



**SUPPLIER
CODE OF ETHICS**





What is expected from our suppliers?

Lyreco is committed to conduct business with a strong commitment to the rights of the individuals and the ecology of our planet.



A few years ago, Lyreco became signatory of the Global Compact, a widely adopted United Nations standard for responsible business, covering human rights, labour rights, the environment and anti-corruption. As a globally recognised and universally applicable set of standards, the Principles of the Global Compact form the basis of our relationship for suppliers.

Lyreco, therefore, strives to select suppliers who maintain a commitment to strong ethical standards. This Supplier Code of Ethics provides a foundation for Lyreco and its suppliers to build and maintain relationships based on fairness, trust, respect for the rights of individuals, compliance with the law, and sustainable business practices

Legal compliance

Lyreco is committed to obey the law wherever it conducts business. We expect our suppliers to comply with all applicable laws, including laws relating to employment, human rights, the environment, and health and safety. Lyreco refuses to deal with suppliers who do not comply with the law.

Human rights

Suppliers must support and respect the protection of human rights against:

- All forms of forced or bonded compulsory labour
- The use of child labour
- The discrimination in respect of employment and occupation

Employment practices

We further expect that suppliers are committed to operating to relevant best-practice standards of employment, health, safety and environmental management in the workplace.

Suppliers are expected to:

- Adhere to relevant employment laws, including those related to maximum hours of daily labour, rates of pay, minimum age, privacy and other fair working conditions
- Conduct themselves in a manner consistent with all applicable safety standards, including governmental requirements, operations- and facility-specific safety requirements and contractual requirements
- Identify and respond to any public health impacts of their operations and the use of their products and services
- Treat injured employees with respect and provide medical treatment for workplace injury and illness



Sustainability

In Lyreco, it is the responsibility of every employee to take sustainable development into account in their daily activities. We are looking to do business with suppliers who share our concerns and commitment to sustainable business practices. As a minimum, suppliers must meet all applicable environmental rules, regulations and laws in the countries where they do business.

Improper payments

Lyreco's relationship with suppliers is based on legality, efficiency and transparency. Suppliers must not offer bribes, kickbacks or improper payments of any kind to a Lyreco employee, manager or director or to third parties for the purpose of obtaining or retaining business or gaining an improper advantage.

Gifts and entertainment

In order to build and maintain transparency and trust with our business partners, Lyreco does not allow its employees, managers and directors to accept any gift (except for nominal values) or invitations to sport or cultural events, to or from any of the company's suppliers. This applies both to employees and to immediate family members.

Note: "Nominal value" denotes an item of relatively low value that is unlikely to be perceived as improperly influencing the recipient, such as a logo cap.

Confidentiality

Lyreco is committed to handling sensitive information concerning our business partners, responsibly. Suppliers have the duty to take the necessary steps to protect the confidentiality of any information acquired in their business relationship with Lyreco.

Suppliers must not disclose such information to other parties without Lyreco's written consent.

Such confidential information may include, but is not limited to, the following categories of information:

- Product pricing
- Costs
- Customers
- Customer Pricing
- Employees
- Lyreco core model information and operating systems
- Information systems, organisation design or development

Privacy

When suppliers handle information about the performance of services on our behalf, we require them to ensure that such information is treated as confidential, is protected against unauthorized disclosure and is appropriately safeguarded. Any issue/problem regarding the safeguarding of the confidential information should be reported promptly to raiseyourconcern@lyreco.com

Note: "confidential information" means all non public information.





What do we commit to our suppliers?

Lyreco's relationship with suppliers is based on legality, efficiency and transparency. Lyreco will strive for a mutually beneficial relationship. We are guided by the following standards of behaviour:

- Information given by suppliers will remain confidential under any circumstances and will not be shared with the competition
- We will not make any improper payments or make gifts to employees of suppliers for the purpose of obtaining or retaining business or gaining an improper advantage
- We will not make false or misleading remarks to others about suppliers or their products or services

Lyreco will favour tendering processes for supplier selection in order to maximize the transparency in the selection process. Suppliers are assessed for their product quality, services and pricing. We will treat existing suppliers fairly. Under no circumstances, will supplier selection reflect personal interest or friendly relationships. Lyreco will ensure an honest and transparent feedback to failed bids.

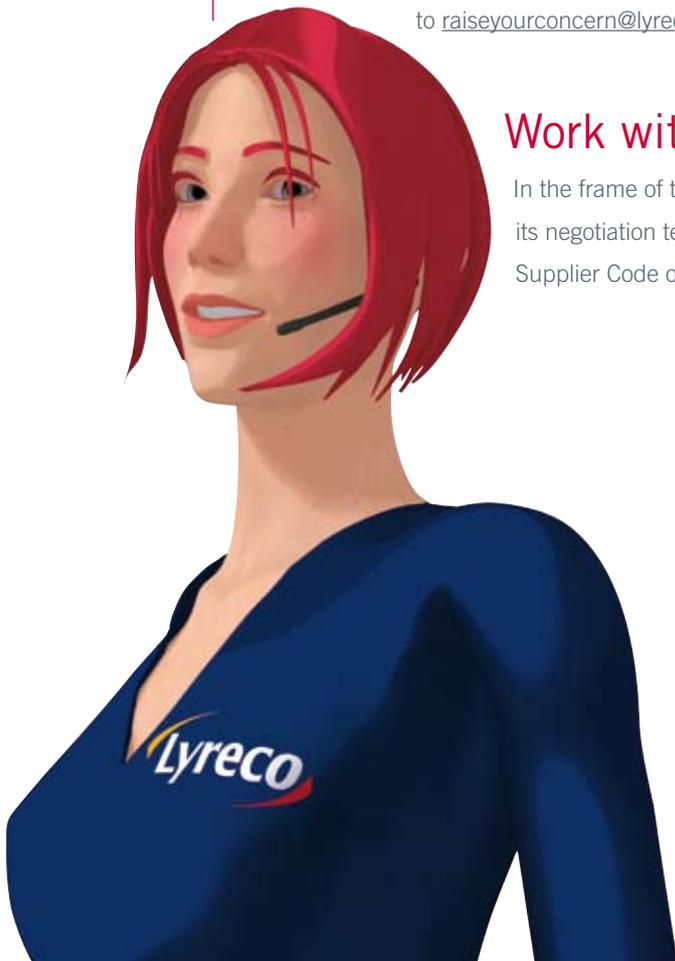
Lyreco will ensure the application of the terms negotiated and will pay according to the negotiated terms (providing that the supplier performs according to the terms of the contract).

Raise your concern

Suppliers should promptly report violations of this code or any unethical behaviour by a Lyreco employee to a Lyreco manager or director, if that is not feasible to raiseyourconcern@lyreco.com

Work with Lyreco

In the frame of the request for proposal (RFP), the supplier and its negotiation team will be requested to commit in writing to the Supplier Code of Ethics.



You're our number One !