



MANPOWERGROUP

Supply Chain Business Partner Policy



ManpowerGroup®

Policy

It is ManpowerGroup policy to require that our supply chain business partners be committed to business principles, culture and values that align with our own commitments to social responsibility and sustainability, and that these business partners provide positive assurance as to their commitment to certain key practices as outlined in our Supplier Code of Conduct.

ManpowerGroup enjoys a reputation for conducting business with integrity and respect for all of those who are affected by our activities. This reputation is an asset for both ManpowerGroup and our business partners. We apply the standards of socially responsible and sustainable conduct globally and in each aspect of our day-to-day business. These principles include a commitment to establish mutually beneficial relationships with our suppliers. Further, our expectation is that our supplier business partners will adhere to business principles, culture and values that are consistent with our own standards of social responsibility and sustainability including the principles of the [United Nations Global Compact](#) to which we are committed.

This Policy is intended to support the Company as it strives to meet the increasing need for transparency with regard to how businesses manage their broad range of operational, social and environmental responsibilities.

What is Required

Supply chain business partners are required to provide the following as positive assurance of their commitment:

- a. Confirm the intention to comply with the Supplier Code of Conduct either in the supplier's contract or through signing and returning the Supplier Affirmation Form (Attachment #2).
- b. Expressly notify ManpowerGroup should any of the key principles cause specific concerns.
- c. Provide ManpowerGroup with specific, internal company policies, procedures, published reports and/or other information that show further positive assurance as to adherence to the key practices, upon request.

Non-Compliance

ManpowerGroup's intention is to establish a compatibility of standards and to incorporate the above practices in the supplier approval processes of ManpowerGroup's businesses. The expectation is that, where there are differences, ManpowerGroup and the supplier will agree on an acceptable level of consistency and that the supplier will actively work toward achieving the desired level of performance. As a last resort, ManpowerGroup is prepared to terminate business with any supplier that does not demonstrate progress towards meeting ManpowerGroup's Supplier Code.

ManpowerGroup's business partners are encouraged to report any concerns directly to their primary contact or via the [ManpowerGroup Business Ethics Hotline](#).

Entity Compliance Process

- ✓ Entities must confirm their adherence to this Policy on the quarterly Internal Control Checklist.
- ✓ Audit Advisory Services will also confirm compliance with this Policy as in-country or desk audit procedures are performed.

Supplier Code of Conduct

Obeying the Law

1. Compliance with all applicable laws and regulations of the jurisdiction where operations are undertaken.

Business Integrity

2. No offer or attempt at improper advantage, including the payment or acceptance of bribes, to secure delivery of goods or services.

Employees

3. Provision of safe and healthy working conditions for all employees.
4. Zero tolerance of human trafficking.
5. No use of any form of forced or compulsory labor and modern slavery. All employees have the freedom to leave employment after reasonable notice.
6. No use of child labor and compliance with relevant International Labor Organization standards.
7. No charging of fees to candidates or jobseekers for services related to temporary or direct placements. In case such an incident is discovered, ManpowerGroup will reimburse the individual and seek reimbursement from the relevant supplier.
8. No discrimination due to race, color, religion, national origin, cultural background, gender, age, disability, sexual orientation, or gender identity, or any other protected status in the jurisdiction where operations are undertaken.
9. Wages and working hours complying, at a minimum with applicable laws, rules and regulations regarding employment, including minimum wage, overtime and maximum hours in the jurisdiction concerned. In terms of working hours, where applicable laws do not exist, the working hours should not exceed sixty hours per week including overtime. Supplier also recognizes the importance of fair wages for employees and will endeavor to comply with Living Wage principles.
10. Respect for the right of employees to freedom of association and collective bargaining.
11. Ensure the privacy and protection of personal and sensitive information and data.
12. Provide training and learning opportunities.

Clients and Customers

13. Delivery of services which consistently meet specified quality, safety and data privacy and other relevant criteria.

Communities

14. Giving back to the community.

Environment

15. Management of the business in an environmentally sound manner, including compliance with all relevant legislation of the jurisdiction where operations are undertaken.

**ATTACHMENT 1 – MANPOWERGROUP'S REQUEST FOR BUSINESS PARTNERS TO
ACKNOWLEDGE COMPLIANCE WITH OUR SUPPLIER CODE OF CONDUCT**



ManpowerGroup® OR < Local Country Letterhead Paper >

< date >

Dear Sir or Madame:

RE: Corporate Social Responsibility and ManpowerGroup's Supply Chain Business Partners

ManpowerGroup enjoys a reputation for conducting business with integrity and respect for those our activities will affect. This reputation is an asset for both ManpowerGroup and our business partners. Attached, for your information, is the website link to ManpowerGroup's [Code of Business Conduct and Ethics](#). ManpowerGroup applies these standards of conduct globally and in each aspect of our day-to-day business. These principles include a commitment to establish mutually beneficial relationships with our suppliers. Further, our expectation is that our supplier business partners will adhere to business principles, culture and values that are consistent with an attitude of social responsibility.

There is an increasing need for transparency with regard to how businesses manage their broad range of operational, social and environmental responsibilities. We require our supply chain business partners to provide positive assurance that they intend to operate in accordance with the key business practices outlined in ManpowerGroup's Supplier Code of Conduct.

As a first step, we ask you to provide a response on the attached form:

- a. Acknowledge receipt of this letter and confirm your intention, in principle, of complying with the key practices outlined in ManpowerGroup's Supplier Code of Conduct.
- b. Provide feedback to ManpowerGroup should any of the key practices cause specific concerns. Our expectation is that, where there are differences, we will agree on an acceptable level of consistency and that you will actively work toward achieving the desired level of performance.
- c. Provide ManpowerGroup with specific, internal company policies, procedures, published reports and/or other information that show further positive assurance.

We hope you share the sense of importance we attach to the key business practices in the Supplier Code. We believe these policies are central to the sustainability of our business and imperative to the industry in which we jointly participate.

If you have any questions, please contact the ManpowerGroup representative noted below.

Thank you.

Yours sincerely,

On behalf of ManpowerGroup (your local company name)
XXX (Local Country Lead Name here)

ATTACHMENT 2 – SUPPLIER AFFIRMATION FORM

RE: Affirmation of Adherence to ManpowerGroup's Supplier Code of Conduct

On behalf of my Company, its subsidiaries and sister companies, I acknowledge receipt of ManpowerGroup's Supplier Code of Conduct. We affirm that we operate in accordance with the key practices concerning; Obeying the Law, Employees, Clients & Candidates, Communities, the Environment and Business Integrity. We will notify ManpowerGroup immediately should any of the practices in the Supplier Code cause concern, and agree to work toward achieving a mutually agreed upon level of performance. We understand that non-compliance or lack of progress toward compliance may be cause for ManpowerGroup to terminate the business relationship.

Organization Name:	
Geographic Locations Covered: (global, regions, or countries)	
Comments (if applicable):	
Name of Person Signing:	
Title:	
Date:	
Signature:	

Please return the original signed and dated form to ManpowerGroup's address below, along with any specifically requested information about your internal company policies and/or published reports that provide further positive assurance for your company's practices. Additionally, all responses justifying a company decision not to follow or incorporate the key practices defined in the Supplier Code should also be sent to the contact below.

XXX (Local Country Lead/Contact Name here)

XXX (Local Country Lead/Contact Title here)

ManpowerGroup

XXX (Local Country Corporate Headquarters address here)

XXX (Local Country Contact Details)