



Planon Code of Conduct for suppliers

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Definitions

“**Annual Report**” means the most current comprehensive report by the Executive Board on the activities of the Planon Group throughout the preceding year.

“**Executive Board**” means the management team of the Planon Group as defined in the Annual Report.

“**Planon Group**” means the group of companies consisting of Planon Beheer B.V. and its subsidiaries. Reference in this Code of Conduct for suppliers to ‘we’, ‘our’, ‘Planon’, refers to the Planon Group unless the context indicates otherwise.

“**Planon Legal Entity**” means a legal entity which is part of the Planon Group.

“**Planon Employee**” means an employee of a Planon Legal Entity.

1. Introduction

1.1. Purpose and use of this Code of Conduct for suppliers

The Planon Group is a global software provider which helps organizations to streamline business processes for buildings, people and workplaces. The Planon Group recognises that its activities have an impact on the community in general and as such, the Planon Group deems it important to manage its activities as a responsible company in the community. The purpose of this Code of Conduct for suppliers ("**Code of Conduct for suppliers**") is to harmonize and document Planon's position and values and its overall intentions and direction formally expressed by the Planon Board in the area of human rights, working conditions, the environment and the fight against corruption as expected from suppliers from the Planon Group.

As with all Planon policies, this Code of Conduct for suppliers will be:

- reviewed periodically, in light of any changes within legislation, the Planon Group organisation and other factors;
- implemented through guidelines to help every Planon Employee to understand and implement the relevant aspects of this Code of Conduct for suppliers in their day-to-day activities through regular communication and training;
- communicated to all Planon Employees and they will be encouraged to work in an environmentally responsible manner. In order to educate and to raise awareness of environmental issues, Planon Employees will be given appropriate training.

1.2. Scope of this Code of Conduct for suppliers

This Code of Conduct for suppliers describes a set of core values of Planon Legal Entities as set forth by the Planon Board in the area of human rights, working conditions, the environment and the fight against corruption as expected from suppliers from the Planon Group.

This Code of Conduct for suppliers is applicable to suppliers of all Planon Legal Entities. Within their sphere of influence, we also expect suppliers to apply the core principles as set forth in this Code of Conduct for suppliers to their subcontractors and sub-suppliers. Furthermore, it is expected that suppliers live up to international and industry best practices and adhere to all laws, rules and regulations in the countries where they carry out their activities.

It is written with the intention to professionalise Planon's overall performance intentions and direction within the Planon Group, while at the same time keeping the handling as practical as possible.

On behalf of the Executive Board,

P.A.J. Guelen
CEO

2. Core commitments

Applying the fundamental principles of the [UN Global Compact](#) in the areas of human rights, working conditions, the environment and the fight against corruption is one way for the Planon Group to demonstrate its Corporate Social Responsibility (CSR) as documented in the Planon CSR Policy throughout the entire value chain of its operations, including its suppliers. Therefore, we ask our suppliers to agree with the [ten UN Global Compact principles](#) as further explained in this Code of Conduct for Suppliers. In order to demonstrate and communicate work and improvement toward these principles, the supplier is expected to implement the necessary internal instruments (e.g. measuring procedures, tools and indicators). A Planon Legal Entity or a third party assigned by a Planon Legal Entity may conduct reviews or on-site audits to assess the supplier's implementation towards the principles.

3. Core principles

3.1 Human Rights

The origin of the UN Global Compact principles on human rights is the [1948 Universal Declaration of Human Rights \(UDHR\)](#).

Core Principle 1: Businesses should support and respect the protection of internationally proclaimed human rights

The steps that the Planon Group has undertaken - and is continuing to take - to ensure that modern slavery or human trafficking is not taking place within Planon's business or supply chain formally expressed by the Planon Board have been documented in Planon's UK Modern Slavery Act Statement.

The Planon Group and its suppliers have a responsibility to uphold human rights both in the workplace and more broadly within their sphere of influence. Suppliers operating outside their country of origin may have an opportunity to promote and raise standards in countries where support and enforcement of human rights issues are insufficient.

Core Principle 2: Businesses should make sure they are not complicit in human rights abuses

The Planon Group expects its suppliers to ensure that they are not complicit to crimes against human rights in any way. By complicity, it is understood both direct complicity that occurs when a company knowingly assists a state in violating human rights, and beneficial complicity meaning that a company benefits directly from human rights abuses committed by someone else and silent complicity, that is when a company fails to raise the question of systematic or continuous human rights violations in its interactions with the appropriate authorities. The Planon Group also expects its suppliers to ensure a safe and healthy workplace or any other location where production or work is undertaken in accordance with the [ILO Guidelines on Occupational Safety and Health \(ILO-OSH-200\)](#).

3.2 Labour Standards

The UN Global Compact principles on [labour standards are taken from the ILO Declaration on Fundamental Principles and Rights at Work.](#)

Principle 3: Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining

The Planon Group expects its suppliers to recognize and respect the rights of employees to freely associate, organize and bargain collectively in accordance with the laws of the countries in which they are employed and in accordance with the [ILO conventions Freedom of Association and Protection of the Right to Organise Convention, \(C 87, 1948\)](#) and [Right to Organise and Collective Bargaining Convention, \(C.98-1949\)](#).

Principle 4: Businesses should uphold the elimination of all forms of forced and compulsory labour

The Planon Group expects its suppliers to prohibit any use of forced, bonded or indentured labour or involuntary prison labour. Work will be voluntary and workers should be free to leave upon reasonable notice. Suppliers are to comply, at a minimum, with wage and working hours laws and regulations, including those pertaining to minimum wages, overtime wages, piece rates and other elements of compensation and to provide legally mandated benefits in accordance with the [ILO conventions Forced Labour Convention, \(c.29-1930\)](#) and [Abolition of Forced Labour Convention, \(C.105-1957\)](#).

Principle 5: Businesses should uphold the effective abolition of child labour

The Planon Group expects its suppliers to work against all forms of child labour in accordance with the Convention on the Rights of the Child, the [ILO Minimum Age Convention \(C.138-1973\)](#) or the [Prohibition and Immediate Elimination of the Worst Forms of Child Labour Convention \(C. 182-1999\)](#). Additionally, the Planon Group expects its suppliers to protect young workers from performing any work that is likely to be hazardous or to interfere with the child's education. The Planon Group also expects its suppliers to adhere to legitimate workplace apprenticeship programmes.

Principle 6: Businesses should uphold the elimination of discrimination in respect of employment and occupation

Suppliers are not to practice any form of discrimination in hiring and employment practices on the grounds of race, colour, religion, gender, sexual orientation, age, physical ability, health condition, political opinion, nationality, social or ethnic origin, union membership or marital status. Everybody shall be treated with respect and have a harassment-free workplace. The Planon Group also discourages discrimination regarding access to training, promotion and rewards in accordance with the [ILO Conventions on Discrimination \(Discrimination \(Employment and Occupation\) Convention, C.111-1958\)](#) and [Equal Remuneration \(Equal Remuneration Convention, C.100-1951\)](#).

3.3 Environment

The UN Global Compact principles on the environment are drawn from the Rio Declaration and Agenda 21.

Planon's environmental position and values and its overall environmental performance intentions and direction formally expressed by the Planon Board have been documented in the Planon Environmental Policy.

Principle 7: Businesses should support a precautionary approach to environmental challenges

The Planon Group expects its suppliers to manage its operations responsibly in relation to environmental risks and impacts by applying a precautionary approach to ensure that avoidable and particularly irreversible environmental damage does not occur.

Principle 8: Businesses should undertake initiatives to promote greater environmental responsibility

The Planon Group expects its suppliers to have a structured and systematic approach to taking environmental aspects into account, including setting requirements and targets as well as performing follow-ups, and to comply with existing laws, regulations and permits.

Principle 9: Businesses should encourage the development and diffusion of environmentally friendly technologies

The Planon Group expects its suppliers to choose modern, efficient and environmentally effective technologies and to invest in research and development that support a sustainable development of society. The Planon Group also expects its suppliers to strive to increase the use of technologies that reduce emissions of greenhouse gases and other emissions from their products and services.

3.4 Bribery and Corruption

The UN Global Compact principle on bribery and corruption is based on the United Nations Convention against Corruption.

Planon's ethical values which are characterized by honesty, transparency, integrity and fair play and Planon's overall ethical performance intentions and direction formally expressed by the Planon Board have been documented in the Planon Ethics Policy.

Principle 10: Businesses should work against corruption in all its forms, including extortion and bribery

Suppliers are to maintain a high ethical standard, in accordance with this Code of Conduct for Suppliers and good business practice. Current laws, other legal provisions and contracts shall be complied with. Suppliers are expected not to give or receive improper benefits or benefits that may be regarded as improper remuneration in order to obtain, retain or direct business or in order to secure any other improper advantage in the supplier's business with the Planon Group. Such improper benefits (bribes etc.) may comprise cash, items, pleasure trips or services of another nature.