



22th of July, 2022.

Responsible Purchasing Policy

Corporate Social Responsibility of ADP s.a.

This policy has been defined in the new strategic context of ADP Group, whose previous advances in responsible purchasing and CSR are reinforced and will be deepened by the new commitments made between 2020 and 2022, and cover the period of the **Strategic Plan "2025 Pioneers"**.

1. Strategic context :

"Welcoming passengers, operating and imagining airports responsibly around the world" is the raison d'être of the ADP Group. The ADP Group has a long-standing commitment to social responsibility. The current economic situation is a accelerator towards a more sustainable and responsible airport industry.

The ADP Group, the world's leading airport operator, has united its network of airports around the same ambition to embody its values of hospitality and responsibility. Its **"Airport for trust"** charter, signed by 23 airports in its portfolio, demonstrates its commitment and responsibility on an international scale. Its objective : carbon neutrality by 2030.

The ADP Group is thus actively participating in the environmental transition efforts in which the air transport sector is involved. In addition, the group is committed to seeking and proposing concrete solutions, including :

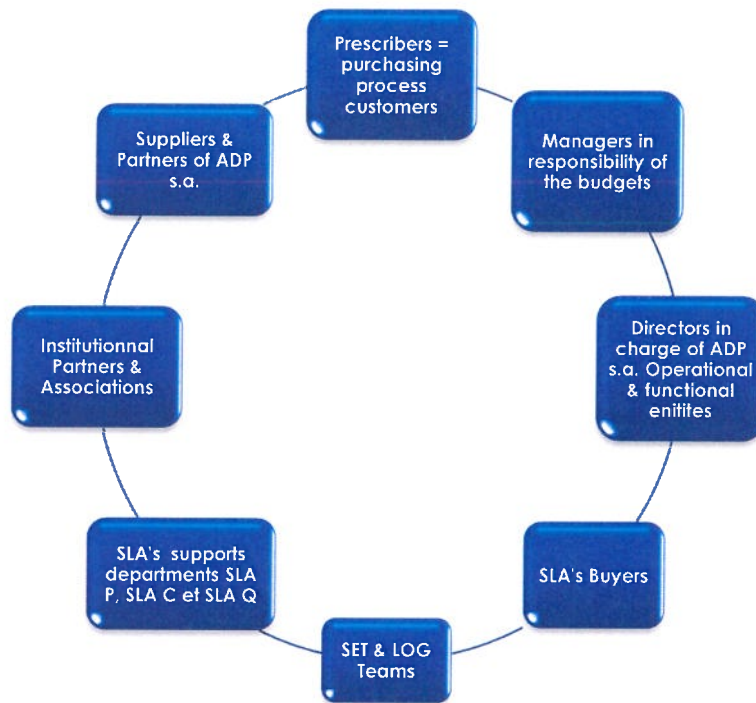
- Promoting the integration of each airport into a system of local resources,
- Promotion of short circuits,
- Promotion of a circular economy,
- Reducing the environmental footprint,
- Low-carbon construction and operational processes.

These provisions have been enhanced by more specific commitments made by ADP s.a. as part of the **"Pioneers for Trust"** environmental roadmap adopted in 2022.

2. Stakeholders :

Environmental responsibility also concerns all direct stakeholders of ADP s.a.

The direct stakeholders concerned by this responsible purchasing & CSR policy have been identified :



3. General guidelines :

The ADP Group's purchasing policy encourages the global consideration of the impacts, obligations and opportunities linked to the purchasing process, in order to guarantee its sustainability and robustness, in accordance with the group's strategy and with the **Quality Policy** in use at the Logistics & Purchasing Services Department (SLA).

In the context of the sustainability of its missions and its commitment to be an example in the field of Corporate Social Responsibility, and as an extension of its **Suppliers & Partners CSR Charter**, the ADP Group is particularly careful to monitor the consequences of its activities on the 3 main pillars of CSR :

- **Economic:** Enabling synergies between economic players, by contributing to the development of the supplier ecosystem and its diversity; with a focus on small and medium-sized companies, the social and solidarity economy, support for the social integration and disability work sectors, and the promotion of sustainable, local and circular purchasing ;
- **Social :** Attracting and retaining talent to serve the airport community and its customers by ensuring that it has the skills of partners who guarantee controlled and efficient social management, who are concerned about working conditions and safety, and who are concerned about the development of their employees, and who are respectful of human rights and the principles of integration and equal opportunities. Whether at the selection stage or during the execution of contracts, ADP Group ensures that its partners comply with the principles and commitments made in terms of compliance with social regulations and good HR practices, according to the major social risks identified and assessed in their activities ;

- **Environnemental** : Identify, assess, control and reduce the environmental impact of all its activities, whether they are its own or subcontracted. The main environmental areas covered by the ADP Group's environmental policy are climate protection, energy savings, respect for biodiversity, resources and materials, optimization of waste management, noise abatement, preservation of air and water quality, pollution control and soil sealing.

In order to obtain the best environmental performance, and more particularly with regard to the decarbonization of the supply chain, the SLA Department aims to achieve the climate objectives in line with the Paris Agreement by adopting a methodology compatible with the Science Base Target Initiative (**SBTI***), in accordance with the commitment made by the ADP Group in this respect.

When applied to purchasing, these principles lead us to identify, analyze and map the corresponding risks; to evaluate and prioritize their significance, with the aim of taking all necessary measures and, if necessary, defining and implementing action plans for the potential or actual consequences of these risks. The application of this policy is therefore based on prioritization, from purchasing segments with high stakes (economic, environmental and societal) to those with lower stakes.

In addition, with the aim of making decisions with maximum knowledge and efficiency, the ADP Group promotes a global vision of evaluation and assessment of **the life cycle elements** of products and services, their carbon footprint, and the corresponding full costs:

- On a technical level : the objective is to meet the needs expressed following the **life cycle analysis (LCA)**, in particular taking into account the phases of resource extraction, manufacturing of goods, assembly/assembly of equipment, transport, installation and commissioning of structures, their operation and maintenance, reuse of equipment, upcycling and recycling of materials that can be reused at the end of life.
The priority on this technical level is the most advanced decarbonization (admissible in the applicable regulatory context), of all the products and services purchased.
To achieve this, the specifier must, for example, propose an assessment of the carbon footprint of its project, either by using a specific tool or by taking into account the ADEME** emissions factors or other relevant SBTI*-compatible benchmarks: candidates must then position their bids in relation to the data provided by the ADP Group, providing as much information as possible on the methodology used and its level of precision.
- On the economic level : the objective is to take into account the **Total Costs of Ownership (TCO)** : purchase or investment), use (ownership, operation and maintenance, regulatory controls), and circularization (reuse, upcycling, dismantling and material recycling at the end of life); with a view to forming the full cost.

The constraints inherent in each consultation and its context mean that we may have to limit the life cycle analysis and full costing approach, in which case the CCTP*** and its CSR requirements specify which stages are taken into account in the consultation in question, and which are not.

Candidates for consultations conducted by the ADP Group must make their best efforts to provide the most concrete and precise formal elements possible, enabling the ADP Group to make its decisions regarding the evaluation of bids with the maximum relevance according to the subject and the various CSR issues of the consultation.

* : Science-Based Targets Initiative (Ambitious corporate climate action - Science Based Targets) is a joint project of the Carbon Disclosure Project (CDP), the United Nations Global Compact, the World Resources Institute (WRI) and the World Wide Fund (WWF), founded in 2015

** Agency for the Environment and Energy Management (Home - Agency for Ecological Transition (ademe.fr))

*** : Specific Technical Tender Document

4. Responsible Purchasing & CSR process :

The purchasing process in force within ADP s.a. is the result of a prior analysis of social, environmental and societal risks. Once a significant risk has been identified, the process determines appropriate actions and fully integrates the requirements defined by this policy in all of its successive stages, thereby activating its provisions and their related controls from start to finish:

- 1- During the elaboration of the Purchasing Strategy Papers (PSC)
- 2- During the elaboration of the expressions of need prior to the launching of a consultation
- 3- During the preparation of the consultation files
- 4- During the analysis of the applications and offers
- 5- During the signature of the contracts
- 6- During the contract execution period, with the various tools implemented, including the Supplier Quality Measurement (SQM) and environmental and social audits, leading if necessary to action and improvement plans **
- 7- Prior to the renewal of the contracts
- 7- Prior to the renewal of consultations (when the need is recurrent) by taking into account the elements of steps n°1 and n°6

Each step implements **a formalism adapted to the previously identified risks and their reduction**, as well as auditable quality and CSR measurement indicators (KPIs). These indicators are included in the monthly (or at least quarterly) reporting of the Logistics & Purchasing Department.

Significant risks generate a CSR weighting adapted to the issues at stake: as a matter of principle, the value of the weighting of the CSR criterion in the **overall evaluation of suppliers' offers** resulting from the multi-criteria analysis is adapted, on a case-by-case basis, to the level of risk estimated for the purchasing segment in question.

Typically, **it can fluctuate between 5 and 30%** of the global rating, depending on the importance of the issues and the desired adjustment to market prices. This criterion can be broken down into as many sub-criteria, notably social and environmental, also weighted according to the risk analysis carried out prior to each consultation/tender.



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* : role of the prescribers, challenged by the buyers and the SLA CSR department

** : role shared between specifiers, buyers and SLA's CSR department