategy is based on two pillars:

- **Supplier CSR assessment.** It is essential that our suppliers share our values. We use the online Ecovadis platform to assess our suppliers. We ensure that our suppliers' CSR performance improves year after year.

- **Decarbonizing our procurement.** bioMérieux has committed to reducing its climate impact through the **SBTI** organization. One of our procurement missions is to engage our suppliers in this approach or an equivalent approach.

Note: as part of the Go responsible pillar of the GO28 plan. All internal stakeholders involved in supplier relationships, not only Global procurement team members are expected to follow these sustainable procurement guidelines (see section Roles & Responsibilities - Other stakeholders).

## 3. Global Procurement Onboarding and training

bioMérieux's purchases represent approximately 50% of our revenue. They therefore have a significant impact on our environmental and social footprint.

To integrate ethical, social, and environmental considerations into our procurement process, it is essential to inform, train, and support buyers to enable them to promote CSR among our suppliers.

To this end:

- Guidelines have been drafted (this document),
- Support tools have been created (presentations for suppliers, reports, Ecovadis, SPS),
- Training modules have been developed and are accessible at any time via eLearning:
  - CSR Basics Applied to Procurement
  - Use of the Ecovadis Supplier Assessment Platform
  - Use of the SPS Internal Supplier Assessment Questionnaire
  - Understanding bioMérieux's Commitment to SBTI
- A 100% dedicated CSR expert has been appointed,
- CSR champions have been appointed by procurement area (list of champions accessible via CSR resources portal).
- Indicators and a monitoring table are updated monthly.

An intranet portal gathering all the resources mentioned above has been created.

# SUSTAINABLE PROCUREMENT GUIDELINES

## 4. First pillar of our Sustainable procurement strategy: supplier CSR assessment

### 4.1 Four dimensions of CSR assessment

The fourth theme reflects on how our suppliers manage their own procurement towards sustainability.



### 4.2 Suppliers to be assessed.

Any supplier, in the Global Procurement scope or not, may be asked to be assessed and challenged on CSR criteria at all steps of its commercial relationship with bioMérieux.

As it could be difficult to assess all suppliers, priorities can be considered in the following order:

1. CSR risk (country, industry, climate or exceptional events)
2. Spend exposure and Partners
3. Strategic or key suppliers

Tier 1 suppliers and on occasion tier 2 and lower tiers may be asked to be assessed.

A supplier CSR assessment is ideally provided for the legal local entity with which bioMérieux is working (i.e.: a US branch of a group). However, a group scorecard can be accepted by default, in case the supplier is not willing to assess all legal entities.

## 5. Second pillar of our Sustainable procurement strategy: SBTi engagement

### 5.1 What is SBTi?

SBTi is a non-profit organization promoting best practices in greenhouse gas emission reduction. SBTi enables companies to set ambitious targets, in line with the criteria of the 2015 Paris Agreement.

More details on SBTi, as well as a presentation for suppliers, bioMérieux engagement figures and other specific information are available via the CSR Resource page (SBTi section).

### 5.2 Suppliers to be engaged.

Any supplier, in the Global procurement scope or not, may be asked to be engaged in SBTi at all steps of its commercial relationship with bioMérieux.

As it could be difficult to engage all suppliers, priorities can be considered in the following order:

1. Partners and Suppliers with high CO2 impact.
2. Suppliers with medium CO2 impact for whom we have levers of action.
3. Strategic suppliers

# SUSTAINABLE PROCUREMENT GUIDELINES

## 6. How CSR plays a part in the Procurement Process

Procurement Process could be subdivided in three sub-processes or streams:

- Strategic Sourcing
- Offer Selection
- Supplier management

CSR plays a part in each step with tools for buyers to integrate CSR in their processes.



### 6.1 How to integrate CSR in “Strategic Sourcing” stream

CSR must be included in all sourcing strategy presented to the Procurement committee (PROCO). No sourcing strategy will be considered if not integrating CSR. ProCo is a procurement council (constituted by Global Procurement Senior Vice president, manager and possibly stakeholders) which evaluate sourcing strategy with following deliverable: supplier panel, selection criteria, risks to consider, target of the RFI/RFQ/RFP, planning.

1. A CSR assessment is expected for any suppliers concerned by a Request for Information (RFI):
  - Check within our Ecovadis network to see if the supplier has a CSR assessment. If not, request one (panel suppliers) or ask for a Sustainable Procurement Survey (SPS) or include the possibility of a future Ecovadis assessment in your discussions about the contract (prospects).
  - If the supplier or prospect has a rating below the expected level, improvement in the rating can be included in discussions about the contract.
2. An SBTi engagement is expected.
  - Check if your prospect or supplier is already engaged in SBTi platform.
  - If prospect or supplier isn't engaged, include engagement in discussions about the contract.

### 6.2 How to integrate CSR in “Supplier’s offer Selection” stream

Considering priorities (see 4.2 & 5.2):

1. A CSR assessment is expected for any suppliers concerned by a Request for Quotation / Proposal (RFQ / RFP).

Following criteria (list not exhaustive) are recommended for your RFP / RFQ:

- Ecovadis assessment
- Ecovadis score and/or score improvement
- Specific criteria such as integration of solidarity economy, animal welfare, etc....

**For suppliers that doesn't want to be assessed (Ecovadis or SPS), it is recommended not to consider integrating them in RFQ / RFP process. If supplier is included for an imperative reason, CSR risk analysis is mandatory with IQ+ (Ask your CSR manager for more information)**

2. An SBTi engagement is expected for any suppliers concerned by a Request for Quotation / Proposal (RFQ / RFP). Following criteria (list not exhaustive) are recommended for your RFP / RFQ:
  - SBTi engagement

# SUSTAINABLE PROCUREMENT GUIDELINES

- CO2 Calculation (product or service)
- Proposition for CO2 emissions reduction actions

**With SBTi being a priority, it is important that buyers can consider the possibility of not rewarding with new business, as companies do not wish to commit to science-based reduction targets. Thus, the decision of reward will consider the SBTi status and the carbon impact on Scope3 to supplier activities for bioMérieux procurement**

3. Other CSR criteria can also be integrated in your RFP/RFQ such as:
  - Distance between bioMérieux and supplier production plant
  - Transport mod used by supplier to deliver products (train, truck, aircraft)
  - Diversity (US)
  - Security, Less virgin plastic (integrate recycled material), etc...

To analyze and compare offers, buyer can also use a Decision Matrix integrating all criteria. CSR criteria must be included when comparing different offers. **CSR weight must be 20% minimum of the final decision.**

An alignment meeting can be organized with all stakeholders for final choice and CSR strategy explanation.

Any supplier refusing to provide CSR information or showing no interest at all in implementing CSR policies & actions is not aligned with bioMérieux's expectations and policy.

CSR topics can also be integrated in contracts signed with suppliers. As a minimum, Charter for responsible procurement and Third parties' business Principles have to be included in contracts (documents are downloadable via the CSR resources portal, CSR: General information section). But other topics considering 4 pillars can also be added with specific targets.

## 6.3 How to integrate CSR in "Supplier Management" stream

CSR management must be part of all relationships between bioMérieux and its suppliers.

CSR evaluation is included in Supplier Performance Management (SPM) reviewed during Business Reviews or dedicated meetings.

SPM format is available in Jaggaer.

Supplier is evaluated with 6 criteria including CSR. CSR performance is now assessed from 3 angles: CSR assessment, SBTi commitment, decarbonization actions. CSR weights must be 20% minimum in the evaluation.

Business Reviews must integrate CSR topics as Corrective Action Plan (CAP) based on SPS or Ecovadis assessment, Waste reduction projects, Carbon emission reductions review, sustainable procurement (with their suppliers), etc.

## 7. Methods used for supplier CSR assessment and follow-up

The supplier should be aware that obtaining a global CSR assessment is a priority for bioMérieux, and specifically an **Ecovadis rating**. An agreement can be made with the supplier that an Ecovadis rating will be obtained within some months, either via a clause in a contract, or a discussion during a Business Review.

In the case a supplier is not ready to be assessed by Ecovadis for the following reasons:

- the supplier is already assessed by another CSR rating agency,
- the supplier is planning to be audited by Ecovadis at a later point, for budget/resource reasons,

a SPS (Sustainable Procurement Survey) must be completed. SPS is a simple questionnaire. For suppliers created in Jaggaer, questionnaires with evidence can be filled in directly in the platform. For potential suppliers (if not registered in Jaggaer), SPS excel file is accessible via the CSR Resources portal, Ecovadis + SPS section.

Buyers lead analysis of assessment and action plan but may ask for help from their domain champion or, if necessary, the Procurement CSR Manager.

The SPS is a way to start the CSR journey. A supplier evaluated via an SPS will subsequently be asked to conduct an evaluation with Ecovadis.

### 7.1.1 **Ecovadis rating:**

#### a. **Description:**

Suppliers reply to a questionnaire developed by Ecovadis, adapted to the company size and industry classification. Documents are to be attached to each question, as evidence of the supplier's assumptions. This questionnaire is based on leading standards, such as GRI, UNGC, ISO 26000, ISO 20400...

# SUSTAINABLE PROCUREMENT GUIDELINES

Each pillar (see Four dimensions of CSR assessment) will be investigated on policies / actions / results.

This questionnaire remains confidential between the supplier & Ecovadis. The supplier will then decide whether it will share its scorecard with bioMérieux and/or with other customers. The supplier can also share its scorecard with bioMérieux but keep confidential all evidence provided to Ecovadis.

Once the questionnaire is completed, after approximately 8 weeks of analysis lead time, a global rating will be granted by Ecovadis on a scale of 100. This global rating is calculated based on each pillar rating, weighed according to industry classification.

It is to be noted that bioMérieux has no influence on the Ecovadis rating, as Ecovadis is an independent rating company.

**b. Expectation:**

The bioMérieux rule setting the lifespan of an Ecovadis evaluation is 1 year if the score is less than 45 and two years if greater than or equal to 45/100. Beyond this lead time, Scorecard is considered as expired, and supplier must renew its assessment.

Score	CSR maturity	Validity of card for bMx
0 to 24	Insufficient / non-compliant	1 year
25 to 44	Partial / Unsatisfactory	
45 to bronze medal	Moderate / Meets minimum expected	2 years
Silver & Gold medals	Mature / meets expectation	
Platinum medal	Outstanding / Best in Class	

Whatever the score of the assessment, if the scorecard has not been renewed after 2 years, and if supplier doesn't plan to renew assessment, it is removed of the spend coverage indicator.

**c. Action plans:**

The CSR approach requires continuous improvement. All suppliers may be contacted to carry out action plans. However, a special effort will be made on suppliers whose score is less than 45. That will help them to improve their score over the time, as described in the table below:

GLOBAL SCORE	ACTION PLAN	SUPLIER TO PRIORITIZE
0-24	<ul style="list-style-type: none"> <li>3 Corrective Action minimum requested (environment as a priority)</li> <li>Procurement Manager to decide whether supplier is to be included / maintained in panel or not</li> </ul>	Priority 1: score <45
25-45	<ul style="list-style-type: none"> <li>3 correctives action minimum requested (environment as a priority)</li> </ul>	Priority 2: 44 <score< 63 with highest spend (so potentially highest impact on our activity)
46-100	<ul style="list-style-type: none"> <li>2 correctives action minimum requested (environment as a priority) if score is &lt; bioMérieux Ecovadis score</li> </ul>	Priority 3: 62 < score < 82

**All corrective actions must be discussed with suppliers either during the Business Review or a CSR dedicated meeting. Corrective actions are submitted & tracked via a dedicated menu on the Ecovadis platform.** Management of action plan in Ecovadis is described in Ecovadis use training accessible in the CSR Resource portal (Ecovadis + SPS section).

## 7.1.2 Sustainable Procurement Survey (SPS):

**a. Description:**

SPS has been, developed internally by bioMérieux procurement, to provide a CSR assessment using a simplified format.

SPS includes only 12 questions based on the four pillars of CSR. It is used and managed by bioMerieux Procurement. **Evidence to illustrate answers are asked and mandatory to consider answers.**

Each buyer must analyze SPS and & decide on the action plan & the final decision related to it with supplier. It is recommended in any case to invite the supplier through the Ecovadis platform, to keep track of the invitation and the refusal of the supplier.

**b. Expectation:**

SPS also provides the CSR maturity of the supplier, we expect an SPS score above 12.

# SUSTAINABLE PROCUREMENT GUIDELINES

Score SPS v2	CSR maturity	Validity
0 to 3	Insufficient / non-compliant	1 year
4 to 11	Partial / Unsatisfactory	
12 to 20	Moderate / Ecovadis assessment expected	2 years

Suppliers with an SPS score above 12/20 would necessarily be asked for an Ecovadis assessment.

### c. Action plans:

Even though the main goal of SPS is to initiate CSR journey for suppliers that don't want to go in Ecovadis, suppliers with SPS assessment may be contacted to carry out action plans. However, a special effort will be made on suppliers whose score is less than 4/20. That will help them to improve their practices over the time and acquire more maturity to be able to perform Ecovadis assessment. SPS action plans can be created in Jaggaer using proposed actions related to the 4 pillars of assessment.

Following rules are recommended:

GLOBAL SCORE	ACTION PLAN	SUPPLIER TO PRIORITIZE
0 to 3	<ul style="list-style-type: none"> <li>3 Corrective Actions requested (environment as a priority)</li> <li>Procurement Manager to decide whether supplier is to be included / maintained in panel or not</li> </ul>	Priority 1, focusing on highest spend.
4 to 11	<ul style="list-style-type: none"> <li>3 Corrective Actions requested (environment as a priority)</li> </ul>	
12 to 20	<ul style="list-style-type: none"> <li>2 correctives action minimum requested (environment as a priority)</li> <li>Request an Ecovadis assessment</li> </ul>	Priority 2

**All corrective actions must be discussed with suppliers either during the Business Review or a CSR dedicated meeting. Corrective actions are submitted & tracked by buyer.**

## 8. SBTI Engagement

### a. Description

There are different statuses in SBTI.

- **"Committed"** status: This means that the company is beginning a process of reflection and calculations, which will then allow it to validate GHG emission reduction targets. This is a provisional status that lasts a maximum of two years. This status does not exist for SMEs.

- **"Targets Set"** status: The company has completed the process initiated during the "committed" status, validated its reduction targets, and made them public.

- **"Removed"** status: The company has exceeded the two-year committed status period and/or has withdrawn its commitment.

bioMérieux considers companies with both "committed" and "targets set" statuses to be engaged.

### b. Expectation

The criteria for participating in SBTI are as follows. bioMérieux requests that all its suppliers, whether or not they are participating to meet these criteria (particularly suppliers identified as priorities in section 5.2).

- Have carbon accounting based on the GHG protocol and certified by a third party

- Have ambitious greenhouse gas emission reduction targets consistent with the criteria of the 2015 Paris Agreement (COP 21)

- Not use carbon offsets to artificially lower its carbon footprint

- Make its targets public

### c. Action plan

bioMérieux requests its suppliers to engage in SBTI. However, if supplier CO2 impact is more than 0,2% of total Global procurement scope, the supplier's file may be studied to grant a **"SBTI like"** status. The buyer will have previously collected all the necessary evidence from the supplier (compliance with the above criteria) and sent it to the CSR manager.

If the largest share of impact is at tier 2 level, it is possible to consider the Tier 2 supplier's commitment where appropriate. Process and criteria are the same than for SBTI like. The buyer will have to collect all the necessary

# SUSTAINABLE PROCUREMENT GUIDELINES

evidence from the Tier 2 supplier before sending evidence to CSR manager. In that specific situation, SBTI like status will reward the % of CO2 impact represented by Tier 2 supplier (see KPI management).

Regardless of the supplier's commitment status and independently of SBTI, the buyer will ask them to maintain third-party certified carbon accounting and emission reduction actions.

## 9. KPI management

To monitor our suppliers' overall CSR performance, the following indicators are used:

- Spend coverage: percentage of procurement expenditures made with suppliers with a CSR assessment (Ecovadis or SPS).
- Weighted average: average of Ecovadis assessment scores, weighted by the expenditures of the suppliers concerned.
- Expired: percentage of Ecovadis cards that have expired according to bioMérieux rules (see § 7.1.1.a). A maximum permissible level is set each year. Beyond this level, each percent will be deducted from the spend coverage.
- CO2 coverage: percentage of procurement CO2 impact made with suppliers with a SBTI engagement.

## 10. Actors and governance

### 10.1 Roles & responsibilities

Global procurement Excellence is the owner of the CSR guidelines.

#### 10.1.1 Quality & Performance Director

The responsibility of head of Global Procurement Excellence is, among others, to:

- Set and issue the CSR Roadmap & action plan, in line with Corporate CSR Roadmap
- define CSR KPIs for Procurement Governance in accordance with the Senior VP, Global procurement
- define annual CSR objectives by domain in accordance with domain directors
- participate on the Global CSR Steering Committee
- Provide support and input to develop procurement team members on CSR (training, benchmark,...)

#### 10.1.2 CSR Manager

Is a Sustainable Procurement expert whose responsibility is to animate the Sustainable Procurement network (internal & external) & implement the Supplier CSR program. Among other tasks, his/her role is to:

- onboard newly arrived buyers on CSR topics
- set up & coordinate the Global procurement Supplier CSR Program, in line with the CSR Procurement Roadmap
- propose & implement the CSR action plan.
- propose Sustainable Procurement annual objectives to each Procurement Domain, as well as indicators / KPIs.
- issue monthly CSR dashboard.
- be the single point of contact between Ecovadis and Global procurement. Regular meetings take place to manage relationships with Ecovadis, to solve technical issues and to suggest processes to engage suppliers and help them improve.
- Provide tools and inputs to CSR Champions and buyers to develop CSR awareness (training, benchmark, etc.)
- contribute to annual CSR surveys (i.e. DJSI, Ecovadis, Gaia...) for bioMérieux assessment, managed by Corporate CSR
- contribute to bioMérieux extra financial annual report.
- benchmark & analyze market trends.
- participate in external initiatives, working groups and alike.
- participate in Business Reviews or meetings with suppliers whenever needed.
- be the procurement contact on CSR for other bioMérieux functions (HSE, ...)

# SUSTAINABLE PROCUREMENT GUIDELINES

## **10.1.3 Domain Directors**

The CSR Procurement strategy is built & validated at the Procurement Council level.

Domain directors:

- Drive CSR Procurement strategy execution & related plans within their Domain.
- Ensure CSR orientation is in place and respected, in line with Company and Global procurement strategy.
- Each Domain Director (Operations Category Management, Developments Partnerships, and Innovation, Indirect) appoints one - or several - CSR Champion, to be the Sustainable Procurement Referent for his/her assigned domain or sub-domain.
- Domain Directors empower their CSR champions to carry their mission:
  - o participate in CSR champions meeting.
  - o in between CSR meetings to follow up on their actions.
  - o in domain meetings to share CSR information and action plan.
  - o

## **10.1.4 CSR Champions (Procurement Domain representatives)**

Champions act as CSR ambassadors and work in close collaboration with the Global procurement Performance CSR Manager and support buyers of their respective teams in the application and continuous improvement of the present guidelines. Their missions, among others are:

- To promote the Supplier CSR Program
- Implement action plan for the Monthly Champions Meeting. Share and support CSR information (ex: training, communication, KPI) within their teams
- Escalate to CSR manager issues, opportunities, and propose solutions to identify continuous improvement initiatives and implement them.
- Provide inputs from their respective domains to define CSR objectives:

Geographical key-contacts may also be appointed, in relation with local specific stakes (ex: China, US, Latin America, Salt-Lake-City, ...)

CSR Champions are identified in the file CSR champions accessible in CSR resources in BOB (CSR general information section)

## **10.1.5 Procurement Managers, Category Managers, Buyers**

They implement CSR assessment policy within their scope of responsibilities. Their main actions include among others (non-exhaustive list):

- Convince & embark suppliers into CSR assessment program.
- Include CSR topics in Business Reviews and/or specific dedicated CSR meetings.
- Ask suppliers for proactive or corrective actions when identified / needed (ex: SBTi commitment)
- More generally, assist suppliers in developing their CSR maturity.

A CSR assessment aims to help buyers having a comprehensive knowledge of the suppliers they are contracting with.

## **10.1.6 Other stakeholders**

### a) Health, Safety and Environment department (HSE)

The HSE department plays a role in the supplier selection and contract management for some product/services categories, and may hence bring additional support to buyers, when assessing suppliers and analyzing specific CSR criteria.

For instance, buyers may solicit the HSE Department for assistance in the interpretation of the Sustainable Procurement Survey (SPS) file.

Site HSE audits may require assistance from procurement CSR manager

# SUSTAINABLE PROCUREMENT GUIDELINES

## b) Other internal stakeholders

Any person at bioMérieux involved in the supplier selection and contract management should take into account the principles described in these guidelines.

## 10.2 Governance

### 10.2.1 CSR champions meetings

CSR Champions & CSR Manager meet about once a month to:

- review actions' progress from previous meeting.
- review KPI
- propose improvement ideas and address issues, determine new actions, etc.

### 10.2.2 Global CSR Steering Committee

A CSR steering committee, representing all bioMérieux functions, is gathering every quarter to:

- Detail the short-, medium- and long-term objectives.
- Implement action plans to achieve these objectives.
- Define indicators to measure the effectiveness of these action plans.
- Report on progress

In a spirit of collaboration, the various functions rely on their network of local and global experts to deploy action plans and measure their results.

## 11. Revision History

Revision History		
Revision	Effective date	Description of change
01.A	12OCT2021	Creation of the document
02.A	Cf. PDF footer	Updates in multiple paragraphs and hypertext links. Development of SPS assessment, roles and responsibilities, addition of CO2 tool and SBTi management, integration of CSR in Procurement process flow.
03.A	Cf. PDF footer	Some wording adjustments. Recast of §5 as a whole. Details on reassessment rules and action plans. Addition of §5.5 on the management of expired cards in the KPIs. Addition of §6 relating to SBTi, §7 concerning clauses in contracts and §8 concerning CSR procurement trainings.
04.A	Cf. PDF footer	The document was extensively rewritten to better integrate the SBTi priority. Priorities were added for supplier engagement in Ecovadis and SBTi, as well as for action plans. Links to external resources were removed for simplification.

Approval Table				
Name	Role		Signature	Date
Denis JANUEL	Procurement CSR expert	Author	Cf. PDF e-sign page(s)	
Arnaud SEBAL	Sr. Director, Procurement Excellence	Approver		
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