



The Adecco Group Code of Conduct for Suppliers

Introduction

This Code of Conduct is part of The Adecco Group policy on Corporate Social Responsibility (CSR). For The Adecco Group, CSR means that next to ensuring the company's profitability, we have continuous regard for the effects of the company activities on the environment, as well as the impact on people in and around the company. In practice, we strive to minimize the impact of our activities on the environment and to maximize our contribution to social welfare. We do so because we believe that as a company we have a responsibility toward future generations.

One aspect of our CSR policy is supply chain responsibility. This means we not only take responsibility for the social and environmental impact of our own activities, but also take a critical look at the impact of all our business partners' activities. We do so to ensure that The Adecco Group is not part of or party to activities, wherever they take place, that do not adhere to certain standards of social and ethical conduct. Our suppliers can help us achieve this aim. 'Our suppliers' include all companies or persons delivering products or services to The Adecco Group World Wide.

We acknowledge that every supplier operates independently, but we expect that all our suppliers agree and adhere to The Adecco Group's ethical standards for doing business. The Adecco Group is convinced that adherence to this Code of Conduct will contribute to the continuity of the relationships, as well as to a more sustainable society to the benefit of all.

Laws and regulations

The supplier acts in accordance with applicable national and regional laws and regulations at all times. In addition, the supplier adheres to all norms and standards, including relevant ILO and UN standards, that serve as minimum norms and standards within their branch or field of operation, wherein the strictest norm will apply.

Labor Conditions

The supplier shall operate in accordance with the United Nations Universal Declaration of Human Rights (UN UDHR), and the fundamental human rights and Labor rights as articulated by the International Labor Organization (ILO).

Child labor

The supplier shall adhere to all (supra) national laws and regulations regarding child labor, including ILO Conventions [138](#) and [182](#).



Discrimination

The supplier shall treat and reward employees equally on the basis of the characteristics of their work and the intensity of their effort. No forms of discrimination shall take place regarding race, caste, national or social background, gender, marital status, age, physical or health condition, sexual orientation, membership of unions, religion, and political opinion or any other personal characteristic or status, in accordance with ILO Conventions [100](#) and [111](#).

Compensation

Compensation for work shall fulfill at a minimum the strictest national legal standards, industrial standards and the standards of the ILO conventions (including specifically [26](#) and [131](#)) with regard to the level of wages and other compensation.

Freedom of association

The supplier shall acknowledge the right of workers to organize themselves in order to advance their interests, in accordance with ILO Conventions [87](#) and [98](#). In countries where national law curtails workers' freedom of association and collective bargaining, the supplier shall support the development of similar efforts to achieve independent and free association, organization and bargaining.

Safe and healthy working environments

The supplier shall fulfill all (supra) national laws and regulations with regard to labor and labor conditions, including as articulated in ILO Convention [155](#). In addition, all relevant Collective bargaining agreements shall be respected.

The supplier shall provide, while taking into account the specific dangers of the relevant sector, for safe, hygienic, and healthy working environments for their employees. Adequate measures shall be taken to prevent accidents and damage to workers' health which may arise from, are related to, or occur during working hours. This includes the provision of protective clothing, clean drink water, First Aid kits, lighting, hygienic toilet facilities, ventilation and heating/cooling. In addition, the supplier will maintain good conditions on the work floor regarding biological or chemical substances, noise or fumes which may be hazardous to human health, and take all appropriate measures.

Conscientious handling of waste, emissions and raw materials

In addition to adherence to existing environmental laws and regulations, the supplier shall take steps to ensure safe handling, transport, storage, use and disposal of waste. The Adecco Group also expect policies regarding the reduction of emissions, noise nuisance, use of natural resources and use of hazardous substances.

Ethical business behavior

The supplier shall refrain from any practices relating to corruption or bribery, including payment or acceptance of payment to influence decision-making and obtaining or maintaining benefits.



The supplier is expected to show ethical behavior in business relations and to adhere to all laws and regulations regarding protection, use, publication and transparency of company, personal, or confidential information.

COMPANY NAME

SIGNATURE

NAME AND TITLE

PLACE AND DATE

This document should be signed by an authorized person of the supplier, and returned to The Adecco Group within 10 days.