



**CHARTER FOR  
EXTERNAL COMPANIES**

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## **PREAMBLE**

This External Company Charter (hereinafter "the Charter") lists the security, quality, ethical, safety, and environment rules applicable at Roquette Frères (hereinafter "Roquette") sites.

An external company (hereinafter the External Company) under the Charter is considered to be any supplier or subcontractor required to work on one of Roquette's sites (hereinafter individually "the Site" and collectively "the Sites) to perform services there (hereinafter the Services or the Works).

Appendices I,IV, V (or VI for External Companies based outside France) must be returned duly completed to your Roquette Purchasing contact. **The External Company is informed and accepts that failure to sign Appendix I of this document or update the documents required by the Charter in §1.4, may lead to access to the Site being refused to its employees.**

## **GENERAL**

### **Article 1: Authority of the Charter**

1.1. This Charter is binding on any External Company working on the Sites. It is further specified that when the External Company subcontracts all or part of the Services, these provisions must be cascaded down to any of its own subcontractors.

For these purposes, **the External Company is required to provide its subcontractors with a copy of this Charter. In turn, they must return the completed, signed appendices I, IV, V (or VI) to Roquette.**

This Charter is applicable as of 1st January 2022. It cancels and replaces any previous document having the same purpose.

1.2. Any External Company working on the Sites is required to comply with:

- The provisions contained in the order.
- The contractual terms and conditions associated with the order (framework contract, general terms and conditions of purchase, *ad hoc* contract) as referred to therein.
- The prevention plan or the general coordination plan as the case may be.
- The provisions of the internal rules of the Sites applicable to third parties, as well as this Charter.

The order of precedence of these documents is, where applicable, as set out in the applicable contractual terms and conditions.

1.3. The External Company undertakes to inform its staff of the content of the Charter. It is also stressed that no service may be undertaken without having been ordered by Roquette.

1.4. External Companies with which Roquette has a business relationship and which accepted the Charter at the time of the Services previously performed are deemed to have accepted the Charter for Services provided subsequently. **It is the responsibility of the External Company to send, on their due dates, the updates of the documents required in Appendix IV and V (or VI depending on the place of registration of the company) as well as the insurance certificates referred to in Article 4 of the Charter.**

1.5. Any breach of the provisions of this Charter may result, at Roquette's initiative, in suspension of the Services until the External Company's compliance has been restored, or automatic termination of the order(s) relating thereto, when, following formal notice, the External Company has not remedied this breach within the time limit set or, where this breach cannot be remedied, without prejudice to any damages that may be claimed by Roquette as a result of the said breach.

## **Article 2: Quality, Security**

### 2.1 Quality Standards

The Services deployed in the various sectors and Sites must meet the requirements of the QHSSE standards (ISO9001 and 22000 for Food quality, GMPB2 for Feed quality, ICHQ7 for the pharmaceutical quality of active ingredients, ISO14000 for the environment, ILO OSH 2001 for safety, ISO/IEC27002 for security). The standards applicable to the Services are as specified in the contractual documents.

### 2.2 Access to Sites - Protection of Data

#### 2.2.1 Access to Sites

Access to Roquette premises is subject to authorisation. The material conditions of access to the Sites are organised by the directors of establishments who may, in the general interest, take whatever restrictive measures they consider necessary.

Similarly, for particular reasons they may specify and organise the conditions for access to certain sectors or premises.

Except for special authorisations, it is prohibited to introduce within the establishment any animals, alcohol, weapons, explosives, incendiary, toxic, dangerous or products prohibited by law.

Employees of External Companies are prohibited from introducing visitors or accompanying visitors without the authorisation of the Roquette correspondent within the factory.

#### 2.1.2 Protection of data

The use of cameras and video cameras is strictly prohibited within the plants.

The plans, and in general, any document sent to the External Company shall remain the property of Roquette. They may not be disclosed to any third parties whatsoever or reproduced without prior written authorisation from Roquette.

Documents and plans of new installations and modifications to existing installations prepared or updated by the External Company must be systematically submitted to Roquette at the end of the Works. Any breach of this obligation shall result in Roquette refusing acceptance.

The External Company undertakes not to modify the classification level of the documents submitted to it (PUBLIC or Roquette RESTRICTED or Roquette CONFIDENTIAL).

If a document classified as Roquette CONFIDENTIAL is sent to the External Company in paper format, it undertakes to store it in a secure location where only the staff who need to know its content have access to it. At the end of the activity linking the External Company to Roquette, it undertakes to return the classified document in its entirety. It shall be individually destroyed by Roquette.

If a document classified as Roquette CONFIDENTIAL is to be stored on a USB-type removable medium, it must be encrypted. The document shall be destroyed from the removable medium as soon as the activity linking the External Company to Roquette no longer requires its use.

The External Company undertakes to report to Roquette as soon as possible any identification it makes of an internal leak of information concerning the activity binding it to Roquette.

The External Company's computer servers may present security flaws. If the External Company is alerted by Roquette (or any other of its representatives) that a document (of any kind whatsoever) linking it to Roquette, is accessible via these flaws, it undertakes to remove the document within 48 hours. It also undertakes to secure its servers as soon as possible in the event of an incident.

No communication of the activities carried out for the benefit of Roquette is tolerated without prior written authorisation from Roquette. The equipment and implementations may not be cited in reference without prior written consent from Roquette's Management.

### 2.3 AEO Status

Roquette has the status of Authorized Economic Operator (AEO) with the Customs authorities.

As such, and pursuant to Article 14 paragraph 1, point e) of the Community Customs Code (Regulation (EC) No. 1875/2006 of December 18, 2006), the External Company undertakes to respect the status of Authorized Economic Operator (AEO) of ROQUETTE and declares:

- Be informed of ROQUETTE's security rules disseminated via the Charter for External Companies, the NICT charter and the instructions delivered at the guardhouse
- Implement the following measures for all External Company staff working on a ROQUETTE site:
  1. Ensure that the External Company staff participate in security awareness programs,
  2. Ensure that the External Company staff, regardless of their status, are reliable in terms of security by setting up verifications measures specific to security when they are recruited or annually in so far as the local legislation rules allows (identity control, extract of criminal record),

- Consider as strictly confidential and covered by professional secret, all documents and information of any kind whatsoever, to which the External Company staff will have access during the work,
- Inform potential subcontractors acting on behalf of the External Company on the ROQUETTE site that they are subject to the same rules detailed above.

At Roquette's first request, the External Company undertakes to provide proof of the means implemented to comply with the above commitments.

ROQUETTE may audit the practices of the External Company and could ask to implement any preventive or corrective action likely to allow the AEO status to be maintained.

### **Article 3: Contractual and non-contractual liability of the External Company.**

The External Company undertakes to repair any damage suffered by Roquette including any loss of production and/or profit when such damage is the consequence of total or partial non-compliance with one or more of its obligations under the Charter.

The penalties of any kind that may be provided for by the Charter shall not under any circumstances constitute fixed compensation for the loss suffered by Roquette. In the event that such damage exceeds the value of the penalties, Roquette shall be entitled to claim, and shall remain entitled to obtain, the sum corresponding to the entire loss, minus any penalties already paid or withheld.

The External Company shall be solely responsible and shall hold harmless Roquette, its officers, directors, employees or insurers for any claim, loss, liability, suit, judgment, expenses and costs (including attorney's fees) or any other expenses in connection with death or injury caused to such third parties and their representatives by the External Company and its agents as well as for any damage caused to their property by its employees.

### **Article 4: Insurance**

4.1. Unless otherwise expressly agreed with Roquette, the External Company must take out and maintain the insurance policies listed in 4.2 and provide Roquette with the required certificates. Before the start of the Services, the External Company undertakes to send a certificate of cover issued by its insurers and to update the said certificate annually before its expiry date. Certificates must be issued by an insurance company and not a broker. The Service Provider acknowledges and accepts that Roquette may use a third party service provider to collect and update this certificate.

4.2. The following policies must be taken out with insurance companies known to be solvent:

4.2.1. Comprehensive and Product Liability

It being specified beforehand that Roquette, the External Company and any other legal or natural person present on the site are considered as third parties to one another, the External Company's civil liability policy must cover at least the following amounts:

- Bodily injury: **€5,000,000 per claim**
- In property damage, and consequential intangible damage (loss of production and indirect losses): **€5,000,000 per claim.**
- Property in care: **€300,000 minimum per claim**
- In non-consequential, non-material damage: **€300,000 minimum per claim.**

All potential excesses shall remain the responsibility of the External Company.

The insurance sums laid down by this article do not under any circumstances limit the External Company's liability.

4.2.2. Ten-year and two-year civil liability

In the event of the provision of services subject to the provisions of Articles 1792 *et seq.* of the French Civil Code, the External Company shall take out insurance covering its ten-year civil liability according to the capitalisation regime for works falling within the scope of application of Articles L241-1 and L243-1-1 of the French Insurance Code.

4.2.3. Damage insurance covering its own facilities, tools and equipment stored on the site with waiver of recourse against Roquette for claims affecting them

4.2.4. Finally, a motor insurance policy for any motor vehicle operating within the Roquette enclosure is required. For specific machines such as cranes, cradles, etc. a guarantee of liability for the operation of such machines is also required.

4.3. Roquette reserves the right at any time to request the policies and receipts confirming regular payment of premiums.

4.4. The External Company undertakes to maintain the above guarantees for the minimum amounts set out above and to reconstitute the value of cover if necessary in the event of exhaustion by other claims.

4.5. While working on the Sites, the External Company and its insurers hereby waive any recourse against Roquette and its insurers. The External Company shall inform its own insurers of this.

**Article 5: Compliance with the Regulations on labour law**

The External Company undertakes to comply with all the provisions of labour law, and in particular the provisions relating to:



- undeclared work,
- the hiring of foreign employees.

#### 5.1: External Companies based in France

##### a) Undeclared work

The External Company undertakes to comply with Articles L.8221-1 of the French Labour Code *et seq.* relating to undeclared work as well as the related regulatory provisions. In this respect it shall send Roquette the certificate contained in Appendix V of the Charter.

##### b) Hiring foreign employees

The External Company undertakes to comply with Articles L.5221-8 and L.8251-1 of the French Labour Code *et seq.* relating to the hiring of foreign employees as well as the related regulatory provisions. In this respect, it shall send Roquette the list of names of foreign employees employed and subject to a work permit as described in the aforementioned certificate V.

This list must be drawn up from the personnel register.

##### c) Appendix V hereof

This certificate shall be sent to Roquette, at the time a contract is signed and every 6 months until the end of the performance of the Works. Roquette may use a third party service provider to collect and update this document.

#### 5.2: External Companies based outside France

In addition to the obligations set out in points a) and b) of Article 5.1, External Companies based outside France and operating on French territory also undertake to comply with the provisions of Articles L.1262-1 *et seq.* and R.1261-1 *et seq.* of the French Labour Code, in particular:

- The provisions relating to working hours, night work, weekly rest, minimum wage.
- Declarations to the labour inspectorate (declaration of secondment a template of which is given at <https://www.sipsi.travail.gouv.fr/> and the declaration showing the hours at which the work begins and ends as well as the times and duration of rest.)
- The declaration to the labour inspectorate by registered letter of occupational accidents, specifying their place of occurrence.

Upon signing the Charter then every 6 months until the end of the performance of the Services, the External Company undertakes to keep its declarations up to date.

#### 5.3. Subcontractors of the External Company

Insofar as the External Company, whether based in France or abroad, calls on a sub-contractor, based in France or abroad, it must request the prior written agreement of Roquette, and, shall cascade all the terms and conditions of this Charter down to said subcontractor first. It is specified that only one level of subcontracting will be accepted under any circumstances.

## ON-SITE WORK

### **Article 6: Conditions of access to the sites**

6.1 External Companies must make known in writing or by email to Roquette, on the date of their arrival, the foreseeable duration of their work, the expected number of employees affected, the name and the qualification of the person responsible for managing the work.

6.2. Any External Company reporting at the entrance of one of the sites must be in possession of the Order number, the name of the contact person relating to the Services or the goods to be delivered, and must also identify on the Order, as necessary, the delivery point or the name of the work site/project on which it is to operate.

6.3. Access to vehicles of External Companies is checked and subject to authorisation. The "request for access by a vehicle to the company" must be completed by the company manager and sent to his/her on-site Roquette contact. The pass provided by Roquette must be visible (posted behind the windscreen).

6.4. It is stressed that any visitor or subcontractor authorised to access Roquette must be received on site by the manager of the External Company for the purposes of sharing instructions, Site tours, site inspections, etc.

Prior to entry to the Site all items must be delivered to the services concerned no later than three (3) working days before the work starts (they are available on request from the departments concerned).

6.5. Pedestrian personnel of the External Company entering and leaving the site must be controlled by tripods, access control barriers or security stations. If the Company is authorised to enter Sites using a vehicle, **the driver must pass through the security post to be recorded at each entrance and exit.**

Drivers are solely responsible for the contents of their vehicles. An inventory sheet is prepared at the start of the assignment. A consistency check between the vehicle and the inventory sheet may be carried out when the vehicle leaves.

6.6. Any entrance and/or departure of personnel outside the hours displayed at the Site must be justified by the delivery of an authorisation to the security station. This authorisation must be issued by the External Company's Roquette contact person.

#### **Article 7: Movement inside buildings**

The personnel of External Companies are not allowed to pass through the stores and manufacturing workshops unless they are undertaking work in the premises.

#### **Article 8: Movement of vehicles belonging to External Companies**

8.1. For all vehicles, the regulations and the Highway Code apply on the premises (including technical inspection). The maximum speed is 20 km/h.

All vehicles must, however, give priority to pedestrians, wagons in transit and self-propelled trucks.

8.2. The movement within the Sites of all authorised vehicles not belonging to Roquette is the sole responsibility of the owner or user of the vehicle who must have a valid driving licence, suitable for the type of vehicle used for this purpose. The name of the Company that owns the vehicle must appear clearly on it.

8.3. The work site machinery using the different traffic routes are considered as motorised vehicles with a driver. The personnel operating these machines must have the training appropriate to the driving of such machinery and an authorisation to drive them signed by their employer and compliant with the legislation in force.

8.4. Any accident resulting in bodily injury or material damage to Roquette's facilities must be immediately reported to the safety station which will draw up a report.

**Article 9: Parking of vehicles**

- 9.1. Parking spaces are planned and indicated throughout the site.
- 9.2. Within the premises of the installations as well as on the access roads, the parking of vehicles is only allowed for the time required for loading or unloading. It must not under any circumstances disrupt traffic in the plant.
- 9.3. It is prohibited to park in the vicinity of the fire and emergency stations, in front of the fire hydrants, the doors of the various buildings and workshops and in front of the explosion vents.
- 9.4. It is prohibited to place equipment in the railway tracks, block the roads, park or manoeuvre.

**Article 10: Installation of site facilities**

- 10.1. Installing site facilities and delivering equipment and products may only be undertaken once the Roquette works manager has given prior authorisation. An external panel must indicate the name of the External Company as well as the work schedule.
- 10.2. A site installation must include a separate workshop, cloakroom and refectory. Order and cleanliness must be scrupulously maintained in these facilities.
- 10.3. For construction sites requiring long-term installations, the locations of the site facilities are made available by Roquette for a contractually specified fixed period.  
  
If relocation is required, Roquette will, in consultation with the company concerned, explore what compensation is due.  
  
Any relocation of the site installation after a period longer than the contractual parking period is the responsibility of the company concerned.
- 10.4. In each work site facility, a register of personnel present on the site must be kept available to Roquette. This record indicates surname, first name, address, training, qualifications, type of contract, date of arrival at the site of each member of staff. Separate records must be kept by any subcontractors.
- 10.5. The work site facilities must be equipped with suitable, sufficiently powerful mobile extinguishers, and checked annually.
- 10.6. The heating system of the work site installation must be appropriate and guarantee the safety of the health of workers and products and materials that may be stored there. The heating of the workshop is the responsibility of the External Company and may not be electric. Electrical energy may only be used for heating the changing rooms and refectory.
- 10.7. The electricity and gas facilities must be installed in accordance with the standards in force and checked annually. Differential protection (30 mA) is required at the head of the circuit. The power current in the construction site facilities must be cut when the workshops are closed.

10.8. Roquette's agents are authorised to inspect the site facilities as part of audits.

10.9. The installation of tanks or containers for hazardous gases or liquids must be carried out in agreement with the person in charge of the works department.

**Article 11: Supply of water and energy**

Unless otherwise expressly stipulated, water and energy supplies to one point of the work site or site facilities shall be borne by Roquette. The distribution networks and connections to this point will be paid for by the External Company and are its responsibility. In addition, they must comply with the security provisions and standards in force, and all measures must be taken to avoid disturbing Roquette's distribution networks.

**Article 12: Supervision of the installations and equipment of the External Companies**

Each External Company is responsible for:

- theft and damage caused by its personnel,
- good order within its scope of work,
- storage of its equipment and products which it must protect or guard if necessary.

Roquette may not be held responsible for the disappearance of the External Companies' equipment and tools, even in its buildings.

Any object, equipment or materials sent to Roquette before the opening of the work site will be rejected and returned to the sender unless prior authorisation is obtained from the Roquette works manager.

In this case, the External Company will bear all risks of loss or deterioration as well as the storage costs; Roquette does not provide security guards.

**Article 13: Entry and exit of equipment**

13.1. If imperative reasons of collective safety so require, or following renewed and frequent disappearances of objects or equipment, Roquette may, with the consent of the parties concerned and in the company of one of the representatives of the External Company, have the content of the various effects and personal objects checked.

The parties concerned may be assisted by a witness of their choice.

This check will be performed by Roquette security guards.

In the event of refusal by the parties concerned to participate in this check, the judicial police services may be used.

Under the same circumstances and with the same guarantees, it may be accepted that similar checks are carried out at the site facilities, again in the company of a representative of the external company.

Under all circumstances, verification will be carried out under conditions that protect the privacy of employees with regard to unconcerned third parties.

13.2. Any Roquette equipment leaving a site must be the subject of a voucher signed by a member of Roquette's management. Any equipment belonging to the External Company leaving a site must be the subject of a voucher signed by a member of its management and a member of Roquette's management.

**Article 14: Technical resources**

14.1. The External Company operates using its own technical resources including safety items (collective and individual). Unless otherwise agreed in writing, Roquette machine tools are not available to External Companies.

Roquette lifting equipment (gantry cranes, electric hoists, etc.) may be used after express authorisation from Roquette. Persons using these resources must be designated and trained in advance by the External Company.

14.2. The External Company is responsible for its equipment, their compliance and identification.

**Article 15: Environment**

To contribute to compliance with the environmental provisions in force at each Roquette site as part of Roquette's environmental management system, the External Company undertakes to comply with the following points:

15.1. The External Company must participate in the selective sorting of waste on the site in accordance with the provisions put in place; it may request clarification on this subject from its Roquette correspondent.

15.2. At Roquette's request, the External Company evacuates by its own means and in compliance with the regulations in force the waste generated by its operations on site.

15.3. The Company will take every measure to avoid any pollution of water, air or soil and will not use products dangerous to the environment such as solvents, hydrofluoric acid, etc. without authorisation. It must report any incident on this subject to its Roquette correspondent.

**GENERAL DISCIPLINE - HEALTH AND SAFETY**

**Article 16: Safety**

The personnel of the External Companies may not allow any visitor or escort to enter the plant.

Roquette emphasises that, with the exception of the rules specific to disciplinary procedure, the internal rules of each Site are applicable to all employees of the External Companies and their potential subcontractors.

Roquette is not the employer of the staff of these companies, and will refrain from interfering in any form whatsoever in the provision of management with regard to their staff of which they remain the sole employer.

**Article 17: General discipline**

17.1. The permanent presence of a qualified and duly authorised Works Manager appointed by the External Company is mandatory on the operation or work site, including during holiday periods, in order to ensure compliance with all the rules related to the execution of the Works.

The External Company's Works manager shall ensure discipline on the site.

17.2. The External Company undertakes to display and enforce the general instructions (list of prohibitions and obligations) covered by Appendix III of this charter as well as the emergency telephone list that is the subject of Appendix II.

The External Company is responsible for any breach by its personnel of the rules laid down by this Charter.

## **QUALITY, HEALTH AND SAFETY**

### **Article 18: Quality and Hygiene**

18.1. In most of its manufacturing workshops Roquette develops products for animal nutrition, human nutrition and pharmaceuticals, imposing strict rules on product safety and hygiene. External Companies are required to comply with the hygiene rules specific to these workshops, special clothing rules and the wearing of unauthorised jewellery. The External Companies working in Lestrem must in particular comply with the quality procedures put in place relating to hygiene rules for technical operations in the production workshops, and the specific instructions dealing with hygiene in the workshops. Within the framework of the operations, the External Company must contact the management of the workshop to know the provisions to be applied and to draw up its operations (particularly in relation to the prevention plan, the operating permits and lockout rules).

18.2 At the end of the Works, the place where the Works were performed must be cleaned and returned to a condition similar to the original condition; the cost of any restoration not carried out by the Service Provider may be borne by the External Company.

18.3 The External Company shall also ensure that no loss of tools, objects or parts is to be detected at the end of each Service. If this is the case, the External Company must inform the Roquette management as soon as possible so that the appropriate measures are taken.

The External Company must comply with the rules for the storage of hazardous materials and the rules for the disposal of waste from the Site.

18.4 The work site facilities must comply with the regulations of the French Labour Code.

### **Article 19: Safety**

The External Company undertakes to comply with and ensure that its subcontractors comply with the obligations imposed on it by the decree of 20 February 1992 or the decree of 26 December 1994. Consequently the Works may not begin before a joint inspection as prescribed in the labour regulations and a specific prevention plan or health protection plan have been drawn up. All documents submitted must be in French.

### **Article 20: Fire prevention and control**



20.1. Before any hot spot operation, both inside and outside the buildings, the manager of the External Company must ensure with the Roquette works manager the need to establish a fire permit.

20.2. To give the alert, the staff must call the number displayed (see Appendix II). The staff must specify the exact location and nature of the fire.

#### **Article 21: Accident prevention**

21.1 The External Company undertakes to comply with the general prevention provisions resulting from the French Labour Code, Article L4121-1 and L 4121-2.

21.2. The External Company must check before the intervention that its employees have the necessary authorisations (theoretical and practical training).

21.3. The External Company must put in place, following the progress of the Works, collective protection (against risks: falling from height, electricity, handling, etc.) where necessary. The External Company is exclusively responsible for the upkeep and maintenance of these protections until full completion of its Works.

21.4 If, for a given task or for technical reasons, the External Company is required to modify or deposit a protective item, it shall immediately ensure continuity of safety by means which it shall define. It must restore equivalent collective protection as quickly as possible.

21.5. The External Company shall provide and ensure that its employees wear individual protective equipment suited to their activities (gloves, safety shoes, hearing protectors, glasses, masks, helmets, etc.).

21.6. Roquette's agents are authorised to inspect the place where the Services are performed and to record all breaches of the safety rules by the External Company.

21.7. The External Company is required to provide the Roquette safety department with a report on any accident on the Roquette site requiring medical consultation.

#### **Article 22: First aid**

The External Company shall organise first aid for members of its staff who may be injured or sick. It has the possibility of using the services of the Roquette infirmary. Nevertheless, in accordance with the legislation in force the External Company is required to have its own first-aid helpdesk.

**FINAL CLAUSES****Article 23: Ethics- compliance**

The External Company undertakes to observe ethical and responsible behaviour during its operations on the Sites. The details of the External Company's commitments are as set out in the "Supplier Code of Conduct" which the External Company declares it has read and undertakes to comply with the principles.

**Article 24: Essential obligations - penalty clause**

The External Company acknowledges and accepts that compliance with the security, safety, quality and environment commitments contained in this Charter are essential obligations in its contractual relationship with Roquette.

In addition, the External Company is informed and accepts that in the event of a breach of one of the rules referred to below, Roquette shall be entitled to notify it of the resulting penalties, without prejudice to its other rights under the contractual documents:

- Non-compliance with safety rules (wearing PPE, on-site traffic rules, parking): €500/non-compliance
- Non-compliance with environmental rules (waste disposal): €250/non-compliance
- Non-compliance with Roquette procedures (site access, work permit): €250/non-compliance.

**APPENDIX I**

**ACKNOWLEDGEMENT OF RECEIPT\***

I, \_\_\_\_\_ the \_\_\_\_\_ undersigned  
.....  
Company Manager .....

Acknowledge being in possession of a copy of the Charter.

I hereby declare that I have read it and undertake to instruct my employees and any sub-contractors accordingly.

I undertake to comply with the content of the said Charter for all the Services to be performed on the Sites.

On  
(date).....  
.....XX.

(1) .....

Signature  
.....  
Of the legal representative  
And Company stamp.

(1) Document to be dated, signed and returned to the Roquette buyer referred to. The contractor must precede its signature with the handwritten words "LU and APPROUVE" (read and agreed).

## APPENDIX II

### Telephone list (emergency)

#### Lestrem

Call the extension number preceded by 101:

- Emergency Line:.....extension 4444 - from outside the site 03 21 63 36  
66
- Central security station.....extension 3777 - from outside the site 03 21 63  
37 77

#### Vecquemont

- Security station .....03 22 96 48 00
- / Emergency ..... 4744  
(Or # 14 + 4744 + number of extension called)
- Safety Department ..... .4848  
(Or # 14+ 4848 + number of extension called)
- Switchboard during daytime ..... # 99
- Environment Contact..... 4828

#### Beinheim

- Security station .....03 88 06 88 06
- Emergency, Fire and Infirmary..... 8666
- Switchboard ..... # 99
- Environment Contact..... 8860

#### Vic-sur-Aisne

- Firefighters..... 018
- Security station .....03 23 55 40 00 from outside, 4001 from internal extension
- Switchboard ..... 4000
- Environment Contact..... 4030
- Fire - First Aider  
Emergency - Infirmary ..... 64080

*Detach and display in the site facilities.*

**La Madeleine**

- Switchboard.....03 28 07 60 00

## APPENDIX III

**GENERAL INSTRUCTIONS** (this list is not exhaustive. Comply with the charter)

### 1. PROHIBITIONS

- Lending Roquette passes or facilitating access to Roquette establishments to third parties who do not possess their own pass (e.g. two people passing through a turnstile together).
- Passing through workshops and manufacturing premises without any operational reason.
- Hot spot work without risk analysis (fire permit).
- Smoking on the premises. Where smoking areas are provided, they must be used to the exclusion of any other outside location.
- Photographing both inside and outside the buildings.
- Storing hazardous or flammable products, solids, liquids, gases (petrol, fuel oil, oxygen cylinders, acetylene, gas, etc.) in the manufacturing premises and storage areas.
- Using compressed air to remove dust from equipment or clean rooms.
- Drinking alcohol.
- Obstructing the railways or parking on them.
- Storing equipment under racks and walkways.
- Parking in front of the emergency station, fire terminals, and explosion vents.
- Touching installations (machines, valves, On/Off buttons) without being authorised to do so.
- Using mobile phones in production buildings.
- Wearing jewellery in the manufacturing workshops.
- Eating and drinking in manufacturing workshops

### 2. OBLIGATIONS

- Wear the pass provided by Roquette in all locations of the site (other than in specific areas where passes are prohibited for safety reasons).
- Learn about the hazards specific to workshops and carry out a risk analysis.
- Follow the Highway Code, with speed limited to 20 km/h.
- Use machinery equipped with firewalls in good condition in the areas where a fire permit is required.
- Give right of way to wagons in transit.
- Hold a written permit or authorisation from the employer for activities subject to authorisation.
- Ensure order and cleanliness on the work sites and their surroundings, the work site barracks and toilets.
- Equip each work site installation with fire extinguishers and train personnel in their use.
- Comply with the guidelines for waste management to ensure that it does not pollute water, air

or soil.

- Wear a detectable metal frame dressing in case of injury and report any infectious condition.
- Wear clean, appropriate clothing in the production area as per the examples displayed.
- Wear safety shoes in production area and PPE as per the examples displayed.
- Wear a helmet, safety shoes and safety goggles outside the defined blue areas
- Report any event that could endanger the safety or security of the Roquette site (suspect vehicle or individual, overflight by drone, attempted intrusion, suspicious telephone call, unaccompanied or passless visitor, persistent request for information by a third party, etc.).

APPENDIX IV

Year:.....

Name of the Company: .....

Name of supervisor to be called in the event of incident, in order of priority  
(during and outside working hours)

Mr/Ms .....  
Address .....  
Tel. ....

Mr/Ms .....  
Address .....  
Tel. ....

Mr/Ms .....  
Address .....  
Tel. ....

Mr/Ms .....  
Address .....  
Tel. ....



**APPENDIX V**

**CERTIFICATE FOR COMPANIES BASED IN FRANCE  
Art. D. 8222-5 of the French Labour Code**

**(To be returned, completed and signed, to Roquette)**

I, the undersigned ..... Chairman and CEO, Managing Director or Manager (\*) of ..... located at ..... in ....., hereby certify on my honour that:

- Our Company is listed in the Trade and Companies Register, in the register of trades (\*) of (town)....., as number.....
- Our Company has made all social security and tax declarations in accordance with the rules in force.
- The work or services that our Company will be required to perform in the context of agreements entered into or to be concluded with Roquette shall be carried out using employees lawfully employed under the French Labour Code and in particular Articles L.3243-1 *et seq.*, L.8251-1, L.5221-8, L.1221-10 *et seq.*, and R.3243-1 *et seq.*

This certificate shall be produced at the latest at the start of the service and shall be renewed every 6 months from the signing date of each contract until the end of the performance of the contract concerned.

**Where foreign employees are hired:**

I also undertake to provide the list of names of my foreign employees who are subject to the work permit referred to in Articles L.5221-2 *et seq.* of the French Labour Code, specifying for each of them their hiring date and nationality as well as the type and number of the document constituting authorisation.

This list will be provided at the start of the works and every 6 months until the end of the performance of the contract and will be drawn from the single personnel register.

Issued to serve the purpose for which it is required  
Signed in (town)....., on (date) .....

**Signature**

**Stamp**

Chairman and Chief Executive Officer  
Managing Director  
Or Manager (\*)

(\*) ~~strike out~~ where not applicable  
Version 04/2023

**APPENDIX VI**

**A CERTIFICATE FOR COMPANIES BASED OUTSIDE FRANCE**

**Art. D. 8222-7 of the French Labour Code**

**(To be returned, completed and signed, to Roquette)**

I, the undersigned ..... Chairman and CEO, Managing Director or Manager (\*) of ..... located at ..... in ....., hereby certify on my honour that:

- Our Company is listed in the Trade and Companies Register, in the register of trades of (town) ..... or what replaces it in our country of domicile (\*), as number .....
- Our Company has made all social security and tax declarations in accordance with the rules in force.
- The work or services that our Company will be required to perform under agreements entered into or to be concluded with Roquette will be carried out with legally employed staff, including foreign employees, in accordance with the legislation applicable in our country
- If the respective services or works are for a minimum period of 1 month, seconded employees will be provided with a pay slip containing the information given in Article R.3243-1 of the French Labour Code, or equivalent documents.

This certificate shall be produced at the latest at the start of the service and shall be renewed every 6 months from the signing date of each contract until the end of the performance of the contract concerned.

**APPENDIX VI (continued)**

**Where foreign employees are hired:**

I also undertake:

- to provide, in French, the list of names of my foreign employees, subject to the work permit referred to in Article L.5221-2 *et seq.* of the French Labour Code, specifying for each of them their hiring date and nationality as well as the type and number of the document constituting authorisation.

This list will be provided on the signing date of each contract, then every 6 months until the end of the performance of the said contract;

- to make the declaration, on the SPIPSI website (<https://www.sipsi.travail.gouv.fr>) and to provide a copy for Roquette.

Issued to serve the purpose for which it is required

Signed in (town)....., on (date) .....

**Signature**

**Stamp**

Chairman and Chief Executive Officer  
Managing Director  
Manager (\*)

(\*) Strike out where not applicable