Code of Conduct for Suppliers and Subcontractors

Introduction

BCD Travel’s voluntary commitment to a high level of social responsibility is the foundation of our company-wide CSR policy. As one of the largest corporate travel management companies in the world, we deem it vital to maintain our social activism at a level that matches our economic capacity.

Together with our shareholders, BCD Holdings N.V., we regard a commitment to and investment in improving our local and global communities as an investment in our (and their) future – we believe in building for the “next next” generation.

BCD Travel recognizes and endorses the practice of operating in an ethical and socially and environmentally responsible manner and supports the ten principles of the United Nations Global Compact. While we understand that the general intention behind the Global Compact may be implemented differently in different countries, in keeping with local laws and customs, it is our intent to support and advance those principles within our company and entities controlled by it. Within this document, “BCD Travel” is understood to refer to BCD Travel and its operating units Advito and BCD Meetings & Events.

BCD Travel expects its suppliers to regard this Code of Conduct as a total supply chain initiative and to adhere to the same ethical principles as outlined therein. As a minimum, we strongly encourage our suppliers to promote our Code of Conduct within their own supply chain.

As outlined in the UN Global Compact, this Code of Conduct includes standards on human rights, labor rights, the environment and anti-corruption.

Human rights

- Working environment: Suppliers shall provide a workplace free of harsh and/or inhumane treatment, including any sexual harassment, sexual abuse, corporal punishment, mental or physical coercion or verbal abuse of workers.

- Wages and benefits: Compensation paid to workers shall comply with all applicable wage laws, including those relating to minimum wages, overtime hours and legally mandated benefits.

- Anti- discrimination: Suppliers shall not engage in discrimination based on race, national origin, color, language, religion, political convictions, gender, union membership, sexual orientation, marital status, age, disability, or on any other basis prohibited by applicable law.
• Anti-slavery and human trafficking: Suppliers shall comply with BCD Travel’s zero tolerance stance regarding human slavery, human trafficking and the sexual exploitation of children. All suppliers shall uphold the human rights of children including their right to a safe and secure childhood without the fear of exploitation or harm.

• Health and safety: Suppliers shall comply with applicable occupational health and safety regulations and provide a healthy and safe work environment for their employees.

Labor standards:
• Child Labor: Children under the minimum age as determined in the Conventions of the ILO or by local law, whichever is higher, shall not be employed by BCD Travel’s suppliers.

• Freely chosen employment: Suppliers shall not use forced, bonded, indentured or involuntary labor.

• Working hours: Work weeks are not to exceed the maximum set by local law and should not be more than 60 hours per week including overtime.

• Freedom of association: Suppliers will respect the right of workers to associate freely, form and join works councils of their own choosing or collectively bargain within the framework established by local laws.

Environment:
• Legal compliance: Suppliers shall comply with applicable environmental laws, regulations and standards and endeavor to implement a system to identify and eliminate potential hazards to the environment.

• Reduction of waste: Suppliers shall conduct their business operations in a manner that is committed to recycling, conserving resources, preventing pollution, and to promoting environmental responsibility among their employees.

Anti-corruption
• Corruption and bribery are recognized as some of the barriers for sustainable development. These practices are not acceptable and the acceptance of any undue payments by Suppliers is not permissible.

• The highest standards of integrity are to be expected in all business interactions. Any and all forms of corruption, extortion and embezzlement are strictly prohibited

Additional information on BCD Travel’s Corporate Social Responsibilities policies and procedures can be found at https://www.bcdtravel.com/get-to-know-us/corporate-social-responsibility/.