

DJSI – Groupe ADP CSR Documentary Implementation Monitoring Table

Evidences available on request from any authorised & mandated corporate auditors by Groupe ADP

1.7.1. SUPPLIER CODE OF CONDUCT

	Section	Key elements of the actions plan	Progress level 2023-24	Evidence document	DJSI Eligibility : Adressed §
CSR PROCESS	Robust, documented in place granting visibility, tracability and auditability & full-filled	Granting compliance with local regulations of our subsidiaries purchasing practices	100%	Universal Registration Document 2022	1.7.1.
		Formalized Delegations of Authority for Contract signature & Responsibility, full-filled & auditable	100%	SLA's Delegation of signature	1.7.1.
	Improve the way CSR challenges are taken into account in our supplier contracts	Signature of Supplier & Partners CSR Charter (validated by Groupe ADP Ethical Dept) - new version reinforced in Human Rights & CSRD compliance in the pipe for end of 2024	100%	ADP's Supplier CSR Charter	1.7.1.
					1.7.1. Supplier code of conduct

1.7.2. SUPPLIER ESG PROGRAMM

	Section	Key elements of the actions plan	Progress level 2023-24	Evidence document	DJSI Eligibility : Adressed §
GOVERNANCE	Procurement Policies : ensure purchasing operation are covered through to a set of policies consistent with Group objectives, long term programs and allowing appropriate levels of control and probity	Signature of the Groupe ADP International Procurement Policy	100%	Groupe ADP Procurement Policy (signed by CEOs)	1.7.2.
		Prepare and update ADP s.a. Quality Policy	100%	2022 Quality Policy	1.7.2.
		Prepare & update Groupe ADP CSR Purchasing Policy	100%	2022 CSR Purchasing Policy	1.7.2.
	Procurement procedures : to ensure that the acquisition process is fair, efficient, and transparent and driving towards the best possible deal.	Ensure a set of procedures, rules and guidelines govern fully all procurement organization to purchase goods or services.	100%	ISO 9001 documentation (processes description + sample)	1.7.2.
	Accompany international growth by sharing ADP SA best practices and support global negotiation with ADP.SA buyers	Sharing ADP s.a. best practices in negotiation, risk management and CSR and allocate ADP.SA buyers for global negotiation with international subsidiaries on international tenders	100%	ADP SLA's training programme	1.7.2.
	KPI Management : Set management and individual targets in line with Group objectives (financial, extra-financial, airport for trust, 2025 pioneers) and local targets	Existence of a Procurement department score card consistent with Group and local objectives (SLAP reporting)	100%	Last 2023 Monthly reporting edition	1.7.2.
	Resources allocation	Ensure that buyer resources match workload (yearly, quarterly and monthly basis)	100%	ISO 9001 requirement : buyers, logicians & SET staff workload tables	1.7.2.
	Process review to gauge effectiveness of procurement processes and results by independent organization	Setting up an independent internal control department to ensure that our purchasing practices comply with procedures and regulations	100%	SLA's 2021 Reorganisation Report	1.7.2.
		Prepare an annual audit program with the company's audit department, and monitor corrective action plans (2024) : CSR Candidate Selection System	100%	Internal Audit Brief Description	1.7.2.
PROCESSES	Robust, documented in place granting visibility, tracability and auditability & full-filled	Validation of our strategic contracts before signature by an independent body including representatives from outside the company (tendering board (CCM) or Board of director)	100%	CCM presentations & reports	1.7.2.
		Fully Digitalized Processes from RFX to Payment	100% except invoice digitalization in 2024	Spartacus tool Operating Documents	1.7.2.
REPORTING	Regular & integrated reporting	Shared annual objectives at Group level	100%	Annual share objectives + 2023-25 roadmap	1.7.2.
		3 years Convention of Partnership signed with GESAT (disabled workers)	100%	GESAT-ADP convention	1.7.2.
	Gouvernance and vision	Marketing Study with GESAT to define, on the basis of the typology of our expenditure, the purchasing segments accessible to companies from the disabled sector	100%	GESAT Study document	1.7.2.
		Translate the objectives of the "2025 pioneers" and "airport for trust" programs into long-term operational objectives for the Purchasing department	100%	Airport for Trust Charter	1.7.2.
		Participate to the "double materiality study" towards our stakeholders and realise internal risk analysis aimed at defining, by purchasing categories, our level of exposure to different types of environmental, societal and social risks	100%	1st Steering Committee_2023_Update_of_Materiality study : presentation Document (02/2023)	1.7.2.
		Elaborate & Present & Validate in COMEX & Board of Directors the Supply Chain Decarbonization RoadMap for the 2024-2030 period. Share the main issues with subsidiaries #PNM 2024 (14/02/2024)	100%	Done on 29th January 2024 & 14 february 2024	1.7.2.
	Improve the way CSR challenges are taken into account in our supplier contracts	Adjustment of CSR questionnaires, criteria weightings in multi-criteria analyses (price, technical, CSR), analysis grids defining the weighting of CSR criteria and sub-criteria adapted to the level of risk involved, particularly with regard to environmental and social aspects	100%	CSR presentation to "CCM" (2023)	1.7.2.
CSR	Build lasting relationships with suppliers as part of a responsible purchasing approach	Organise Regular Suppliers Satisfaction surveys (every 18 months)	100% (run mode)	Observatoires PACTE-ME & GESAT	1.7.2.

New in 2023-24 (since 09/2023)

	Decarbonizing our Supply Chain	Measure Supply Chain CO2 Emissions Equivalents (from financial to physical factors)	100%	ADP's CO2 Emissions report 2023	1.7.2.
		Launch a global tender on Airport Carbon Compensation	S2 2024	To be determined later (by DDD)	1.7.2.
		Decarbonisation Programme Strategy (Detailed Planning)	H1 2024	Description of organisational & new CO2 criterias in tender processes	1.7.2.
		Start CO2 emissions' buyers objectivation	Q1 2025	To be determined later (further to G_66)	1.7.2.
		Start CO2 emissions' managers objectivation	Q1 2025	To be determined later (further to G_66)	1.7.2.
	Promoting the recycling and circular economy of our equipment	Propose to all Groupe ADP Workers the collection of used office furniture	S1-2024	E-mail to workers	1.7.2.
		Develop Circular Economy – Airport Market : "Reuse & recycling of the relevant Equipments & materials" (launch of the organization: 2022)	From 600k€ to 2M€	"Airport Market" Presentation	1.7.2.
		Oblention of international distinctions for Airport Market innovation in Circular Economy (Riyad, 2023)		"Airport Market" Internal Information News	1.7.2.
		Stake-holders risks identification & mapping : "double materiality study" (2024 update, first study realised in 2017)	100%	2023 update of Groupe ADP's materiality study (consultant interim report + stake-holders survey)	1.7.2.
		Operational risks mapping : legal, continuity of supply, supplier failures, image (fraud, ethics, shutdowns)	100%	B-Plan analysis + ISO 9001 documentation (processes description + sample)	1.7.2.
		Environmental risk mapping regular update (and applied to contract performance)	100%	SLAGE Environnt risk Evaluation	1.7.2.
RISK MANAGEMENT	Identify our supply Chain Risks through Risk mapping by procurement category	Social risk mapping (and applied to contract performance)	100%	SLAGS Social Risk Evaluation a Action plan	1.7.2.
		Duty of Vigilance mapping, taking into account the results of the environmental risk and integrating risks linked to human rights, fundamental freedoms, health and safety, preventing corruption	100%	Groupe ADP Vigilance Plan 2022	1.7.2.
		CSR, Ethic, RGPD, Mediation Acts : CSR risk & protection of personal data in our processes and tools	100%	CSR & Ethic & "RGPD" contractual clause updates (ex. CCAG Services)	1.7.2.
		Compliance with the 10 Keys Internal Controls	100%	Detailed analysis of each consolidated & non-consolidated entity procurement process (WB recommendations)	1.7.2.
	Implement control means	Ensure effectiveness of our back-up plan for controlling ultra-essential products	90%	LOG's essential products store management	1.7.2.
HUMAN RESOURCES	Training	Initiate newly recruited Groupe ADP's managers to the Procurement Organisation & Process & CSR Purchasing Policy (as from 2023)	100% (run mode)	"Welcome Managers" SLA Presentation	1.7.2.
		Develop procurement skills (buyers trainings & sensibilisations)	Existing	SLA's current training programme (2023)	1.7.2.
		Maintain Buyers' Know-How in CSR process through initial & periodic sensibilisation sessions addressing CSR Grid/Devices evolutions (as from 2023 : Health & Safety, Intellectual Prestation grids, ...)	100% (run mode)	CSR Grids	1.7.2.
	Ethics	Perform Procurement Operations with Integrity & Transparency	Existing	Aligned with Groupe ADP Ethics (consolidated & non-consolidated entities)	1.7.2.
					1.7.2. Supplier ESG Programm

1.7.3. SUPPLIER SCREENING

	Section	Key elements of the actions plan	Progress level 2023-24	Evidence document	DJSI Eligibility : Adressed §
PROCESS	Robust, documented in place granting visibility, tracability and auditability & full-filled	Positive preliminary financial health & supplier integrity assessment before signing contracts (ADIT Tool or equivalent)	100%	ADIT Tool Operating Document	1.7.3.
		Leading to common supplier choice among requester, buyer, legal, & financial controler	100%	Spartacus validation Workflows	1.7.3.
REPORTING	Regular & integrated reporting	Integrate CSR criteria, significance gradation, ponderation & tender formalism into purchasing tools [SPARTACUS & SARDANE]	20%	Internal meetings notes / preliminary study / CSRD Gap Analysis	1.7.3.
	Gouvernance and vision	Forward thinking: sourcing companies from the social integration by work and disabled workers purchasing sectors roadmap	100%	SLA's Methodology & Webcast & Workable on foreseeable contracts to award for disabled sector	1.7.3.
CSR	Improve the way CSR challenges are taken into account in our supplier contracts	Selection of contract holders: Use of a multi-criteria analysis incorporating CSR assessment criteria (wherever possible) and adapted to the level of risk / to each purchasing segment.	100%	2023-25 CSR (local) roadmap + consolidation at group level	1.7.3.
		Definition of risk levels for the 450 purchasing categories in the 9 environmental and 12 social risk areas Classification of purchasing categories in an Impact/Occurrence matrix	100%	ADP's Purchases Segmentation & Environmental & Social Risks Evaluation	1.7.3.
		Step 1: Define Risks level Grids [occurrence x gravity] and decide the use of "standard" or "dedicated" CSR analysis grid	100%	Groupe ADP Internal Risks Cartography	1.7.3.
		Step 2: Apply CSR analysis grids adjusted to the CSR level of risk in each tender, and related to the risks of each contract	70% Groupe (100% ADP s.a.)		
		Step 3 : Ensure with Supplier Performance Monitoring & CSR Audits that CSR commitments are fulfilled (80% of supply chain purchasing families audited)	60% Groupe (80% ADP s.a.)		

RISK MANAGE MENT	Build lasting relationships with suppliers as part of a responsible purchasing approach	Ensure the financial health of our suppliers prior to contractualization	100%	Allares document + Online Service	1.7.3.
		Carry out an awareness study of the managers and companies with whom we plan to do business. (ADIT)	100%	ADIT Tool Operating Document	1.7.3.
		Verify periodically supplier's financial dependance towards Groupe ADP	100% (run mode)	To be resumed in 2023 after Covid-19 recovery	1.7.3.
	Key actions to promote a more inclusive purchasing policy	Develop local purchases (<150km) - targetting minimal 80% of local spend / global spend (1)	85.4%	"2025 Pioneers" KPI n°15 Local & SME Purchasing	1.7.3.
	Decarbonizing our Supply Chain	Implementation of CO2 criteria in sensitive markets + CO2 calculator for >5 M€ works operations	Q1 2023	CO2 Calculator's presentation	1.7.3.
	Implement control means	Ethics and compliance : Carry out an awareness study of the managers and companies with whom we plan to do business. (ADIT)	100%	Operative Description of candidate evaluation (ADIT)	1.7.3.
					1.7.3. Supplier screening

		Section	Key elements of the actions plan	Progress level 2023-24	Evidence document	DJSI Eligibility : Adressed §
CSR	Key actions to promote a more inclusive purchasing policy	Develop social inclusion / insertion (if supplier market capacities and needs allow)	Existing	"2025 Pioneers" & "Inclusive Collectif of Companies" Inclusive Purchasing Action plan	1.7.3. - 1.7.4.	
	Decarbonizing our Supply Chain	Building a decarbonization methodology/roadmap and deployment of a CO2 monitoring solution, based on 3 streams of actions : S1 : CO2 emissions criteria at contractual stage (suppliers selection criteria) S2 : Supplier decarbonisation roadmaps during contractual execution S3 : Decarbonisation synergies with local players and contributing to supplier decarbonisation (mobility of workers, process improvement, etc...)	100%	Decarbonation roadmap - update 2023	1.7.3. - 1.7.4. - 1.7.5. - 1.7.6.	
		Contribute to decarbonation & reduce environmental impacts in tendering process	Existing (see below)	CSR redaction guide Example for "PCA" tender incl. CO2 balance by GCI doc.	1.7.3. - 1.7.5.	
		Choose a tool to monitor and project our CO2 trajectory, taking into account the trajectory of our suppliers' decarbonation roadmaps and CO2 performance results obtained through our call for tender	H2 2023	Tendering Functional Terms of Reference	1.7.3. - 1.7.4. - 1.7.5. - 1.7.6.	
		Establish the volume and origin of CO2 emissions for all purchases	S1 2024	To be determined later (further to G_66)	1.7.3. - 1.7.4. - 1.7.5. - 1.7.6.	
						1.7.3. Supplier screening
					1.7.4. Supplier Assesment & Development	
					1.7.5. KPIs for Supplier screening	
					1.7.6. KPIs for Supplier Assesment & Development	

1.7.4. SUPPLIER ASSESMENT & DEVELOPMENT

	Section	Key elements of the actions plan	Progress level 2023-24	Evidence document	DJSI Eligibility : Adressed §
GOVERNANCE	Process review to gauge effectiveness of procurement processes and results by independent organization	Maintain ISO 9001, 20400 and LFRAR certifications + contribute to Airports ISO certifications (14.001, 18.001, 45.001, 50.001)	100%	ISO Certificates (2023 & 22)	1.7.4.
		Become "best in class" in extra-financial evaluations (84/100 in 2023) and DJSI (Top 7% in 2023)	extra-financial evaluations. (2022-23= 91%, 2024-25= 92%) and DJSI (From 70% to 76%)	DJSI 2022 analysis report ESG 2923 Extra-Financial Evaluation Report	1.7.4.
		Organize supplier audits (social, & environmental) on CSR compliance including improvement & corrective action plans	100%	2022 Env. / Social audit reports synthesis	1.7.4.
REPORTING	Regular & integrated reporting	Update CSRD's Risk & Opportunities & Impacts & Organise Supply Chain Reporting documents & KPIs to comply with new EU's CSRD & CSDDD regulations	30%	IRO table, Disclosure Requirements	1.7.4.
		Integrate Action plans & reporting requirements of nez CSDDD EU regulation	0%	TBD	1.7.4.
	Gouvernance and vision	Multi-years CSR roadmap aligned with "2025 Pioneers for Trusf" (= Groupe ADP's CSR Roadmap)	100%	PNM members : 2023-25 CSR roadmap	1.7.4.
		Participate to suppliers Management seminars in order to present Groupe ADP's Quality & CSR policy & targets in conjunction with suppliers strategic roadmaps (SPIE, Alitalian, Technirep)	3 suppliers in 2023-24	Presentations / mails / videos	1.7.4.
	Improve the way CSR challenges are taken into account in our supplier contracts	Contracts integrating CSR clauses (Objective of 100% of contracts with significant and energy impacts with specific criteria)	100%	Energy Criteria Procedure (ISO 14001 - DDD)	1.7.4.
		Ensure compliance with contractual payment deadlines with our suppliers (and work to optimise it on a run basis)	98%	Last 2023 Monthly reporting edition	1.7.4.
		Animate our supplier network through regular information meetings	100%	Online Suppliers 2023 Webinars (YouTube)	1.7.4.

CSR	Build lasting relationships with suppliers as part of a responsible purchasing approach	Monitoring absenteeism and accident rates of our airport services, works & maintenance providers	TBD	Operational alert network + Subcontractor statistics To be resumed in 2024 (CSRD)	1.7.4. - 1.7.5. - 1.7.6.
		Organize annual performance reviews (including CSR aspects) of our strategic suppliers and draw up improvement action plans (MPF and strategic reviews)	100% (run mode)	To be resumed in 2024 after Sectorial webinars (CSR roadmap, SME, etc...)	1.7.4.
		Launch a maturity survey toward ADP.SA top 100 CO2 emissive suppliers	100%	CO2 survey report (08/2023)	1.7.4.
		Collaborative work with the "Top 100" of our suppliers, representing 80% of CO2 equivalent emissions	20%	ADEME "Assessing low-Carbon Transition" Registration Document (2023)	1.7.4. - 1.7.5. - 1.7.6.
		Collaborative work with the "Base 100" of our Small & Medium Business suppliers, representing 20% of CO2 equivalent emissions	10%	Decarbonation Alliance Charter (July 2023) , Press release & Webinar 17_10_2023	1.7.4. - 1.7.5. - 1.7.6.
		Gradually reduce CO2 emissions by taking into account suppliers' CO2 trajectories and data collected as part of RFQs (= calls for tender).	H1 2024	Example of CO2 Criteria in tendering process	1.7.4. - 1.7.6.
	Decarbonizing our Supply Chain	Build mitigation plan : set-up back-up plans in collaboration with B.U.s for risky procurement categories	100%	Prestations Essentielles & B-Plans 2021	1.7.4.
		Multiyears internal control program to review procedure compliance	100%	2022-24 Internal Control action plan	1.7.4.
	Implement control means	Prescriber passport : develop an ethic training module / capacity certificate for prescribers	50%	Currently under preparation	1.7.4.
		Audits : Organize supplier audits (social, environmental) on CSR compliance including corrective plans	100%	Environnemental Audits synthetic report (2022)	1.7.4.

INNOVATION	Collect & boost innovation from our suppliers : Contribute to dissemination of good practices	Promotion of co-innovation with suppliers partnerships with various start-ups in the fields of healthcare digitalization, etc.	100%	ADP's Safe Travel Challenge (2020) : International Innovation 2023	1.7.4.
		Collect innovation from our suppliers and integrate it into our tender specifications	100%	ADP's Innovation Report (2023)	1.7.4.
		Include calls for variants in our invitations to tender to capture innovation, and systematically study them	100%	See examples in Spartacus	1.7.4.
		Provide all groupe ADP buyers with access to a new innovation targeted sourcing tool.	100%	E-mail to buyers and innovation network	1.7.4.
		1st Pioneering "Purchasing Direction's For Innovation" programme with 7 other great French Companies	15%	DAPI Brochure & Press Release	1.7.4.
		Best in class recognition for Groupe ADP's innovative CSR good practices (2024) : - APE (French State Equity Agency) : Scope 3 decarbonization strategy presentation - RFAR Label Programm (French ministry of Finance) : buyer training & objectivation success factors - Responsible Purchasing Community (French Responsible Label Association - OBsAR) : risk cartography management - Corporations for Environment (EPE association) :	100%	Communication documents	1.7.4.
		Participate to the new French Start-Up Observatory Project launched in 2023 by the French Minister for Digital & The Mediation (part of French ministry for Economy) - Provide annual reporting & Commit to Start-Up expenses regular progression.	100% (run mode)	Mediation's Observatory Intention Letter	1.7.4.
		Participate in the redaction of the "Exercice its Duty of Diligence in the Supply Chain - 110 questions to succeed" AFNOR Editions - OBsAR book	100%	Book's announcement paper	1.7.4.
HUMAN RESSOURCES	Communication	Be clear & transparent in public communication of CSR commitment & action plans _at local level	Exisiting	See Groupe ADP's Responsible Purchasing web-page	1.7.4.
		Clear and transparent communication of CSR commitments and action plans at Group level progressively with all subsidiaries (responsibility: ADP sa)	From H2 2023		1.7.4.
		Participate to different surveys in order to draw attention / share informations on our good practices i.o. to attract talents (reccurent)	100%	Mazars, Future of Prodrement, CNA, Wavestone, etc... CSR & purchasing surveys	1.7.4.

1.7.4. Supplier Assesment & Development

- 1.7.5. KPIs FOR SUPPLIER SCREENING
- 1.7.6. KPIs FOR SUPPLIER ASSESMENT & DEVELOPMENT

		Section	Key elements of the actions plan	Progress level 2023-24	Evidence document	DJSI Eligibility : Adressed §
REPO RTIN G	CSR	Regular & integrated reporting	Shared quarterly reporting based on local results (spends & savings)	100%	Last 2023 Monthly reporting edition	1.7.5. - 1.7.6.
		Gouvernance and vision	Provide regular updates to Comex and the Board of Directors on our CSR strategies and the progress of our various purchasing action plans (2022, 2023, 2024)	100%	CSR group of ADP's board presentation (2022)	1.7.5. - 1.7.6.
					1.7.5. KPIs for Supplier screening	
					1.7.6. KPIs for Supplier Assesment & Development	