

# AROMA ZONE

## SUSTAINABLE PROCUREMENT POLICY



Updated in October 2025

## SUMMARY

MESSAGE FROM THE CHAIRMAN OF THE EXECUTIVE BOARD.....	3
AROMA-ZONE COMMITMENTS.....	4
OBJECTIVES AND TARGETS.....	5
THE 8 COMMITMENTS OF THE AROMA-ZONE GROUP FOR A RESPONSIBLE RELATIONSHIP WITH ITS BUSINESS PARTNERS .....	6
1. Sustainable and long-term partnerships.....	7
2. Business Ethics.....	7
3. Financial commitments and economic dependence.....	8
4. Corruption and money laundering .....	8
5. Excessive gratuities and gifts .....	8
6. Conflict of Interest.....	9
7. Confidentiality.....	9
8. Intellectual Property Rights.....	9
THE 8 COMMITMENTS EXPECTED BY THE AROMA-ZONE GROUP FROM ITS COMMERCIAL PARTNERS .....	11
1. National and international laws and regulations .....	12
2. Human Rights .....	12
3. Environment and Biodiversity .....	14
4. Economic dependence .....	16
5. Confidentiality.....	16
6. Corruption and money laundering .....	16
7. Conflict of interest .....	17
8. Anti-competitive practices .....	17
HOW TO IMPLEMENT THE SUSTAINABLE PROCUREMENT POLICY?.....	18
HOW CAN WE ENSURE THAT THE SUSTAINABLE PROCUREMENT POLICY IS RESPECTED? .....	19
ADHERENCE TO THE SUSTAINABLE PROCUREMENT POLICY .....	21
APPENDICES: references .....	22

## MESSAGE FROM OUR CHAIRMAN



**Sabrina HERLORY** *President of the AROMA-ZONE Group*

Dear partners,

First of all, I would like to thank you for being united with us in this exciting and meaningful adventure that is Aroma-Zone.

In a context of increasing pressure on natural resources, regulatory changes and increased consumer demands, it is imperative to integrate responsible purchasing practices that combine respect for human rights, risk management and economic performance.

The expansion of our business must be based on a robust and resilient supply chain, capable of supporting our ambition while ensuring a reduction of our carbon footprint.

Our procurements must not only support our growth, but also ensure the resilience of our supply chain for facing tensions on raw materials, and apply zero tolerance when it comes to integrity and respect for fundamental rights within our value chain.

They are an essential lever to guarantee consumers products that are safe, traceable and comply with our environmental and ethical commitments.

Our Sustainable Procurement Policy embodies this vision.

It guides our relationships with our suppliers and partners to build a sustainable sourcing model, where innovation, safety, quality and impact are at the service of more respectful cosmetics.

We know that our success in this journey cannot be achieved without the active engagement of our business partners. Your role is essential in creating a responsible and sustainable supply chain. Together, we must uphold fundamental human rights, truly reduce our environmental impact, and adopt rigorous ethical practices.

This Sustainable Procurement Policy complements our Code of Conduct, which sets out the company's core values and principles in terms of ethics and social responsibility.

Together, these two documents form the framework that guides our actions and business relationships. They reflect our common ambition to build a sustainable supply chain, in line with international standards and best practices.

We count on your support and commitment, Respectfully.

## AROMA-ZONE COMMITMENTS

Aroma-Zone is a pioneering brand of naturalness and organic, which carries ecological and ethical responsibility in its DNA. We believe that CSR (Corporate Social Responsibility) is an essential factor in creating value for our company and its stakeholders. Humbly and pragmatically, here is a non-exhaustive list of all our recent CSR initiatives:

- We signed the United Nations Global Compact, a universal commitment framework that defines the UN's Sustainable Development Goals.
- We validated our decarbonization trajectory with the Science-based Targets Initiative (SBTI) at the beginning of 2025.
- We are already in the process of complying with Directive 2022/2464 CSRD on corporate sustainability reporting and the RDUE against deforestation and forest degradation.
- Every year, we assess our carbon footprint across the entire value chain and have also measured our footprint on biodiversity.
- We are members of the Shift Project, we actively participate in the Green Impact Index consortium, which aims to establish an environmental and societal rating for our products, and in the Consigne coalition led by Circul'R.
- Our teams have twice joined the CEC (Climate Enterprise Convention - Convention des Entreprises pour le Climat) course to help our company move towards a regenerative model.
- We have started the process of becoming a BCorp-certified company.

These various works have enabled us to write a roadmap for 2030 and to highlight the following priority themes:

- Irreproachable business ethics that guarantee fundamental human rights in our value chain
- An ambitious decarbonization trajectory across our entire value chain (scopes 1, 2 and 3)
- A strategy for the preservation of natural resources (biodiversity and water) and the promotion of circular economy actions to reduce our waste
- A commitment to our employees ensuring respect for everyone by fighting against discrimination, guaranteeing a healthy, safe and stimulating working environment, encouraging professional progression through training
- The transparency and reliability of the information provided to our customers, the accessibility of our products to all
- A solidarity-based enterprise that supports projects related to the support of people in vulnerable situations, the preservation of living things and our local roots

We will communicate our results and our progress to you very soon in a sharing document currently being drafted.

## OBJECTIVES AND RECIPIENTS

Aware of the challenges and opportunities for progress that can occur in the supply chain, the AROMA-ZONE Group has decided to formalize a set of guidelines to promote responsible behavior on the part of its employees, suppliers and subcontractors.

This Sustainable Procurement Policy has been defined in order to highlight the principles to which the AROMA-ZONE Group is committed in the conduct of its commercial relations. It is not a substitute for applicable national and international laws, with which trading partners must comply.

The principles mentioned in this Sustainable Procurement Policy are based on the major international conventions (listed in the Appendix) such as the 10 principles of the **United Nations Global Compact**, the fundamental and priority conventions of **the International Labour Organization**, the declarations on **human and children's rights as well as the OECD guiding principles**, especially for the fight against corruption.

Through this document, the AROMA-ZONE Group does not only aim to protect its commercial interests but also wishes to guarantee and promote a responsible attitude throughout its supply chain.

The themes addressed are fundamental. All commitments set out in this Sustainable Procurement Policy must be treated with the same importance, regardless of the order in which they are presented.

The AROMA-ZONE Group sends this Sustainable Procurement Policy to each of its employees who would enter in a business relationship, in the name and on behalf of the Group.

This Sustainable Procurement Policy is applicable to all suppliers and service providers (the "Business Partners"). This is the reference framework established by the Aroma-Zone Group for any business relationship and must be signed by each of the business partners when concluding or renewing a contract.

In addition, the Group invites its Business Partners to ensure that their own business partners are aware of and comply with the CSR principles discussed below.



**THE 8 COMMITMENTS OF THE AROMA-ZONE GROUP FOR A  
RESPONSIBLE RELATIONSHIP WITH ITS BUSINESS PARTNERS**

The AROMA-ZONE Group is convinced that CSR contributes to sustainable growth for the company as well as for its business partners. This is why the AROMA-ZONE Group is committed to applying the CSR commitments defined below. Our buyers have all been trained in Responsible Purchasing via the EcoVadis Academy platform and have read and approved this Charter. In addition to the Purchasing team, this Charter has also been communicated to all Group employees engaged in a commercial relationship with third parties.

## **1. Sustainable and long-lasting partnerships**

Our teams seek to build long-term relationships with our suppliers, in a common improvement approach. We integrate local suppliers into our purchasing activities to promote local economic development. We are committed to helping our strategic suppliers improve if their performance falls below the required standards. We work with our suppliers to identify mutual sustainability benefits and share best practices with them. We are committed to communicating regularly internally and externally about our CSR Program.

## **2. Business Ethics**

Within the Aroma-Zone Group, ethics are at the heart of our vision and commitments.

We rely on our Code of Conduct, which sets out the core principles of transparency, respect and accountability, to guide all of our business relationships. This demanding framework applies to both our employees and our business partners, to ensure that practices comply with international standards and best practices.

We treat our Partners with respect, loyalty, and fairness. When a call for competition is decided, the Group informs its Partners of the rules and criteria for selection. Their selection is made in an objective and impartial manner, according to predefined, explicit and transparent criteria: quality, service, technology, cost and environmental and social impact of the products and services offered. We are also committed to favouring, as far as possible, candidates who are the best in terms of CSR performance and to communicating the reasons for their non-selection to unsuccessful suppliers.

In order to ensure constant vigilance, a whistleblowing system is available to report any breach or behaviour contrary to these principles, while respecting confidentiality and the laws in force.

By adopting these principles, we affirm together our commitment to building lasting business relationships based on mutual trust and ethical excellence.

### **3. Financial commitments and economic dependence**

The Aroma-Zone Group is committed to building fair and balanced business relationships, respecting transparent and responsible financial practices. We are careful to honour the financial terms of our contracts, in particular payment terms, while taking into account operational constraints that could lead to adjustments. In the event of a justified delay, we are committed to proactively communicating with our partners and seeking concerted solutions.

To prevent any situation of over-economic dependence, the Aroma-Zone Group carefully monitors its business relationships in order to preserve a mutual balance. We encourage the economic diversification of our partners by adapting our collaborations to ensure their stability and independence. This reflects our commitment to fostering strong and lasting partnerships.

As part of our transparent approach, we may also carry out evaluations or request financial information where this is necessary to secure contractual relationships. These steps are carried out in compliance with the laws in force and data confidentiality.

With these commitments, the Aroma-Zone Group reaffirms its role as a responsible partner, committed to maintaining a collaboration based on trust, fairness and economic stability.

### **4. Corruption and money laundering**

The Aroma-Zone Group has a zero-tolerance policy towards corruption and money laundering. This commitment applies to all our activities and business relationships, in line with international conventions and current legislation.

We ensure that our internal practices meet the highest ethical and legal standards. All our employees are trained in the strict rules defined by our Code of Conduct, including the formal prohibition of any form of corruption, whether active or passive, as well as any facilitation payments or undue advantages. These principles guide our business decisions and interactions, strengthening our integrity and transparency.

To prevent any risk of money laundering, we apply strict controls on financial transactions carried out in the course of our activities. We conduct thorough assessments of the parties we work with, to ensure compliance with regulations.

Finally, we provide a confidential reporting system for reporting any suspicion or violation of these principles. These reports are treated with the utmost care, in compliance with the applicable laws on confidentiality and data protection.

With these commitments, the Aroma-Zone Group ensures that it adopts best practices and establishes business relationships based on trust and ethics.

### **5. Excessive gratuities and gifts**

The Aroma-Zone Group is committed to maintaining business relationships based on transparency and integrity, applying strict rules regarding gratuities and gifts. We ensure that

these practices remain within a professional framework and never compromise the impartiality or ethics of our decisions.

In accordance with our Gifts and Hospitality Policy, Aroma-Zone employees must comply with strict thresholds regarding the receipt or granting of gratuities. Any gift or benefit exceeding €50, or that could be perceived as an attempt to influence, is prohibited. This rule also applies to sensitive periods, such as calls for tenders or contract renegotiations, where vigilance is reinforced.

To ensure compliance, we encourage the systematic pooling of rewards received or offered. These practices are monitored and audited as part of our internal processes, to prevent any abuse or conflict of interest.

These commitments allow the Aroma-Zone Group to preserve business relationships based on fairness, trust and ethics, while protecting its reputation and that of its Partners.

## **6. Conflict of Interest**

The AROMA-ZONE Group expects everyone to ensure that their personal activities and interests, direct or indirect, do not conflict with those of the Company. Personal interests must be understood in the broad sense of the term since they include the interests of the employee as well as those of any natural or legal person in his or her entourage.

## **7. Confidentiality**

Confidentiality is essential to our business relationships. The Aroma-Zone Group undertakes to guarantee the confidentiality of the information exchanged with its Business Partners. We recognise that the protection of sensitive data is essential to building a long-lasting and responsible relationship of trust.

All information shared in the context of our collaborations, whether technical, commercial or financial, is strictly protected. We ensure that it is only used for the purposes set out in our agreements and that it is only accessible to authorized persons, in accordance with the privacy principles and regulations in force. In case of sharing information with third parties, this is only done with the explicit consent of the parties involved and in compliance with applicable laws.

The Aroma-Zone Group takes privacy management very seriously and ensures that every employee respects these commitments. In the event of a breach or suspected infringement, we will implement the necessary measures to remedy the situation and protect the interests of our partners. These principles reaffirm our commitment to ensuring ethical, respectful, and secure collaboration.

## **8. Intellectual Property Rights**

The Aroma-Zone Group attaches paramount importance to the protection of intellectual property, whether it is its own assets or those of its business partners. We are committed to strictly respecting the rights related to our partners' trademarks, patents, creations, designs, models and other protected assets, in accordance with applicable laws and established agreements.

We ensure that the use of our partners' intellectual assets remains strictly limited to the framework defined by our contractual relationships. Any use, reproduction or communication of these elements may only be carried out with the express consent of the parties concerned.

Internally, the Aroma-Zone Group raises awareness among its employees of the importance of respecting intellectual property and implements rigorous controls to prevent any unauthorized use or misappropriation. These measures ensure the protection of intellectual assets and the preservation of mutual interests.

By affirming these commitments, the Aroma-Zone Group reaffirms its desire to build business relationships based on respect, responsibility and trust.

A close-up photograph of several green leaves, likely from a plant like a banana or similar, showing detailed vein patterns. The leaves are layered, with some in sharp focus and others blurred in the background, creating a sense of depth. The overall color palette is various shades of green, from light lime to deep forest green.

**THE 8 COMMITMENTS EXPECTED BY THE AROMA-ZONE GROUP FROM  
ITS COMMERCIAL PARTNERS**

The AROMA-ZONE Group invites its suppliers and subcontractors to comply with this Sustainable Procurement Policy and to commit to implementing any corrective action plan that may be necessary to comply with the commitments listed below.

They are invited to raise awareness among their own business partners in order to ensure their responsibility throughout the supply chain.

## **1. National and international laws and regulations**

Our Business Partners comply with all laws and regulations, including export-related regulations, applicable to their business, in each country where they do business. In the absence of these standards, they must respect and ensure compliance with the CSR commitments defined in this Sustainable Procurement Policy.

## **2. Human Rights**

Our Business Partners are committed to promoting, respecting and ensuring respect for human rights in the context of their professional activity. They must ensure that the working conditions of their employees are dignified and in accordance with applicable local and international laws. In the event of a contradiction between the legislative and regulatory provisions as well as the CSR principles established in this Sustainable Procurement Policy, the provisions most favourable to employees will prevail.

### **a) Prohibiting child labour**

Our Business Partners do not employ persons who are under the minimum age required by the laws of each country in which they operate. In the absence of a minimum age set, they will have to comply with the provisions of ILO Conventions Nos. 138 and 182 in this regard. They are therefore invited to verify, by any legal means possible, the age of their employees. The minimum working age set by the ILO is 15 years, except for certain countries where child labour from the age of 14 is permitted. The age limit is also set according to the arduousness of the job. Persons under the age of 18 must not perform night work, dangerous work or any activity that may be harmful to their physical or mental health.

### **b) Do not use forced labour and slavery**

Our Business Partners undertake not to use any work or service required of an individual under the threat of any penalty and for which the individual has not offered himself or herself voluntarily. It is also forbidden to hold the employee's identity papers and to pay a security deposit upon hiring.

They may not practice or benefit from any form of servitude, human trafficking or slavery and must respect the provisions of ILO Convention No. 29.

### **c) Fair pay and decent working hours**

Our business partners are committed to ensuring that their employees receive fair compensation for hours worked, equal pay, as well as break times and time off. This must be sufficient to ensure a decent standard of living for each employee and his or her family. The remuneration paid to employees must be at least equal to the minimum wage set by the legislation of the country in which the work is performed. It must be paid in a legal tender currency and without delay (ILO Conventions Nos. 95 and 131).

In addition, our partners ensure that working hours comply with local laws on working hours and holidays. The use of overtime, when necessary, must be voluntary and paid at a premium rate, while preserving the health and safety of the employee. If applicable, a specific agreement may provide that overtime hours are compensated by an equivalent rest period, according to the terms and conditions defined in the employment agreement.

Employees benefit from complementary health insurance, training and development opportunities, rewards for their contribution and a constructive dialogue with their employer.

Finally, our partners are committed to ensuring that their employees have freedom of association and collective bargaining. In the event of local restrictions or prohibitions, not to hinder any form of free and independent representation or negotiation in accordance with ILO Conventions Nos. 87, 98 and 154.

### **d) Ensuring respect, dignity, diversity and fighting discrimination and harassment**

In accordance with ILO Conventions Nos. 100, 111 and 156, our Business Partners are prohibited from engaging in any form of discrimination based on sex, age, origin, religion, sexual orientation, physical appearance, state of health, family situation, pregnancy, political opinions, trade union membership, disability or any other form of discrimination, particularly in hiring or for any access to training, a promotion etc.

All forms of harassment (physical, sexual, psychological, verbal), threats of violence, abuse, coercion and corporal punishment of employees are unacceptable and intolerable. Our Business Partners ensure that their employees are treated with dignity and humanity.

Our Business Partners encourage diversity within their companies and take measures to promote the integration and retention of people in difficulty or with disabilities.

#### **f) Protecting health, safety and hygiene in the workplace**

Our Business Partners analyse and assess health and safety risks within their company in order to implement appropriate processes to avoid and remedy them, if necessary.

They ensure that procedures for maintaining health and safety conditions are respected in their workplace, in particular by verifying the compliance of facilities, equipment and procedures with all applicable laws and regulations.

Our Business Partners must also provide employees with the appropriate personal and collective protective equipment.

#### **g) Respect for local communities**

Our Business Partners are committed to respecting the local communities in which they operate. They shall respect the rights of indigenous peoples and local communities and ensure the Free, Prior and Informed Consent of indigenous and local communities regarding activities on their customary lands.

Providers promote and encourage initiatives that enable the economic and social development of these communities.

### **3. Environment and Biodiversity**

Our Business Partners undertake to comply with the national or international legislative and regulatory constraints applicable to environmental law (waste management, prohibition of the presence of prohibited or illegally obtained materials, management and transport of hazardous products, water management, control of discharges, etc.).

The commercial partners concerned also undertake to comply with the laws and regulations implementing the Nagoya Protocol. None of the species marketed are listed in CITES Appendix I. Products marketed under CITES Appendix II must meet the following conditions: (i) the corresponding authorizations and certificates are available; (ii) a transparent non-detriment finding (NDF) that meets an appropriate standard is available. Our Business Partners also undertake to provide all the plant-based resources used in the manufacturing process, and their geographical origin(s), and to inform Aroma-Zone of any changes to this information.

None of the species, fully or partially, harvested (wild harvest) marketed are on the IUCN Red List. No cultivated species, fully or partially, are on the list of invasive alien species of concern for the Union dated July 19, 2022 unless there is a management plan associated with the risk.

**Our business partners ensure that their impact on the environment is minimized by:**

- committing to a decarbonization process including a roadmap with the stages for carrying out a carbon footprint scopes 1, 2 and 3, actions aimed at reducing direct and indirect greenhouse gas emissions and, if possible, a decarbonization trajectory consistent with the objectives of the Paris Agreements
- committed to using non-ecotoxic and/or biodegradable natural materials. The same commitment applies to plastics where possible
- encouraging the development of products with the lowest possible environmental impact over their entire life cycle in their innovation process
- Committing to a process of sobriety of all resources such as energy and also scarce resources and in particular water
- respecting the regulations in force concerning the treatment of waste and wastewater by trying to increase the recovery of waste (energy, circular economy,...)
- implementing environmental management principles such as the prevention of air, soil and water pollution, while promoting the preservation of biodiversity and nature
- respecting the fair and equitable sharing of benefits arising from the use of biodiversity in accordance with the Nagoya Protocol
- committing to minimise the risks that may affect animal welfare, by adopting responsible and respectful practices in the case where the raw material is of animal origin
- ensuring that materials do not directly impact animal welfare, including avoiding inappropriate practices
- adapting their activities to preserve and sustainably use biodiversity through agricultural, forestry and harvesting practices that must ensure sustainable regeneration or regenerative practices
- complying with all applicable regulations on the use of pesticides and hazardous substances (where there are no local regulations, ECHA's European Database on Substances of Very High Concern (SVHC) can be a good basis for work)
- committing not to contribute to deforestation or forest degradation as defined by the European Regulation against Deforestation (RDUE)
- committing to produce and/or purchase materials from certified sustainable management according to labelling systems:
  - o RSPO “mass balance”, “segregated” or “identity preserved” for palm and its derivatives,
  - o FSC®, PEFC on the wood sector,
  - o FSC® Recycled, or FSC® Mix, PEFC Recycled for paper,
  - o GOTS for organic textile fibres.
- committing to send the up-to-date certificates for each of these certifications to the quality department.

All raw materials and ingredients supplied to Aroma-Zone must comply with the requirements relating to the absence of deforestation and conversion of natural ecosystems, as well as all applicable laws, including the European Regulation against Deforestation (RDUE).

To characterize deforestation and forest conversion, Aroma Zone uses the definitions and cut-off date of December 31, 2020 established in the RDUE.

In accordance with the RDUE, documented due diligence procedures or processes are in place to ensure that the risk of a link between production and/or processing activities and deforestation or forest degradation has been analysed and reduced to a negligible level throughout the supply chain before the products concerned are placed on the market.

#### **4. Economic dependence**

Our Business Partners must ensure that they diversify their customer portfolio in order to avoid any situation of economic dependence on the Group. This diversification is essential to preserve their autonomy and ensure a balanced and sustainable trade relationship. In the event of an identified risk of economic dependence, the partners undertake to inform the Aroma-Zone Group as soon as possible. This will allow us to work together on the implementation of appropriate corrective measures, which could include a review or a gradual reduction in the volumes of activity, in order to preserve the balance of the relationship. These commitments are intended to foster strong and responsible partnerships, while preserving the independence and economic viability of each party.

#### **5. Confidentiality**

The Aroma-Zone Group's Business Partners undertake to guarantee the confidentiality of the information communicated in the context of their collaboration.

This information, whether technical, commercial or financial, must be strictly used for the defined purposes and may not be shared with third parties without the explicit permission of the Aroma-Zone Group.

They ensure that appropriate security measures are in place to prevent unauthorized access or disclosure and that access is limited to authorized individuals within their organization.

This confidentiality commitment remains in force for the entire duration of the business relationship and extends beyond its term in order to preserve the long-term protection of the data exchanged.

#### **6. Corruption and money laundering**

Our Business Partners are committed to fighting corruption in all its forms in every country where they operate. They must ensure that their practices comply with applicable local and international laws and that their actions never compromise the integrity of business relationships.

They shall not, directly or indirectly, offer, promise, grant or demand illicit payments or other undue advantages to public authorities in order to obtain or maintain a market or any other improper advantage. In particular, they will have to avoid any extortion, fraud or bribery.

Our Business Partners fight against money laundering in every country in which they operate. They must be extra vigilant with regard to the financial transactions carried out in order to detect any irregularities (verification of the country of origin of the funds and the payment entity concerned, location of the bank and its non-inclusion on a "blacklist", etc.).

In the event of suspicion or a risky situation, they undertake to inform the Aroma-Zone Group immediately to allow a quick and appropriate decision-making process. These commitments ensure ethical and responsible business relationships, while maintaining compliance with international standards.

## **7. Conflict of interest**

Business Partners undertake to comply with the principles set out in our Code of Conduct to avoid any conflict of interest situation that could compromise the impartiality or transparency of business relationships.

A conflict of interest may arise when a personal, financial or professional interest interferes with obligations to the Aroma-Zone Group. Partners must ensure that these situations are identified and prevented by implementing appropriate internal practices.

Any situation of conflict of interest, actual or potential, must be declared immediately to the Aroma-Zone Group in order to allow appropriate management and preserve the balance of the commercial relationship. By aligning with the principles of our Code of Conduct, partners help ensure collaborations based on ethics, transparency and mutual trust.

## **8. Anti-competitive practices**

Our Business Partners take all measures to avoid anti-competitive practices. In particular, they undertake not to participate in cartels and/or abuse of dominant positions.

They refrain from sharing any sensitive information (customer files, marketing plans, commercial strategies, purchase and sale prices, etc.) with third parties, and in particular with competitors of the AROMA-ZONE Group. They are also invited to familiarize themselves with the laws and regulations applicable to competition in each country where they operate and to consult a professional in the field if necessary.

## HOW TO IMPLEMENT THE SUSTAINABLE PROCUREMENT POLICY?

AROMA-ZONE's ambition is for this Sustainable Procurement Policy to animate the relations between AROMA-ZONE and its Business Partners and for it to be applied at each stage of business relations, in accordance with the CSR principles mentioned.

### **1. Adhesion and signature of the Sustainable Procurement Policy**

The Sustainable Procurement Policy must be incorporated into any contract between AROMA-ZONE and its business partners. A formal signature of this document is expected to mark the commitment. To this end, AROMA-ZONE will ensure that it is appended to any new contract entered into by AROMA-ZONE and to any renewal of pre-existing contracts. In addition, this Sustainable Procurement Policy will be communicated to all AROMA-ZONE employees who may act as buyers or who interact with our business partners.

### **2. Non-conformance management**

AROMA-ZONE has formalized this Sustainable Procurement Policy in order to highlight the principles to which AROMA-ZONE is attached in the conduct of its commercial relations.

In case of doubt or difficulty encountered during the application of this Sustainable Procurement Policy, recipients are encouraged to contact AROMA-ZONE's legal department at the following email address: [legal@aroma-zone.com](mailto:legal@aroma-zone.com)

The business partners also undertake to identify a person in charge of ensuring the proper application of the Sustainable Procurement Policy and who could be an interlocutor for AROMA-ZONE if necessary.

## **HOW CAN WE ENSURE THAT THE SUSTAINABLE PROCUREMENT POLICY IS RESPECTED?**

### **1. Evaluations are mandatory**

AROMA-ZONE requires all new suppliers to participate in an assessment via our partner EcoVadis, the world leader in CSR assessments. The scores will have to be shared with AROMA-ZONE via the EcoVadis platform. In the event of an unsatisfactory score (below the score of 45 points) on the overall score and also on the Human Rights and Environment pillars, suppliers undertake to implement the corrective actions raised by the evaluators and in consultation with our buyers.

If the supplier has an environmental and societal certification deemed equivalent and valid by AROMA-ZONE (such as Smeta sedex, Iso14001, ISO45001, SA8000, BCorp Certification, etc.), it will then be exempt from the EcoVadis assessment.

### **2. Audits can be conducted**

AROMA-ZONE reserves the right to audit or have audited its Business Partners at any time, in order to verify their compliance with the requirements of the Sustainable Procurement Policy. It is strongly recommended that Partners periodically evaluate, by the means they deem appropriate, compliance with the Sustainable Procurement Policy by both their employees and their own business partners.

Finally, Business Partners are invited to send to the management of AROMA-ZONE, any document such as ratings or certificates relating to the consideration of CSR issues.

### **3. Procedures for reporting anomalies can be put in place**

It is recommended that business partners set up a system to ensure the reporting of anomalies, intended to encourage their employees to report behaviour that they consider to be contrary to the ethical principles set out in the Sustainable Procurement Policy. As soon as these reports concern the conduct of commercial relations with AROMA-ZONE, the legal department must be immediately informed at the following email address: [legal@aroma-zone.com](mailto:legal@aroma-zone.com)

For AROMA-ZONE, as for its Business Partners, no sanction or discriminatory measure will be applied to those who denounce a violation of the Sustainable Procurement Policy provided that they have acted in good faith, even if the facts giving rise to the alert prove to be inaccurate or do not give rise to any follow-up.

#### **4. Corrective measures, or even sanctions may be considered**

In the event of irregularities or proven violations of the Sustainable Procurement Policy, the Business Partners will propose to AROMA-ZONE a corrective action plan accompanied by a schedule, at the end of which the irregularity or violation must no longer exist.

AROMA-ZONE may, if the Business Partner so requests, support the Business Partner in the implementation of these measures by making its expertise available. If, despite the implementation of this plan, non-compliance with the Sustainable Procurement Policy persists or AROMA-ZONE refuses the plan, AROMA-ZONE shall be free, in compliance with the legal and contractual provisions, to terminate business relations with the Business Partners concerned.

## ADHERENCE TO THE SUSTAINABLE PROCUREMENT POLICY

We, \_\_\_\_\_, AROMA-ZONE's business partner, confirm that we have:

- received and fully understood the AROMA-ZONE Sustainable Procurement Policy for commercial relations;
- adhered to the commitments of this Sustainable Procurement Policy;
- understood that it is our duty to promote the commitment we have made through this Sustainable Procurement Policy to our own employees and business partners and to invite them to respect the CSR principles referred to therein;
- have joined a CSR assessment body such as EcoVadis as desired by AROMA-ZONE or another recognised environmental/societal certifier (e.g. Smeta sedex, Iso14001, ISO45001, SA8000, BCorp Certification, etc.),
- authorised, where applicable, that auditors mandated by AROMA-ZONE be responsible for verifying compliance with the Sustainable Procurement Policy on our premises;
- understood that if deviations are found during CSR assessments or audits mandated by AROMA-ZONE, to provide within three (3) months a proposal for an action plan aimed at improving/reducing the deviations observed and to be deployed within twelve (12) months following the constant number of shortcomings.

Company \_\_\_\_\_

Represented by \_\_\_\_\_

Function \_\_\_\_\_

Place \_\_\_\_\_

Date \_\_\_\_\_

## APPENDICES: references

### Legal texts

- Universal Declaration of Human Rights - <https://www.un.org/fr/universal-declaration-human-rights/>
- United Nations Global Compact - <https://www.globalcompact-france.org/p-28-les-10-principes>
- United Nations Sustainable Development Goals  
<https://www.un.org/sustainabledevelopment/sustainable-development-goals/>
- Principles for Responsible Investment -  
[http://www.unepfi.org/fileadmin/documents/pri\\_francais.pdf](http://www.unepfi.org/fileadmin/documents/pri_francais.pdf)
- Conventions de l'OIT – <http://www.ilo.org/global/standards/introduction-to-international-labour-standards/conventions-and-recommendations/lang--fr/index.htm>, notamment :
  - Freedom of Association and Protection of the Right to Organise Convention, 1948 (No. 87)
  - Forced Labour Convention, 1930 (No. 29)
  - Abolition of Forced Labour Convention, 1957 (No. 105)
  - Minimum Age Convention, 1973 (No. 138)
  - Worst Forms of Child Labour Convention, 1999 (No. 182)
  - Equal Remuneration Convention, 1951 (No. 100)
  - Discrimination (Employment and Occupation) Convention, 1958 (No. 111)
  - Occupational Safety and Health Convention, 1981 (No. 155)
- Convention relative aux droits de l'enfant -  
<http://www.ohchr.org/FR/ProfessionalInterest/Pages/CRC.aspx>
- International Convention on the Elimination of All Forms of Racial Discrimination -  
<http://www.ohchr.org/FR/ProfessionalInterest/Pages/CERD.aspx>
- Convention on the Elimination of All Forms of Discrimination against Women -  
<https://www.ohchr.org/fr/instruments-mechanisms/instruments/convention-elimination-all-forms-discrimination-against-women>
- Convention on Combating Bribery of Foreign Public Officials in International Business Transactions -  
<http://www.oecd.org/fr/corruption/conventionsurlaluttecontrelacorrupciondagentspublicsetrangersdanslestransactionscommercialesinternationales.htm>
- Guiding Principles on Business and Human Rights -  
[http://www.ohchr.org/Documents/Publications/GuidingPrinciplesBusinessHR\\_FR.pdf](http://www.ohchr.org/Documents/Publications/GuidingPrinciplesBusinessHR_FR.pdf)
- Convention on Biological Diversity and Nagoya Protocol <http://www.cbd.int/>
- Liste rouge de l'UICN [www.iucnredlist.org](http://www.iucnredlist.org)
- EU REACH Regulation <https://echa.europa.eu/regulations/reach/understanding-reach>
- Agence de notation RSE - EcoVadis - <http://fr.ecovadis.com/supplier-solutions/>
- European Regulation against Deforestation (EUDR): <https://eur-lex.europa.eu/legal-content/FR/TXT/?toc=OJ%3AL%3A2023%3A150%3ATOC&uri=uriserv%3AOJ.L.2023.150.01.0206.01.FRA>

