



**saaswedo**

SUSTAINABLE

**DIGITAL WORKPLACE**

PERFORMANCE

*an epsa company*

RESPONSIBLE PURCHASING  
POLICY

## SAASWEDO IS DRIVEN BY THE CONVICTION THAT THE COMPANY OF TOMORROW WILL BE RESPONSIBLE

SAASWEDO is convinced that responsible digital technology must become the primary concern of companies.

Today, this conviction leads us to reinforce our CSR commitments in each of our business processes, including purchasing.

This purchasing policy commits us to considering the social, environmental and societal impacts of our purchases of goods and services at every stage of the purchasing process, from the expression of the need to the complete payment of supplier invoices.

In order to build and consolidate sustainable relationships, the C.F.I. Group and its subsidiaries want its suppliers and partners to respect these social, environmental and societal commitments.

The responsible purchasing policy of the C.F.I. Group and its subsidiaries is based on three axes

- The product life cycle
- The development of solidarity purchases
- The respect of supplier payment terms
- The respect by suppliers and their subcontractors of Human Rights, social legislation and working conditions

We are proud to collaborate with our suppliers and partners for each of our projects, sharing our convictions and values in terms of CSR, for the satisfaction of our customers.

For the CFI group, the founders and managers  
In Paris on January 04, 2022

### SAASWEDO

Christian COR  
Chairman and CEO





## **OUR** VALUES

Christian COR :

"The implementation of our responsible purchasing policy is consistent with the values of the CFI Group. The commitments are reciprocal with our suppliers and each one is committed to respecting ethics, environmental protection and social progress."



## A RESPONSIBLE **GOVERNANCE**

The development of the CFI Group and the demands of its stakeholders in terms of CSR have had the impact of requiring even more responsible governance.

This new vision implies strengthening our purchasing function by structuring it in particular through the present responsible purchasing policy.

To guarantee its implementation, the CFI Group's governance has decided to commit itself by signing the Charter for Responsible Supplier Relations and Purchasing (RFAR) and the Planet Tech'Care manifesto. The CFI Group is also part of the LUCIE community.

Our responsible commitment continues with the desire to obtain the RFAR label and the ISO20400 certification, thus attesting to our commitment to a sustainable social, environmental and societal policy applied to our purchasing process.



## **ETHICAL BUSINESS CONDUCT**

Reliability, honesty, uprightness and mutual trust, both internally and externally, are fundamental principles deeply rooted in the corporate culture of the CFI Group and its subsidiaries.

The CFI Group has set up a documentary base relating to our responsible purchasing approach, including

- An ethical charter signed by our employees
- An anti-corruption policy
- A CSR charter signed by our suppliers and partners
- This responsible purchasing policy

These documents are the guidelines for all employees of the CFI Group and its subsidiaries on the one hand, and for all our partner suppliers on the other.

We reject all forms of corruption. We comply with all applicable laws and regulations.

Corruption hinders competition and blocks innovation. It damages the prosperity and reputation of companies.

The CFI Group and its subsidiaries do not accept any form of bribery, whether it is offering, soliciting or accepting an improper advantage.

We strictly refuse to accept bribes in order to obtain orders or to speed up decision-making processes.



## **CFI GROUP COMMITMENTS TO ITS SUPPLIERS**

### **THE PURSHASING PROCEDURE**

In order to guarantee the respect of the commitments of its responsible purchasing approach, the CFI Group and its subsidiaries have set up a purchasing procedure that starts from the definition of the need until the complete payment of the supplier invoices.

The objective of this procedure is to :

- Frame the purchasing needs of the CFI Group and its subsidiaries, and guarantee the realization of the services in accordance with the expectations of the prescribers

- Guarantee fair treatment of suppliers
- Consider CSR criteria in the selection and evaluation of suppliers
- Respect the payment deadlines of suppliers
- Ensure optimal monitoring of supplier relations

The various stages of the purchasing procedure are followed and respected by the purchasing referents of the CFI Group or one of its subsidiaries, and in particular: the definition of the need, the drafting of the specifications, the consultation of suppliers, the evaluation according to several CSR criteria, the negotiation, the selection of the offer that meets our economic and CSR criteria and the contractualization

The CFI Group and its subsidiaries recommend the application of multi-year contracts allowing suppliers to set up a progress plan to achieve CSR objectives.

### **THE SELECTION OF SUPPLIERS**

The CFI group and its subsidiaries value suppliers committed to social, societal and environmental responsibility through the existence of an internal policy and/or environmental certifications.

Within the framework of its supplier consultations, the CFI group and its subsidiaries undertake to respect the following practices

- Purchasing services and supplies on the basis of a prescription that makes it possible to assess the technical, commercial and CSR acceptability of supplier offers, taking into account the full cost of the service and/or supply purchase.
- Choice of suppliers according to a transparent, fair and impartial purchasing and selection process, based on predefined criteria, including in particular the environmental and social impact of the products and services proposed.
- Communication to the non-selected suppliers of the reasons for their non-selection.

## **SUPPLIER REVIEW**

The CFI group and its subsidiaries recommend the implementation of a contract review leading to an annual evaluation for all suppliers with a multi-year contract.

## **CONFIDENTIALITY AND INTELLECTUAL PROPERTY**

The CFI group and its subsidiaries undertake to keep confidential the technical, commercial and financial information communicated by the suppliers and to guarantee them the right to intellectual property.

## **RISK OF ECONOMIC INDEPENDENCE**

The CFI group and its subsidiaries ensure that suppliers are not in a state of economic dependence on the company.

If the use of a supplier - who would be in such a situation of economic dependence (innovative start-up, independent with a rare skill...) - is essential for the CFI group and its subsidiaries, a collaboration can be envisaged. An action plan will then be set up jointly with the supplier concerned in order to accompany this economic dependence and to ensure that it diminishes over time.

The supplier and the CFI group and its subsidiaries will regularly review the actions taken to overcome the state of dependence. These exchanges will be notified at the end of each meeting.

## **ANTI-BRIBERY POLICY**

The CFI group and its subsidiaries have a strict policy against corruption.

The employees of the CFI group and its subsidiaries are forbidden to accept any payment, service or financial advantage, direct or indirect, from potential and/or already referenced suppliers. The Ethics Charter and Anti-Corruption Policy of the CFI group and its subsidiaries is signed by each purchasing referent of the CFI group and its subsidiaries.

## **CONFLICT OF INTEREST**

The purchasing representatives of the CFI group and its subsidiaries must ensure that they are not in a situation of conflict of interest in their relations with suppliers and partners.

## **TERMS AND CONDITIONS OF PAYMENT**

Paying supplier invoices on time is one of the pillars of the responsible purchasing policy of the CFI group and its subsidiaries.

The CFI group and its subsidiaries have set up a system that guarantees the payment of all invoices two (2) days before the due date, except in the case of a dispute. In this exceptional case, the invoices concerned are treated on a case by case basis.

## **COMMUNICATION**

In the event that a dispute cannot be resolved with the usual contact person, the CFI group and its subsidiaries have appointed two dedicated contact persons :

**Correspondant PME : Madame Pauline PISSELOUP**

[pauline.pisseloup@saaswedo.com](mailto:pauline.pisseloup@saaswedo.com)

06 63 35 66 27

**Internal mediator: Madame Virginie THIBAUT**

[virginie.thibault@saaswedo.com](mailto:virginie.thibault@saaswedo.com)

07 61 42 94 12





# THE ENGAGEMENTS REQUESTED FROM SUPPLIERS TOWARDS THE CFI GROUP

## **SOCIAL COMMITMENTS**

The supplier undertakes to comply with the law and international and national regulations in force in the country where it operates. The supplier undertakes in particular to respect the principles set out by the International Labour Organization, those of the Universal Declaration of Human Rights in particular and Lucie 26000, in terms of:

- Human rights
- Discrimination
- Harassment
- Combating forced labor and child labor
- Freedom of association and the right to collective bargaining
- Working conditions (remuneration, working hours, health and safety, training)

## **ETHICAL COMMITMENTS**

The supplier agrees to conduct its activities in accordance with the principles set out in SAASWEDO's Code of Ethics, and undertakes not to be involved in any way in any act of corruption, extortion or misappropriation of funds, or in any form of bribery.

The supplier must prevent and prohibit the following practices :

- Money laundering;
- Bribery;
- Conflict of interest, corruption, or fraud;
- Anti-competitive behavior;
- Disclosing personal data of employees and using them for purposes other than those for which they were transmitted, as provided for in the European Regulation on the protection of personal data of natural persons (GDPR).

## **ENVIRONMENTAL COMMITMENTS**

The supplier must comply with the environmental provisions and standards applicable to its activity, and observe these environmental ethical practices in all places where it operates. Additionally, the supplier must be able to provide evidence of continuous improvement in its environmental impact performance.

The CFI Group and its subsidiaries pay particular attention to the following practices :

- Design of products and services with consideration for environmental concerns;

- Reduction and limitation of greenhouse gas emissions, use of non-renewable resources (energy and water), and non-environmentally friendly products;
- Maximum restriction of waste and pollutants;
- Encouragement of employees to be responsible regarding waste production, and implementation of measures aimed at reducing waste and optimizing recycling.



## **THE COMMITMENTS OF THE CFI GROUP IN ENVIRONMENTAL MATTERS**

The CFI Group and its subsidiaries are committed to :

- Reducing their environmental impact through their purchasing activities
- Raising awareness and providing training to their buyers on responsible purchasing practices
- Considering the full cost and environmental impact before making any purchasing decisions
- Analyzing the carbon footprint of supplier activities (Scope 3)

The CFI Group and its subsidiary purchasing managers will propose environmental impact initiatives to suppliers, who can then implement actions based on a carbon assessment and reduce their energy costs.

The success of this policy relies on the systematic integration of sustainable development into the company's purchasing practices.

In the purchasing process, this translates to:

- Collaborating with internal prescribers and users to question needs
- Conducting market research and supplier analysis
- Taking into account sustainable development in risk and opportunity analysis during the development of category purchasing strategies
- Incorporating specifications and/or evaluation criteria with significant weighting given to sustainable development
- Considering the full cost and product life cycle

### **ADDRESSING THE COMPANY'S ENVIRONMENTAL CHALLENGES**

CFI Group and its subsidiary purchasing managers contribute to the group's environmental policy goals by paying particular attention to the following issues :

- Energy savings and greenhouse gas emissions reduction
- Reducing health risks for employees
- Controlling the consumption of raw materials, especially water, by promoting recycled materials
- Reducing and valorizing waste
- Favoring eco-designed products, services, and projects (reducing environmental impacts at all stages of the product life cycle)

### **DEVELOPING SOLIDARITY PURCHASING AND CONTRIBUTING TO THE EMPLOYMENT OF VULNERABLE GROUPS**

This is one of the pillars of CFI Group and its subsidiary's responsible purchasing policy.

As part of their supplier consultations, CFI Group and its subsidiary purchasing managers must consult at least three suppliers, including one from the disability sector (ESAT, TIH, EA, SIAE) or from the insertion sector (SIAE).

CFI Group and its subsidiary purchasing managers may offer suppliers the opportunity to co-contract a portion of the work with the disability or insertion sector.

### **INVOLVING AND VALORIZING THE CSR INITIATIVES OF OUR SUPPLIERS AND SUBCONTRACTORS**

Suppliers are stakeholders in the implementation of CFI Group and its subsidiary's Responsible Purchasing policy, both environmentally and socially.

CFI Group and its subsidiary encourage suppliers to contribute to this by integrating CSR evaluation and selection criteria into their consultations and tenders.

CFI Group and its subsidiary ensure that suppliers and their subcontractors comply with environmental legislation, human rights, social legislation, and quality working conditions.

CFI Group and its subsidiary are involved in combating illegal labor practices among their suppliers and subcontractors. For markets where the risk of non-compliance is high, audits can be conducted and improvement plans can be implemented.



## **INNOVATION**

### SOCIAL AND ENVIRONMENTAL

The CFI Group and its subsidiaries integrate the CSR approach in its service offerings and tools used to ensure the reduction of the carbon footprint of its customers' Digital Workspace throughout its life cycle : from purchase to recycling, and including day-to-day management, after-sales service or storage.

The awareness of employees to eco-responsible acts is also carried out through specific applications such as digital inclusion and employment:

- The CFI Group and its subsidiaries reserve a portion of the positions available for people who have lost their jobs. Putting people back to work is the first societal axis that allows for a collective awareness.
- Internal training for all newcomers, whether graduates or not, juniors or seniors, or those with disabilities.

The CFI Group and its subsidiaries strongly encourage its suppliers and partners to innovate in terms of CSR.



## ABOUT OUR COMPANY

SAASWEDO is one of the leaders in digital workplace performance management for companies. SAASWEDO supports more than 1,000 clients, with strong expertise in three areas

- Financial performance of the Digital Workplace
- Operational performance of asset management
- Environmental performance in terms of controlling the carbon footprint of the digital environment

SAASWEDO's strength lies in the quality of its experts and the power of its technological solutions.

**Our promise : identify & exploit the performance potential of the  
Of the Digital Workplace to improve your company's profitability.**

Today, SAASWEDO is taking on a new challenge by including CSR solutions in each of its areas of expertise in order to provide an offer that is adapted to today's challenges and to anticipate those of tomorrow.

Pour en savoir plus :  
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