

KEYES

DIGITAL SOLUTIONS



Responsible Purchasing and Supplier Relations Policy

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1 Context

Built on the values of solidarity, social and environmental progress, KEYES intends to fully assume its ESG (Environment/Social/Governance) responsibility based on these three major pillars.

For more information, you can read about our strategy and our approach to Sustainability on our [internet site](#).

KEYES considers the selection of its suppliers extremely important and takes great care with it. We ask them to adhere to KEYES's principles and to develop theirs along the same path.

As a result, the quality / price ratio is not the only selection criterion.

When it issues a call for tenders and/or when each contract is concluded, KEYES requires suppliers to sign a Responsible Purchasing charter, covering Environmental and Social aspects, based on compliance with the International Labor Organization (ILO) and Governance Conventions.

A Responsible Purchasing questionnaire is also sent to suppliers in order to find out about and assess their involvement in ESG matters. This is taken into account in the evaluation criteria for calls for tender.

In fact, when awarding a contract, in addition to price, KEYES attaches importance to bids that include the following (non-exhaustive) aspects:

- Quality of service and after-sales service
- Energy consumption and savings
- Recyclable materials and consumables
- Waste reduction
- Reduction of carbon and plastic footprints.

You will find all the information on our commitment to reducing our carbon footprint and the [ten key elements of our Sustainability strategy](#) on our internet site

2 Purchasing Policy

KEYES, a private limited company, complies with a defined and precise purchasing policy.

Consultations are structured as follows:

- Call for tender according to specifications with defined selection criteria;
- Analysis of bids received on the basis of the selection criteria;
- Contract awarded to selected supplier;
- Contract drawn up between KEYES and the supplier covering, among other points, the specifications, agreed prices, and invoicing and delivery terms.