



SUSTAINABLE PROCUREMENT POLICY

The Lyreco group is the European leader and the third largest distributor of workplace products and services in the world.

A privately owned company since 1926, Lyreco has always adapted to the evolving demands of the workplace thanks to its constant focus on excellence in customer experience, strong partnerships with major suppliers, and efficient logistics. The group directly operates in 25 countries in Europe and Asia and covers 16 additional markets on four continents through a network of distribution partners.

Delivering excellence is not only about products and services, it is also about ensuring that every step Lyreco takes to satisfy its customers is achieved in the most sustainable way, including:

Providing **more sustainable products and solutions** for all working environments,

Guaranteeing **ethics and compliance requirements** are met wherever its suppliers, manufacturers and partners operate,

Developing more Lyreco branded products that meet Sustainable Selection criteria,

Developing **sustainable processes**, from ordering and delivery to product end-of-life,

Ensuring **employee excellence** wherever Lyreco operates,



Within this process, the company has developed a responsible approach to its purchasing processes, inspired by the requirements of the ISO 20400:2017 “Sustainable Procurement Guidance” standard and in line with:

- The **Lyreco vision** to deliver a great working day to what any workplace needs
- The **values of the company** in term of ethics, integrity and compliance as well as diversity, proximity and expertise
- Mitigating the **main risks** and the most significant opportunities, including the issues of greenhouse emissions and climate change, biodiversity protection, waste management, supply chain disruptions, inflation, and conflicts around the world.
- The **expectations of stakeholders** like implementing the Circular Economy and local origin requirements, human rights and wellness, new ways of working.

Lyreco’s sustainable procurement practices are based not only on considerations regarding the sustainability performance of suppliers but also on the environmental and social performance of the products purchased and the maturity of the procurement processes. **It is a risk-based approach, structured on several levels:**

1. Mapping, identification and analysis of the **main risks**;

2. Definition of the **Sustainable Procurement Strategy**;

3. **Evaluation and selection of suppliers and products** according to their compliance with legislation on environmental protection and labour law, as well as their sustainability performance;

4. **Monitoring the performance of suppliers and products** to ensure sustainability practices are not only maintained but improved upon; Raising **awareness** among supply chain partners about the importance of sustainability, encouraging them to adopt more responsible practices;

5. **Reporting** on the results of the sustainable procurement progress & objectives.





In particular, Lyreco commits to

- I. **Prioritizing products and services with lower environmental impact while advocating for those with positive social contributions through the Lyreco Sustainable Selection program.**
- II. Working with **suppliers** that employ the **social and societal practices** (working conditions, safety, diversity, and inclusion) and minimal environmental impact (energy, water, waste...)
- III. Continuously improving **procurement practices** in regards to ethics, transparency, risk management and progress plans and by setting objectives and training to the entire Lyreco procurement community.

This policy applies to all **direct purchases** and aims to be a common frame of reference for the Lyreco buyers, product managers and suppliers. It describes the commitments that Lyreco asks its suppliers to respect as well as those that Lyreco will respect with its suppliers. This applies in all the countries in which Lyreco operates, including through its subsidiaries & sourcing activities.

In line with its Code of Ethics, Lyreco requires its suppliers to **respect the laws and regulations** in force in all the countries in which it operates. Lyreco also asks its suppliers to respect the **ethical, social and environmental requirements** which Lyreco considers fundamental to a sustainable collaboration.

Especially and in accordance with its own commitments, Lyreco requires its suppliers to respect the principles of the UN Global Compact, the Universal Declaration of Human Rights, the ILO Declaration (International Labour Organisation) on fundamental principles and rights at work, and the OECD Guidelines (Organisation for Economic Cooperation and Development).

SUSTAINABLE DEVELOPMENT GOALS



To implement and follow-up the application of these Guiding Principles, Lyreco will use defined procedures, instructions, user guides and forms that are part of the company's Management System.

The key elements supporting the framework are as follows:

The Business Supplier Agreement

The Code of Ethics

The Product assessment and testing programme

The Supplier assessment and performance programme

The Social & Environmental Compliance audit

The CSR Due Diligence or Vigilance Plan

As the owner of this policy, the **Group Merchandising Director** is fully responsible for its respect and application in all Lyreco subsidiaries.

Lyreco's role is to prevent and detect any ethical breach so that the company may take the appropriate measures required, remedy the situation and ensure that the behaviours and actions are fully consistent with Lyreco values and policies.

The 'Raise your Concern' tool is also available for all Lyreco employees and external partners to highlight any issue they may have.

Chief Executive Officer
Gregory LIENARD



<https://lyreco.whispli.com/pages/raiseyourconcern>