

## SCHEDULE – CSR CLAUSE

The CSR clause has been developed to promote safe and fair working conditions and to manage social responsibilities:

### **1) Law Compliance**

All suppliers and their subcontractors must be in compliance with national laws and regulations for all the standards mentioned in this policy. In the event of a discrepancy between national laws and the standards in this policy, the former shall prevail, although the standards in this policy must be adhered to insofar as possible.

### **2) Child Labor**

The interests of the child must be taken into consideration before all other concerns. No person under the minimum legal employment age may be employed.

### **3) Forced Labor**

The use of forced, bonded or compulsory labor is prohibited, and employees are free to leave their employment after reasonable notice. Employees are not required to lodge deposits of money or identity documents with their employer.

### **4) Health and Safety**

A safe, healthy working environment must be provided for employees, in accordance with international standards and national laws. This includes access to clean toilet facilities, drinking water and, if applicable, clean facilities for food storage. Employees must be adequately informed about the health and safety issues related to their specific job assignments.

Employees must be given proper training to minimize the health and safety risks associated with their job assignments.

### **5) Freedom of Association**

As far as the applicable (national, local) laws allow, all employees are free to join or not to join labor unions or similar outside representative organizations. Employers must have an open attitude towards unions, union activities, and union representatives. Employers should allow workers to express their concerns about working conditions without threats of reprisal or harassment.

### **6) Discrimination**

The company must have a policy imposing equal treatment in the workplace and prohibiting unlawful discrimination. There must be no discrimination in hiring, salary, promotions, rewards, access to training, employment termination and retirement based on race, color, gender, ethnicity, caste, sexual orientation, marital status, religion, political affiliation, nationality, social origin, social status, indigenous status, disability, age, pregnancy and union membership.

## **7) Disciplinary Practices**

Employees must be treated with respect and dignity. Physical or verbal abuse, including sexual harassment and sexual abuse or any other form of harassment is prohibited. Any threats or other forms of intimidation are prohibited.

## **8) Working Hours**

The working hours of employees must comply with national laws and not exceed the working times prescribed by such laws. Employees must be allowed to take at least one day off per seven-day week.

## **9) Wages**

Employment conditions must be presented to employees in a comprehensible manner, and fair and reasonable pay and working conditions must be provided. Wages and benefits for a normal workweek must at least meet national legal standards. Overtime wage rates must be greater than normal wage rates, as stipulated by national or local law. Deductions from wages as a disciplinary measure shall not be permitted.

## **10) Individual Conduct**

No form of bribery, including improper offers for payments to or from employees or organizations is tolerated.

No form of fraud, corruption, extortion, embezzlement, collusion, conflict of interests or other ethical misconduct behaviour is tolerated.

## **11) Environment**

All laws and regulations must be obeyed and all actions conducted in a manner that conserves resources. Processes must be in place to actively improve the efficient use of finite resources (energy, water, raw materials).

Measures must be in place to minimize the release of harmful emissions and the impact of products and services on the environment. All waste materials must be disposed of properly and in an environmentally responsible manner.

Proximus reserves the right to ask any documented evidence (procedure, certification, report, ...) linked to a CSR (Corporate Social Responsibility) evaluation.

For any contract amounting to min 125.000 € Proximus reserves the right to request a CSR evaluation delivered by any third party professional CSR organization (e.g. [Ecovadis](#), [Achilles](#), [Oekom Research](#), [Enablon](#), [SMETA audit by SEDEX](#), ...), and this within 3 months from contract signature.

This third party questionnaire is at the cost of the supplier.