



VTXRM MN11 Sustainability Supplier Manual

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Related Document	SU5_Purchases

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1 Social Responsibility & Sustainability

A Salaries & Benefits, Working hours

Remuneration and benefits will be awarded in accordance with the legal requirements relating to minimum wage, overtime and statutory benefits. Working hours shall be defined in accordance with current legislation, industry standards or relevant International Labour Organization (ILO) conventions.

Overtime shall be voluntary.

B Prohibition of Child Labour

Within the scope of their respective activities, suppliers guarantee the absence of use of child labour of child labour under the terms of ILO Convention 182 in the production or processing of the products supplied and that the same products do not violate any obligations resulting from the Convention or any other applicable convention, as well as any national and/or international and/or international legislation relating to the combating of the exploitation of child labour.

In addition, suppliers shall ensure that their activities, suppliers and companies adopted a proactive approach to the implementation of measures to ensure to ensure the absence of use of child labour within the meaning of ILO Convention 182, in the production or processing of their products/services.

Suppliers make a commitment to impose such obligation on all subcontracted companies, as well as companies subcontractors, and will carry out inspections and audits to this effect (when applicable). VTXRM can assess the validity of this commitment, with the suppliers submitting evidence of the measures measures taken, upon VTXRM's request.

1 Social Responsibility & Sustainability

C Prohibition of Forced Labour

Suppliers undertake an obligation not to employ any individual against their will or force any individual to work.

D Liberty of Association

It should be possible for employees to communicate openly with management regarding working conditions without fear of reprisals of any kind. Employees have the right to associate freely, belong to labour unions, seek representation and belong to works workers' committees.

1 Social Responsibility & Sustainability

E Non- Discrimination Measures

Harassment or discrimination of their employees in any form or by any means is not acceptable. This applies to, but is not limited to, aspects relating to gender, race, caste, colour, disability, union, political opinion, nationality, religion, age, pregnancy and sexual orientation.

2 Norms

A Quality

To be a VTXRM supplier, you must comply with the legal requirements associated with your activity, including licensing, insurance, specialized training for employees and the use of approved equipment. When requested, send the certificates that VTXRM considers relevant for the qualification.

As a VTXRM's Supplier you're suggested to proceed following the orientations below:

- ✓ The respect of the specifications or the order request sent, of the signed contract and of the respect for the specifications or the purchase order sent, the signed contract and the respective general purchasing conditions;
- ✓ The compliance with the standards and/or approvals defined and accepted for that specific supply;
- ✓ In accordance with NP EN ISO 9001, the VTXRM supplier is subject to performance evaluation taking into consideration the following parameters, when applicable:
 - ❑ Offer conditions
 - ❑ Capacity
 - ❑ Quality
 - ❑ Customer Care
 - ❑ Other additional requisite considered relevant according to the services/goods provided

2 Norms

B Environment

To all suppliers are asked to pay particular attention to good environmental practices. When applicable, the following rules should be followed:

- The use of natural resources must be made in a regulated and rational manner;
- The waste must be placed in the appropriate places, in ecopoints, according to the existing signposting or in containers provided for that purpose;
- Avoid leaks or spills of any kind of substance - If a spillage occurs, the person in charge of the area or the person responsible for safety should be immediately informed and measures taken. the event and take immediate containment measures;
- It is forbidden to discharge any chemical products into the ground, water or drains of industrial or rainwater networks;
- The movement of waste must comply with the applicable legal requirements, namely the issue of the respective Waste Management Documents;
- The transporters must comply with the transport regulations in force;
- Services provided that may emit noise must comply with the requirements of the General Noise Regulation.

2 Quality / Environment / Safety

C Safety – practices

Within the VTXRM perimeter, the general rules regarding Safety are:

- ❑ Wear identification while on VTXRM facilities;
- ❑ Not to work under the influence of substances which affect the normal performance of the worker;
- ❑ The equipment must be used exclusively for its intended purpose and no alterations to its safety conditions are allowed. The equipment must be used exclusively for its intended purpose and no alterations to its safety conditions are permitted, and it must be operated by workers who are duly qualified to do so by workers who are duly qualified to do so;
- ❑ The supplier must use the Individual Protection Equipment approved and appropriate to the activities and substances they are using;
- ❑ The use of materials or products containing substances or preparations the use of which is restricted or prohibited by law.
- ❑ The supplier shall keep the workplace clean and tidy;

3 Ethics

A Anti-Corruption and Compliance Measures

Suppliers undertake in their business dealings with VTXRM will not engage in any legally sanctionable practices such as fraud or embezzlement, insolvency-related offences, violations of competition laws, unlawful taking of advantages, accepting benefits or bribes, or other corrupt practices by their employees or third parties.

In the event that any such practice occurs, VTXRM shall be entitled to immediately abandon or terminate all lawful dealings with the supplier concerned and to cancel all dealings with the supplier.

Without prejudice to the foregoing, suppliers undertake to comply with all laws and regulations applicable to themselves and their business dealings with VTXRM.

3 Ethics

B Confidentiality

The supply of services/goods subject to the Contract shall be provided by the Supplier in the strictest confidence, refraining from using such information for any purpose other than the implementation and performance of the Contract, and may not, consequently, disclose to third parties any technical information or documents that it receives from VTXRM, or that it comes to have access to regardless of its source by effect of its performance, unless expressly authorized in writing by VTXRM, and this obligation shall continue beyond the end of the Contract.

The Supplier undertakes to take the necessary measures to ensure that confidential information is neither disclosed nor divulged by its Personnel in violation of the provisions of this chapter.

In the event of termination of the contract, in whatever capacity, the Supplier undertakes to return to VTXRM, all documents which, in accordance with the service development program / supply of goods to be goods to be supplied, has been handed over to him under the terms of the Contract.


Manual **Version**


Version	Date	Change
V1.0	2022/09/30	1 st Version release



Thank you!

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