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RESPONSIBLE PURCHASING CHARTER

CONTENTS

PREAMBLE

Management system 3
Regularity compliance 3
Respect of payment deadlines 3
Mutual dependency 3
CSR assessment 3
Common progress approach..... 4

1. HUMAN RIGHTS AND WORKING CONDITIONS 5

A. RESPECT FOR HUMAN RIGHTS 5-7
Child labor 5
Forced or compulsory labor and modern slavery 5
Working time and absence 5
Decent wages and fair pay 6
Non-discrimination and fair treatment..... 6
Freedom of association and the right to collective bargaining 7
Posting of workers 7
B. RESPECT FOR ETHICAL BUSINESS PRACTICES AND THE RULES OF GOOD CONDUCT 7-8
Business ethics 7
Fight against corruption 8
Data protection 8

2. HEALTH & SAFETY 9

A. COMPLIANCE WITH STANDARDS AND REGULATIONS RELATED TO THE PROTECTION OF THE HEALTH AND SAFETY OF WORKERS 9-10
Regulatory compliance 9
Chemicals 9
Environment and working conditions 10
B. COMPLIANCE WITH STANDARDS AND REGULATIONS RELATED TO THE PROTECTION OF THE HEALTH AND SAFETY OF CUSTOMER AND USERS .. 10

3. RESPONSIBLE PROCUREMENT OF MINERALS 11

4. ENVIRONMENTAL PERFORMANCE 12

A. CONFORMITY OF MANUFACTURING SITES AND PROCESSES 12
B. ENERGY CONSUMPTION AND GREENHOUSE GAS EMISSIONS 12
C. WATER, AIR AND SOIL DISCHARGES .. 13
D. BIODIVERSITY..... 13
E. CIRCULAR ECONOMY AND LIFE CYCLE OPTIMIZATION 13

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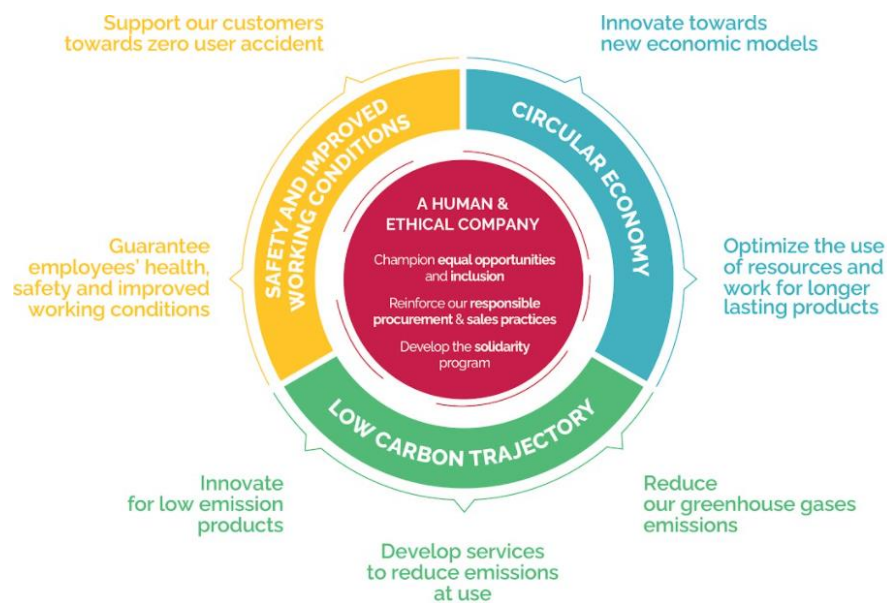
PREAMBLE

Through its CSR strategy, Manitou Group undertakes to apply, promote and support the fundamental principles of CSR in its activities.

Manitou Group adheres in particular to [10 principles of the UN Global Compact](#) and is committed to contributing to the [UN Sustainable Development Goals](#) related to its activity.

These ambitions are driven by the [4 strategic CSR areas of the Group](#):

- "A human and ethical company",
- "Safety and improved working conditions",
- "Circular economy" and
- "Low carbon trajectory".



The purpose of this charter is to share with suppliers and the entire Value Chain, current or future, the Group's Principles in terms of purchasing policy and governance, and environmental, social, ethical and economic responsibility.

Within the context of its calls for tenders (RFIs and RFQs), Manitou Group will ensure that the principles of this charter are decisive criteria in the process of selecting a new supplier. For the suppliers already on the panel, their maintenance as a supplier of the group will also be subject to compliance with these principles, in particular through the CSR rating.

Manitou Group is committed to respecting fundamental human rights, particularly at work, to protecting health and safety and to preserving the environment in all the geographical areas where its employees work, and, thereby, to ensuring respect for these same rights in its sphere of influence.

In order to progress together, Manitou Group asks its suppliers to commit to the Principles of this charter and to exercise their own duty of care by sharing these commitments in their activity, and by committing to circulating and promoting this charter with their supply chain, service providers and subcontractors

REQUIRED

"Required" refers to the basic level of requirement that all suppliers must meet.

APPRECIATED

"Appreciated" refers to the supplier's activities for which Manitou Group encourages and appreciates that each supplier goes beyond the basic requirements.

MANAGEMENT SYSTEM

The supplier must be able to identify the impacts of its decisions and activities on the environment and on people, and put in place the necessary actions to control them, in order to monitor all the topics covered by this charter, depending on its size and the type of risks linked to its activity.

REGULATORY COMPLIANCE

This Responsible Purchasing Charter presents Manitou Group's social, societal and environmental ambitions and forms the basis of all business relationships. Manitou Group asks its suppliers to familiarize themselves and comply with all applicable laws and regulations, as well as the contractual terms and conditions agreed with Manitou Group. All permits, approvals, licenses, registrations, inspections and related reports must be current and available on request.

The supplier undertakes to inform Manitou Group as soon as possible of the discovery within it or at one of its subcontractors of any breach of the rules of business ethics, or of social and environmental regulations directly or indirectly concerning its relationship with Manitou Group.

Always in compliance with local laws and regulations, Manitou Group wants its suppliers to put in place measures to achieve the required performance levels. If a requirement is covered by this charter as well as by applicable laws and/or the agreement with Manitou Group, the most stringent regulations offering the greatest protection shall apply.

In the event of major non-compliance (excluding regulatory compliance), the supplier undertakes to regularize its situation within six (6) months. An assessment will be carried out to verify the supplier's situation. In the absence of regularization within the period defined above, Manitou Group may downgrade the supplier's overall performance score and consequently its listing status.

RESPECT OF PAYMENT DEADLINES

Manitou Group is committed to respecting the payment deadlines defined with suppliers and in accordance with the applicable rules. Manitou expects its suppliers to meet the same criteria.

MUTUAL DEPENDENCY

Manitou Group remains vigilant with regard to the risk of mutual dependency with its suppliers and puts in place control measures to detect, monitor and minimize this risk.

CSR ASSESSMENT

To help Manitou Group prevent the social and environmental risks associated with its activities, the supplier undertakes to:

- Respond to a third-party questionnaire relating to conformity assessment and the assessment of social and environmental responsibility practices.
- Regularly communicate the information necessary for the Duty of Care, i.e. all policies and reasonable diligence in terms of responsible governance, respect for human rights, protection of the health and safety of employees, the fight against corruption as well as environmental protection, as detailed below in this charter.
- Provide the information necessary for their qualification and supporting documents.
- Authorize Manitou Group or its subcontractors to verify their declarations during internal or external audits.
- Authorize Manitou Group to communicate the results obtained by its suppliers within the framework, among other things, of benchmarks or training, without ever making it possible for the reader to identify the supplier concerned by these results.

Manitou Group **will particularly appreciate that objectives for improving results are formulated** following this observation, or more generally, that the supplier be engaged in a process of continuous improvement concerning its organization and its products.

COMMON PROGRESS APPROACH

In a common progress approach, Manitou Group undertakes to:

- Promote the suppliers who support it in its responsible purchasing process.
- Promote suppliers who implement best practices and who offer solutions aimed at reducing its environmental and social impact and improving its profitability.
- Support suppliers on these sustainable development themes, in particular small SMEs that would find it difficult to integrate the requirements listed in this charter or, for the implementation of CSR progress plans, for suppliers deemed to be at risk.
- Provide suppliers with the results of their assessment and areas for improvement.

This performance is managed through supplier ratings that cover quality, logistics, technical, purchasing and CSR criteria.

Manitou Group sets objectives each year based on target performance levels for each of the criteria and on the basis of achievements and the general context. After that, the group shares these objectives with its suppliers in order to mutually agree on the defined target.

REQUIRED

“Required” refers to the basic level of requirement that all suppliers must meet.

APPRECIATED

“Appreciated” refers to the supplier's activities for which Manitou Group encourages and appreciates that each supplier goes beyond the basic requirements.



1. HUMAN RIGHTS AND WORKING CONDITIONS

■ A . RESPECT FOR HUMAN RIGHTS

Manitou Group adheres to the fundamental principles set out in:

- the United Nations (UN) Global Compact,
- the Universal Declaration of Human Rights (UDHR),
- the fundamental conventions of the International Labor Organization (ILO),
- The guiding principles of the Organization for Economic Co-operation and Development (OECD) for multinational enterprises.

The supplier undertakes to:

CHILD LABOR

REQUIRED

- Apply the provisions relating to the abolition of child labor and the protection of children and adolescents defined by the ILO conventions.
- Do not employ children under the age of 15 under ILO Conventions 138 and 182.
- Do not entrust children under the age of 18 with work which, by its nature or its conditions, is liable to harm their health, safety or morals under ILO Conventions 138 and 182 and as defined by the local legislation of the country where they operate.

APPRECIATED

- Prevent child labor throughout its value chain by establishing an appropriate awareness policy for its own suppliers.

FORCED OR COMPULSORY LABOR AND MODERN SLAVERY

REQUIRED

- Do not use forced or compulsory labor as defined by ILO Conventions 29 and 105.

APPRECIATED

- Prevent forced or compulsory labor, human trafficking and all forms of modern slavery from its own suppliers throughout its value chain.

WORKING TIME AND ABSENCE

REQUIRED

- Comply with local legislation, and where applicable collective agreements, in relation to working time, overtime, break time, authorized absences, as well as sick and parental leave, or any other type of absence applicable.

DECENT WAGES AND FAIR PLAY

REQUIRED

- Comply with national or local minimum wage laws, regulations or collective agreements, and commit to paying employees their wages on a regular basis.
- Pay wages directly to affected workers unless restricted or otherwise permitted by law, regulation or collective agreement under ILO Convention 100.
- Pay overtime in accordance with the rates defined by applicable local law.

APPRECIATED

- Comply with minimum living wage requirements.
The living wage must allow satisfaction of the basic needs of the worker and his family: rent, energy, food, drinking water, clothing, health, social protection, education, transport and savings.

NON-DISCRIMINATION AND FAIR TREATMENT

In 2010, Manitou Group adopted an ethical charter promoting integrity and responsibility that applies both to the company as a legal entity and to all its employees. Since 2019, an independent site for collecting reports of non-compliance has been in place. This whistleblowing procedure is open to Manitou Group employees but also to third parties, such as suppliers.

Manitou Group considers five categories of subjects as relevant ethical cases that can be reported using the whistleblowing system:

- The fight against corruption;
- Anti-competitive practices;
- Conflicts of interest;
- The fight against discrimination and harassment in the workplace;
- Violation of the applicable internal control rules of the Group and in particular violation of the limits of proxy, delegation of authority (DoA) and/or power of attorney (PoA).

[Manitou Group whistleblowing system](#)

With a presence in all four corners of the world, Manitou Group considers the diversity of its teams to be a real asset. Ensuring fair treatment and equal opportunities for all its employees in the context of their recruitment, remuneration and professional development is a priority for Manitou Group. The Group is committed to maintaining for its employees a working environment where management values and practices are based on respect for people, the integration of their differences and their diversity. Manitou Group expects the same level of commitment from its suppliers.

REQUIRED

Under the conditions provided for by ILO Convention 111, and subject to specific local rules:

- Prohibit any practice of distinction, exclusion or preference based on gender or gender identity, pregnancy status, ethnicity, skin color, disability, political opinion, sexual orientation, age, religion, refugee status, HIV status, union membership, national extraction or social origin, which has the effect of destroying or impairing equality of opportunity or treatment in terms of hiring, remuneration, access to training, promotion or union membership.
- Do not tolerate any form of humiliation, physical punishment, or any form of physical, verbal, psychological or sexual harassment or abuse.
- Respect local legislation relating to employment of people with disabilities.

APPRECIATED

- Be proactive in promoting diversity and equal opportunities
- Make a whistleblowing system available to employees and external stakeholders.

FREEDOM OF ASSOCIATION AND RIGHT TO COLLECTIVE BARGAINING**REQUIRED**

- Respect the principles of freedom of association, protection of the right to organize and collective bargaining of ILO Conventions 87 and 98, in accordance with local legislation.

POSTING OF WORKERS**REQUIRED**

As specified in European Directive 2018/957, posting of workers must be managed according to the following conditions:

- the principle of equal pay between posted workers and national workers for the same job at the same workplace.
- a period of secondment fixed at 12 months, with a possible 6-month extension.

■ B . RESPECT FOR ETHICAL BUSINESS PRACTICES AND THE RULES OF GOOD CONDUCT

Compliance is essential to Manitou Group's activities, which is why the fight against corruption and influence peddling is at the heart of its concerns. Manitou Group aims to meet regulatory and legal requirements in all the countries in which it is established.

Manitou Group is subject to the Sapin II law in France and in this context the group has defined:

- a code of conduct to illustrate the types of behavior to be prohibited insofar as they are likely to characterize acts of corruption and influence peddling.
- a Gifts and Hospitality Policy
- a policy to make employees aware of compliance with laws and regulations through targeted training based on the risks identified in the corruption risk map.
- anti-corruption and export control clauses must be inserted into contracts entered into with third parties.
- a single whistleblowing system incorporated into the Group's general whistleblowing system.

Just as Manitou Group is vigilant and makes sure to prevent risks relating to business ethics through this charter (OECD Guidelines for Multinational Enterprises), the principal asks its suppliers to exercise theirs.

BUSINESS ETHICS

REQUIRED

- Complete the Due Diligence form
- Be transparent with Manitou Group regarding situations of real or apparent conflict of interest.
- Do not engage in anti-competitive practices.

APPRECIATED

- Set up a whistleblowing procedure whereby third parties can anonymously report any suspicion of misconduct.

FIGHT AGAINST CORRUPTION

REQUIRED

- Do not get involved in any act of corruption, extortion or embezzlement in any way, or in any direct or indirect form of bribe payment (including facilitation payments) to public or private officials whatsoever with a view to influencing an administrative decision.
- Do not directly or indirectly offer, promise, grant or solicit illicit payments or other improper advantages with a view to attempting to obtain or retain contracts, to obtain commercial partnerships, as well as to obtain an undue advantage.

DATA PROTECTION

REQUIRED

- Comply with all the obligations applicable to the protection of personal data including the obligations of the General Data Protection Regulation (EU) 2016/679 incumbent on the supplier concerning the collection, processing and use of personal data.

APPRECIATED

- Set up a risk assessment system to prevent the risk of a cyber attack and prepare an action plan in the event of a proven risk.
- Communicate transparently on the processing and storage of supplier and service provider data.



2. HEALTH & SAFETY

Manitou Group assumes its duty to protect the health and safety of its staff and users of its products.

■ A . COMPLIANCE WITH STANDARDS AND REGULATIONS RELATED TO THE PROTECTION OF THE HEALTH AND SAFETY OF WORKERS

REGULATORY COMPLIANCE

REQUIRED

- Put in place an approach to protect the health and safety of staff on all business sites.
- Make every effort to reduce the risks to employees, in particular by organizing training and making personal and collective protective equipment (PPE and CPE) available.

APPRECIATED

- Engage in an ISO 45001, MASE or any other recognized health and safety standard.

CHEMICALS

REQUIRED

- Comply with the laws and regulatory obligations in force (REACH, ROHS, etc.) and anticipate changes or legal trends in each country or region.
- Identify, label and store appropriately and safely, products and chemicals used on production sites.
- Do not incorporate products or chemicals prohibited by the laws of any of the countries to which machines are exported.

APPRECIATED

- Be proactive in finding a more environmentally acceptable solution.
- Offer alternatives to products classified as CMR, and as far as possible to substances mentioning the following risk phrases: H400, H410, H411, H412 and H413.

ENVIRONMENT AND WORKING CONDITIONS

REQUIRED

- Ensure that every employee has a safe, healthy and ergonomic working environment.
- Implement actions to reduce the health and safety risk for all staff, subcontractors and external stakeholders.
- Set up a QWL approach and be proactive in the prevention of psychosocial risks.
- Inform Manitou Group in the event of loss or non-renewal of certification relating to the health and safety management system.
- Report any anomaly observed after the fact that could adversely affect the health and safety of employees or occupants of a vehicle so that the group can ensure the implementation of appropriate measures in accordance with applicable regulations

APPRECIATED

- Implement actions on hygiene, physical and mental health and safety issues.
- Actively contribute to improving health and safety conditions.
- Take all necessary measures to eliminate and reduce these risks.

B . COMPLIANCE WITH STANDARDS AND REGULATIONS RELATED TO THE PROTECTION OF THE HEALTH AND SAFETY OF CUSTOMER AND USERS

REQUIRED

- Strictly observe the health and safety legislation or standards of the country where the product is sold.
- Report any anomaly observed after the fact that could adversely affect the health and safety of users so that the group can ensure the implementation of appropriate measures in accordance with applicable regulations.

APPRECIATED

- Be proactive in improving product safety during the use phase.
- Be proactive in reducing the risk of impacts on the health of users, by offering less impactful components, by anticipating regulatory changes, such as the reduction of particulate emissions from exhausts, or by limiting the solvents and VOCs used in paints or cleaning products.



3. RESPONSIBLE PROCUREMENT OF MINERALS

Manitou Group operates in accordance with applicable laws. It is strongly committed to respecting human rights and combating child labor in its supply chain.

Manitou Group intends to exercise its duty of care on the supply of minerals from conflict-affected or high-risk areas by engaging its suppliers and their supply chain as follows:

REQUIRED

On the basis of the OECD principles and the regulations in force in the United States and in Europe, suppliers concerned by the use or the procurement of so-called "conflict" minerals, such as cobalt, tin, tantalum and tungsten, must:

- Refrain from obtaining supplies from illegal channels.
- Identify, assess the risks related to the supply chain of tier 1 suppliers and implement due diligence to respond to these risks, going back to the extraction level.
- Design and implement a strategy to respond to the risks identified.
- Proactively inform Manitou Group when conflict minerals or minerals originating from high-risk areas are incorporated into materials or parts.
- Participate in controls or audits carried out by third parties at the initiative of Manitou Group.
- Write a report on the measures implemented along the supply chain.

APPRECIATED

- Promote a responsible mineral procurement process.



4. ENVIRONMENTAL PERFORMANCE

■ A . CONFORMITY OF MANUFACTURING SITES AND PROCESSES

In accordance with the OECD guidelines, Manitou Group recognizes and assumes the impact of its activity on the environment, by observing any changes and by coordinating actions to reduce them. This same level of compliance is required from its suppliers in the course of their activities.

REQUIRED

- Provide environmental information requested in the specifications, throughout its value chain, at the request of Manitou Group for reasons of transparency for its employees, customers and users.

APPRECIATED

- Engage in an ISO 14001 or EMAS type certification process or any other approach aimed at reducing the environmental impacts (water, air, soil, waste) of its activity.

■ B . ENERGY CONSUMPTION AND GREENHOUSE GAS EMISSIONS

Since Manitou Group is on a low carbon trajectory, it is essential for it to engage its suppliers to join this process in order to be able to contribute collectively to the fight against global warming.

REQUIRED

- Comply with the laws in force and anticipate changes or legal trends in each country or region.

And, for more structured SMEs and larger companies:

- Take into account the impact of greenhouse gas emissions when choosing designs, especially in the product use phase.
- Provide the environmental information requested in the specifications, necessary for quantifying the environmental impact of the product sold to the Manitou Group.

APPRECIATED

- Be proactive in terms of managing and reducing greenhouse gas emissions.
- Embark on a low carbon trajectory.
- Engage in an ISO 50001 type certification process or any other approach aimed at reducing the energy impacts of its activity.
- Carry out a carbon review of its activities for scopes 1, 2 and 3.

■ C . WATER, AIR AND SOIL DISCHARGES

REQUIRED

- Comply with the laws in force regarding the limits of discharges due to their activities emitted into the water, air and soil of the countries and regions where it operates.
- Anticipate as much as possible changes or legal trends in the countries and regions where it operates in terms of preventing pollution of water, air and soil.
- Prevent pollution by establishing continuous monitoring and reducing the use of products or substances harmful to water, air and soil quality.

■ D . BIODIVERSITY

REQUIRED

- Comply with the laws and regulations in force regarding the preservation of biodiversity, particularly for the extraction of raw materials.

APPRECIATED

- Limit the impact of its activities on biodiversity, including when purchasing raw materials.
- Be proactive in terms of a more acceptable solution that is compatible with the preservation of biodiversity and the ecosystem.

CIRCULAR ECONOMY

■ E . CIRCULAR ECONOMY AND LIFE CYCLE OPTIMIZATION

Manitou Group is particularly attentive to the marketing, regardless of the countries concerned, of machines meeting the highest environmental standards, and it endeavors to seek efficient, innovative and useful technical solutions for the customer in terms of products and services, with a view to reducing the total cost of ownership (TCO), particularly in energy consumption and product maintenance.

REQUIRED

- Observe the laws in force in the countries and regions where it operates concerning the proper disposal and recycling of waste.
- Minimize water consumption associated with its activity, particularly in areas suffering from water scarcity.
- Minimize the inputs required for the manufacturing process and encourage reuse.
- Minimize the consumables required when using the product.
- Minimize the volume of final landfill waste through efficient resource management.
- Provide information on the rate of recycled materials composing their products and their recyclability.

APPRECIATED

- Be proactive in reducing packaging, carrying out Life Cycle Analysis and employing ecodesign to optimize the proportion of recycled and recyclable materials, to enhance reparability, and more generally to increase the lifespan of components.
- Be proactive in the co-development of products that optimize the use of resources and reduce the volume of waste.

The Manitou group may carry out verifications, directly or through a third-party company, in order to ensure that the supplier's commitments are in line with this charter. These verifications can take the form of documentary evaluations with supporting evidence, documentary requests – in particular relating to the environmental data necessary for carrying out environmental assessments of its products – action plans, or on-site audits.

Following this partnership logic, Manitou Group also considers the responsibility it has to its suppliers. For this reason, Manitou Group will make its best efforts not to impose conditions that would prevent suppliers from respecting the principles dictated above. Likewise, if the supplier identifies elements that it is unable to comply with, it must communicate this in writing to Manitou Group.

SIGNATURE

We hereby confirm:

- that we have received and understood all the principles of the Manitou Group Responsible Purchasing Charter and their consequences on our relationship;
- that we undertake to report to Manitou Group the actions and areas for improvement related to this charter;
- that we will, as a result, inform all our direct suppliers, and encourage them to follow these principles.

Date : / /

Company name :	Name of the representative :	Title of representative :
.....
.....

Signature and company stamp: