

**GENERAL PURCHASING  
CONDITIONS  
INTELLECTUAL SERVICES**

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## **GENERAL PURCHASING CONDITIONS**

### **INTELLECTUAL SERVICES**

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THE PURPOSE OF THESE GENERAL PURCHASING CONDITIONS IS TO DEFINE THE EXPECTATIONS OF THE GROUP COMPANIES REGARDING THE PURCHASING CONDITIONS OF INTELLECTUAL SERVICES. WITHIN THE FRAMEWORK OF THE NEGOTIATIONS WITH THE SERVICE PROVIDER, THESE CONDITIONS ARE SUGGESTED IN ORDER TO SET THE TERMS AND CONDITIONS THAT WILL APPLY TO THE ORDERS ISSUED BY THE GROUP COMPANIES. THEY CONSTITUTE A LEGALLY BINDING AGREEMENT WHEN ACCEPTED BY THE SERVICE PROVIDER, WHETHER SUCH ACCEPTANCE IS GIVEN AS IS OR AFTER BEING SUPPLEMENTED OR MODIFIED BY AN AMENDMENT SIGNED BY BOTH PARTIES.

Acceptance Report	Document signed by both Parties confirming the acceptance of the Service.
Background	Documents, knowledge, data, plans, methods, processes, drawings, software, models, patented or not, protected or not, including know-how, and more generally, any information whatever its nature or its medium, for which a Party is the owner, the author, or the licensee before the coming into force of an Order or after an Order but without access to the other Party's Background.
Consultation	The consultation and negotiation phase preceding the possible placing of an Order with the Service Provider.
Declaration of conformity	Document given by the Service Provider, on its own responsibility, declaring the conformity of the Service with respect to all applicable standards and other regulations in force.
Deliverables	The media, regardless of the form concerned (paper, electronic or other) which must be delivered by the Service Provider to the Purchaser pursuant to the Services ordered from the Service Provider. The Deliverables include, but are not limited to, calculation notes, documents, files, studies, reports, Software source codes, data, etc.
Entrusted Property	Elements entrusted by the Purchaser to the Service Provider and placed under the control and responsibility of the latter, with a view to the performance of the Order.
GPC IS	These general purchasing conditions for "Intellectual Services".
Official Authorities	Any national or international organization with the authority (including by delegation from a public authority) to monitor the performance of the Service ordered, in particular certification organizations for products or services or business audit organizations.
Order	Document, regardless of its form, issued by the Purchaser and sent to the Service Provider, concerning the purchase of a Service and including, in particular, the designation of the Service ordered, where applicable the

	Deliverables expected, the deadlines, the price, as well as the reference to these GPC IS.
Party(ies)	The Purchaser and/or the Service Provider.
Purchaser	Group Company issuing the Order.
Results (or Foreground)	Any element, subject of the Order, of any nature whatsoever, regardless of its medium or form, including processes, data, software, sets of documents, plans, technical sheets, drawings, models, prototypes, sets of trials or any other element regardless of whether or not it gives rise to intellectual property rights, and which is produced or developed for the Purchaser on the basis of plans and/or diagrams and/or any other Specifications of the Purchaser in the course of the performance of the Order. Any Results are part of the Service.
Group Company(ies)	IDEMIA FRANCE SAS and/or any legal entity in which IDEMIA FRANCE SAS directly or indirectly owns equal or more than fifty percent (50 %) of the capital stock.
Service(s)	Any intellectual service performed by the Service Provider on behalf of the Purchaser further to an Order placed by the latter, whose content is described in the Order pertaining to it, such as, but not limited to, studies, training, IT development, the provision of advice. The Services may give rise to Results materialized in the form of Deliverables.
Service Provider	Natural person or legal entity to whom or to which the Order is sent.
Specifications	Any document issued and provided by the Purchaser to the Service Provider, setting out the Purchaser's specific requirements that the Service Provider or the Service must comply with, the Purchaser's needs and the performance conditions of the Service, including but not limited to the statement of work description, applicable standards and quality requirements.

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## 2 / CONTRACTUAL DOCUMENTS

**2.1** The Orders issued by the Purchaser to the Service Provider will be governed by the provisions of these GPC IS provided that they have been accepted by the Service Provider as is or after being supplemented or modified by an amendment signed by both Parties.

The Services shall be performed in accordance with the Specifications provided in the Order or in the amendment signed by both Parties

Any other provision shall not apply to the Orders unless both Parties have previously accepted such provision in writing.

**2.2** Should one of the contractual documents state a participation of the Services in French public procurement contracts, the Service Provider, as a subcontractor to such contract, shall comply with the applicable provisions of the French public contracts and shall pass these relevant obligations on any of its subcontractors.

In the case of participation in foreign public organization procurement contracts, the Service Provider agrees to abide by the applicable rules and regulations.

**2.3** The Order shall be deemed to have been accepted by the Service Provider upon the occurrence of the first of the following two events:

- Receipt by the Purchaser of acknowledgement of receipt of the Order signed by the Service Provider, without modifications, within fifteen (15) calendar days starting from the date on which the Order was issued;
- The beginning of the performance of the Order by the Service Provider, without its written reservations on the contractual documents within the period above.

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## 3 / ORDERING PROCEDURE

**3.1** The Service Provider undertakes to perform the Order in accordance with the provisions of the contractual documents, state of the art rules, regulations and standards in force.

The Service Provider has an obligation of result with regard to compliance with the timeframes set in the contractual documents, and with regard to delivery of the Deliverables in accordance with the contractual documents, within the agreed timeframes, and in accordance with any other modalities provided for in the latter.

The Deliverables handed to the Purchaser must be drafted by the Service Provider in a legible and comprehensible manner to enable them to be used by the Purchaser. Where applicable, if the contractual documents or regulations provide for this, the Service Provider will hand a Declaration of conformity to the Purchaser at the same time as the Deliverables.

For the avoidance of doubt, in no event shall any terms of these General Purchasing Conditions be interpreted as an obligation for the Purchaser to issue Orders to the Service Provider.

**3.2** The Service Provider is solely and fully responsible for determining the resources required to perform the Order. The Service Provider shall, in particular verify that it has all necessary rights, elements and information to perform the Order, and shall obtain, before its implementation, if necessary any missing element and information. Moreover, the Service Provider shall promptly inform the Purchaser of any existing or future difficulties or anomalies during the implementation of the Order.

**3.3** The Service Provider has a duty to inform and provide advice to the Purchaser. In this respect, it undertakes in particular to:

- Contribute to analysis of the Purchaser's requirements and specificities, requesting from it if need be any information and/or documents necessary for perfect understanding of the Purchaser's requirements in respect of the Order;
- Warn the Purchaser without delay, in writing, of the consequences of any new request or choice made by the Purchaser, in particular with regard to the technical conditions and financial terms pertaining to the performance of the Services;
- Inform the Purchaser as soon as possible, and confirm its observations in writing, of any defects, errors or omissions that it may have noted in information or documents that had been provided to it by the latter;
- Cooperate with all the requisite diligence in any audits initiated by the Purchaser;
- Provide the Purchaser with any information or documents that could be of utility to it in the context of the Service.

In addition, the Service Provider will promptly inform the Purchaser in writing of any situation concerning the latter that might jeopardise the proper performance of the Order. In particular, it shall inform the Purchaser should its business become the subject of bankruptcy proceedings (insolvency, receivership or liquidation subject to court supervision), or should any equivalent situation occur, such as the winding-up or total or partial transfer of its business activity, or in the event of any modification of its organizational structure that might jeopardise the proper performance of the Order.

When authorizations, whatever their nature, are required in the framework of an Order, the Service Provider, before the completion of the Order, shall ensure that all the necessary authorizations have been obtained so that the Purchaser is free from any actions or proceedings in this respect.

**3.4** Throughout the duration of the Service performance, and upon prior notice, the Service Provider undertakes to grant to the Purchaser and the representatives of any relevant Official Authorities free access, during business hours, to its premises and to any document for the monitoring purpose. The Service Provider shall obtain the same right from any of its subcontractors.

**3.5** The Service Provider and the Purchaser may exchange electronic data for the performance of the Order; the applicable conditions to these exchanges are provided in Appendix 2.

**3.6** For Orders for Services whose performance is staggered over time, the Service Provider undertakes to keep the Purchaser regularly informed of the progress of the Order. The Order may specify the conditions relating to the provision of such information.

**3.7** Unless otherwise provided for in the Order, the Services will be produced in the Service Provider's premises and/or those of its subcontractors that have been authorised by the Purchaser in accordance with the provisions of Article 21.2 of the GPC IS. Any work carried out in performance of the Order that takes place outside metropolitan France must be authorised in advance by the Purchaser in writing. This consent may be revoked at any time during the course of performance of the Services by means of a decision duly justified by the Purchaser. In this case, the Service Provider must provide an alternative solution that it can set in place to guarantee continuity of the Services.

If necessary, certain Services may be produced at one of the Purchaser's sites. In this case, the Service Provider undertakes to comply with the provisions of Article 16 of these GPC IS.

**3.8** Subject to providing one (1) week's advance notice, the Purchaser reserves the right to carry out inspections at the Service Provider's premises or at the premises of those of its subcontractors that have been authorised by the Purchaser in accordance with the provisions of Article 21.2 of the GPC IS, in order to monitor the performance of the Services, with the exception of audits relating to compliance with obligations concerning safety and confidentiality, which may take place without prior notice. The Purchaser undertakes to comply with the safety instructions in force within the Service Provider's premises, which the latter will communicate to it after having been notified of the said inspection by the Purchaser. This inspection by the Purchaser will in no way lessen the Service Provider's liability, and will in no way limit the Purchaser's right to refuse to accept the Services.

**3.9** The particularities relating to State contracts are detailed in Appendix 4.



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## 4 / QUALITY REQUIREMENTS

**4.1** The Quality requirements of the standard ISO 9001, in the version in force at the Order issue date, are applicable to all Services produced for the Purchaser.

**4.2** The Service Provider's quality system must meet the quality requirements applicable to the Purchaser's suppliers, as defined in the documents provided to the Service Provider.

**4.3** At the time of Consultation, the Service Provider must define in writing the measures that it will be implementing to meet the requirements of the documents listed above, either via its quality manual, or by drawing up a generic quality plan covering all the activities carried out for the Purchaser. This quality manual or generic quality plan must be accepted by the quality correspondent designated by the Purchaser before the Order is placed. Acceptance of the quality manual or generic quality plan will in no way limit the Service Provider's liability.

**4.4** The Service Provider will demonstrate that its quality management system conforms to the requirements of this document before the Order is placed.

**4.5** If there are specific additional quality requirements for a Service, issued by the Purchaser, the Service Provider must schedule and develop the processes necessary to perform the Service and draw up a specific quality plan, applicable solely to this Service. This plan will be added to the generic provisions of the quality manual or generic quality plan referred to above. This specific quality plan must be accepted by the quality correspondent designated by the Purchaser before the Order is placed. This acceptance will in no way limit the Service Provider's liability.

**5.1** Time is of the essence with respect to the contractual documents. The deadlines agreed between the Parties are mandatory and respecting these deadlines constitutes an essential condition without which the Purchaser would not have contracted.

**5.2** The Service Provider shall promptly inform in writing the Purchaser of any foreseeable delay in respect to the contractual deadlines, and of any measures taken to remedy such delay. Except for force majeure events, the Service Provider shall bear any additional expenses resulting from this delay.

**5.3** In the event of failure to meet contractual deadlines, the Purchaser reserves the right:

- To apply, unless otherwise agreed by the Parties in a signed document, automatically, and without prior notice, late penalties equivalent to 0.5% of the pre-tax price of the relevant Order per calendar day's delay, these penalties being capped at 15% of the pre-tax amount of the Order and/or
- To terminate the Order under the terms and conditions referred to in Article "Termination" below, without any indemnity being due to the Service Provider.

These penalties do not discharge the Service Provider from its obligations and cannot be considered as a final, lump-sum compensation for the damage incurred by the Purchaser. The Purchaser shall notify the amount of late penalties by written document. The Service Provider agrees that the Purchaser may deduct, after a period of fifteen (15) calendar days following the notification, the late payment penalties from the amount due to the Service Provider in relation to the late Order, if within this time period the Service Provider has not disputed in writing the facts of the grievance or has not already paid to the Purchaser the amount claimed. In the event the amounts owed to the Service Provider are lower than the amount of penalties, the difference shall be paid by the Service Provider within the deadline set by the Parties as for the invoice payment, such deadline starting from the notification by the Purchaser of the amount of penalties.

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## 6 / ACCEPTANCE OF THE SERVICES

**6.1** On the date provided for in the Order, the Service Provider undertakes to have performed the Services, and in particular undertakes, if the Order has provided for Deliverables, to have delivered the Deliverable(s) to the Purchaser for its acceptance. The process of acceptance by the Purchaser will take place as (i) the Services are performed (or the Deliverable(s) is/are delivered) and these are considered as being complete and usable by the Purchaser, and (ii) the supply by the Service Provider of objective proof of their conformity to the Order. Acceptance will be materialized by the issuing of an Acceptance Report.

**6.2** No acceptance can be considered as tacitly pronounced. Unless otherwise agreed between the Parties, the acceptance or the verification of the conformity of the Service shall be made within thirty (30) days of delivery.

The issuing of an Acceptance Report shall in no event be interpreted as a waiver of any sort, or affect the extent of the warranty or other commitments made by the Service Provider hereunder or any legal warranty.

**6.3** The transfer of risks will take place when the Acceptance Report is issued.

**6.4** In case of a non-conforming Service to the contractual documents, the Purchaser shall inform the Service Provider of its reservations and enable it to verify and correct this non-compliance within a period of ten (10) days following the notification by the Purchaser. If within this period, the Service Provider does not inspect nor dispute this non-compliance, the Purchaser reserves the right, at its option:

- To accept the Service as is, in exchange in particular for a price discount agreed by both Parties;
- To accept it after corrective action has been carried out by the Service Provider at the latter's expense;
- To refuse it.

The non-compliant Service refused by the Purchaser will be deemed not to have been delivered and will give rise to application of the penalties in accordance with the Article "Deadlines", above, notwithstanding the Purchaser's right to seek damages due to the non-compliance, and/or to cancel the Order.

**6.5** The Service Provider also undertakes to inform the Purchaser as quickly as possible of any major defect that is found after the performance of the Services which could affect the safety of the equipment concerned by the Services provided, or call into question studies or work or any other Deliverable deriving from these Services.

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## 7 / TRANSFER OF OWNERSHIP

Transfer of ownership of the Results to the Purchaser will take place as and when they are produced, notwithstanding any reservation of title clause contained in the Service Provider's documents.

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## 8 / ENTRUSTED PROPERTY

Entrusted Property is to be reserved exclusively to the performance of the Purchaser's Orders and is deemed to be lent in application of articles 1875 et seq. of the French Civil Code.

Entrusted Property remains the property of the Purchaser, or the person who entrusted it to the Purchaser. It shall be identified as such and stored in such a way as to avoid any confusion with the property of the Service Provider or any other third party. Any modification or destruction of the Entrusted Property shall be subject to prior written agreement by the Purchaser.

The Service Provider undertakes to send the Purchaser, in December of each year, an inventory of the Entrusted Property which have been placed at its disposal or financed by the Purchaser. When the inventory is not provided to the Purchaser as stated above, the Purchaser may carry out the inventory itself at the expense of the Service Provider.

The Service Provider undertakes to return the Entrusted Property in the same condition fair wear and tear excepted, upon the Purchaser's first request. At the time that the Entrusted Property is returned to the Purchaser, the Purchaser and the Service Provider shall carry out a joint inventory.

The Service Provider shall monitor the Entrusted Property and take all adequate measures for protection against theft or damage of any sort. In the event of any direct or indirect interference by anyone to the Entrusted Property, the Service Provider shall promptly inform the Purchaser in writing, take all the necessary measures to defend the rights of the owner of the Entrusted Property and ensure that the interference ceases. Should the Service Provider have a lien ("droit de rétention") granted by law on the Entrusted Property, it shall expressly surrender such lien ("droit de rétention") of the Entrusted Property.

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## 9 / PRICES - INVOICING - PAYMENT TERMS

**9.1** Unless otherwise agreed by the Parties in a signed document, the prices stated in the Order are firm and non-revisable, and include all taxes except VAT. These prices include all the costs and expenses incurred by the Service Provider for the performance of the Service, including if applicable, the right to use the Service Provider's Background necessary to use and/or to operate the Deliverables/Results and the assignment of possible Results and related economic rights ("droits patrimoniaux") as well as expenses to travel to the Purchaser's sites. Notwithstanding the foregoing, the Purchaser may accept, at its sole discretion, to reimburse the Service Provider's travel expenses for the performance of the Services, provided that such travel expenses have been previously approved in writing and that relevant supporting documents have been supplied. In such case, a specific maximum budget dedicated to that purpose and non-binding for the Purchaser will be stated in the Order. This maximum budget may be spent always subject to the conditions above mentioned and in particular provided that such travel costs are necessary to the performance of the Services upon the Purchaser's request.

**9.2** The Parties agree to exclude the application of Article 1195 of the French Civil Code and accept the risks and outcomes resulting from any change of circumstances occurring during the performance of the Order.

**9.3** The Service Provider undertakes to invoice the Service in accordance with the contractual documents and, in any case, not before the performance of the Service. When an invoicing schedule agreed between the Parties is mentioned in the Order, the Service Provider shall comply with it. The Service Provider undertakes not to date the invoices before their actual issuance date.

Invoices shall be drawn by the Service Provider in accordance with applicable regulations and include, in addition to legal notices, the following elements:

- The Order reference as indicated on such Order (only one Order number by invoice);
- A detailed description of the Service as described in the Order;
- Details of the bank account into which payment must be made;
- Details (name, phone number, email address) of the representative to contact in case of billing disputes;
- The date and the number of the Acceptance Report or any other event leading to an invoice as provided in the Order.

The original invoice must be sent upon being issued to the address indicated in the Order. The original delivery slip or the original Acceptance Report or any original document agreed between the Parties and resulting in an invoice will not be sent with the invoice but separately to the Purchaser at the address indicated in the Order.

If the Purchaser and the Service Provider agree to have the invoices sent in a dematerialized format, then the Parties will enter into an agreement on the exchange of electronical data.

Any credit note must indicate the invoice reference and the Order related, for accounting purposes.

**9.4** In the event that the Purchaser grants the Service Provider advances or down payments on the amount of the Order, payment thereof shall be covered by a first demand guarantee drawn up in accordance with the template enclosed in Appendix 1 or by any other guarantee agreed between the Parties.

**9.5** The deadline for payment shall be sixty (60) days after the date of issuance of the invoice.

In the event of late payment, late payment interest shall be due starting from the day after the deadline for payment specified on the invoice, without any reminder being necessary. In this case, the interest rate for late payment shall be equal to three (3) times the legal interest rate applicable in France. Furthermore, and in accordance with the law, in case of late payment, the Purchaser is legally bound to pay a lump sum as a recovery charge of an amount of € 40.

**10.1** The Service Provider guarantees the good performance of the Service in accordance with the contractual documents.

Unless otherwise agreed between the Parties, the duration of the warranty shall be one (1) year as from the date of the Acceptance Report unreservedly accepting the Service. In this respect, the Service Provider undertakes to rectify the Service where necessary, at no cost to the Purchaser. This warranty clause is without prejudice to any damage sustained by the Purchaser.

**10.2** Unless otherwise agreed between the Parties, correction of the Service in relation to the warranties provided for in this article must be carried out within a maximum timeframe of forty-five (45) days as from written notification by the Purchaser of the defect or non-conformity in question.

If a Service contains several sub-assemblies, the Service Provider must, at its expense, correct any anomaly that may be caused by a defect in one sub-assembly in the other sub-assemblies of the said Service.

**10.3** Any corrected Service will be guaranteed, under the same conditions as those set forth above, until the expiry of the warranty period for the Service, and for a minimum period of six (6) months following the intervention. If the Service Provider does not perform its warranty obligations, the Purchaser reserves the right to carry out the necessary works or have it carried out by a third party, at the Service Provider's expense.

For the Service Orders whose implementation is staggered over time, the Service Provider undertakes to implement a business continuity plan aimed at defining measures to be taken to keep running the performance of the Order upon the occurrence of an event likely to prevent its performance.



### 12.1 Background

**12.1.1** Each Party shall remain the sole right holder of its Background, without prejudice to third parties' rights.

**12.1.2** If Purchaser's Background is necessary to the performance of the Order, the Purchaser grants to the Service Provider, for the duration of the Order and for the sole purpose of its performance, a personal, non-exclusive and free of charge right to use this Background. The Service Provider undertakes not to use, copy or reproduce, whether entirely or partially, this Background, for any purposes other than the performance of the Order. This right to use the Purchaser's Background may be extended to the Service Provider's subcontractors performing part of the Order, subject to Purchaser's prior written consent.

The Service Provider undertakes not to modify in any way the Background granted by the Purchaser for the performance of the Order, without the Purchaser's prior written consent. In any case, the Service Provider undertakes not to acquire any intellectual property rights deriving from or based on the Purchaser's Background.

**12.1.3** If Service Provider's Background is necessary to use and/or to operate the Deliverables/Results, the Service Provider grants to the Purchaser, for the legal duration of intellectual property rights and for all the countries in the world, a non-exclusive, irrevocable, transferable and free of charge right to use and/or operate this Service Provider's Background, with the right to sublicense. The Purchaser undertakes not to use this Background for any other purpose than the use and/or the operation of the Deliverables/Results. In any case, the Purchaser undertakes not to acquire any intellectual property rights deriving from or based on the Service Provider's Background.

If a software is part of the Service Provider's Background and is necessary to use and/or to operate the Deliverables/Results, the Service Provider undertakes to deposit such software's source codes to the French "Agence pour la Protection des Programmes", under a registration number which shall be communicated to the Purchaser. If the Service Provider ceases to operate the software, or if it ceases its activity and such activity is not taken over by a third party, the source codes of this software will be made available to the Purchaser under reasonable terms and conditions and the Purchaser will be vested with the right to use them for the purpose of using and/or operating the Deliverables/Results.

If the Service Provider assigns or transfers to a third party its rights on such Background or if this Background belongs in whole or in part to one or several third party(parties), the Service Provider shall obtain an undertaking from this(these) third party(parties) that it(they) will grant the Purchaser the same rights as those provided by this article.

The financial compensation for these rights granted to the Purchaser is included in the Order's price.

### 12.2 Property of the Results deriving from the Purchaser's Background and/or Specifications

**12.2.1** The Service Provider transfers, exclusively to the Purchaser, the ownership of the entire Results and related economic rights ("droits patrimoniaux") as and when they are produced. Consequently, the Purchaser will, as the owner, be allowed to freely operate, license and transfer the Results in the most extensive way and in any country in the world, on any media, in any format and for any purpose.

If the Results are a software, the Service Provider undertakes to make available to the Purchaser the source codes of such software developed with the framework of the Order.

It is specified that for Results that could be subject to a copyright protection (in particular software), the economic rights ("droits patrimoniaux") transferred to the Purchaser by the Service Provider include the display, reproduction, translation, adaptation, modification, marketing, use, retention, and duplication rights and more generally all operating rights for any purpose and for the duration of the legal protection period of economic rights ("droits patrimoniaux").

If the Results are a creation or an invention that can be protected by an intellectual property right, the Service Provider undertakes to grant the Purchaser – and consequently to make its employees, as well as any third parties it could rely on, grant to the Purchaser – all necessary powers to file under the Purchaser's name, in France or in any other country, any patent or any intellectual property right whatsoever in relation with such creation or invention. In such case, the Purchaser will indicate the name of the inventors and the Service Provider will bear, at no additional cost for the Purchaser, the expenses of any additional payment to its employees and/or to any concerned third parties for such creation and invention.

The Service Provider undertakes not to use the Results in any field where Group Companies operate, such fields being determined in the registration documents (“document de référence”) filed annually before the French financial market authority (“Autorité des Marchés Financiers”), except if the Purchaser gave a prior written consent and such use is made in accordance with the terms and conditions to be set by agreement between the Parties.

**12.2.2** The Service Provider may be allowed to use the Results in any other field than the ones where Group Companies operate, provided that:

- The Service Provider shall notify the Purchaser by prior written notice of its request to use the Results, such request indicating the field(s) of activity in which it intends to operate, and
- The Service Provider and the Purchaser shall sign a licensing agreement setting the terms and conditions for such use. If the Results are derived from an Order related to a Service for the French State, the Service Provider shall pay any royalties to the French State as provided by the French Procurement Contract Code (“Code des Marchés Publics”) for the marketing of products and services deriving from such Results.

**12.2.3** This Article 12.2 is not applicable whenever the Service is not performed on the basis of Purchaser’s Background and/or Specifications.

### **12.3 Warranties**

**12.3.1** The Service Provider warrants that it is the holder of the intellectual property rights to the Results and, as such, shall hold harmless the Purchaser against all claims from third parties in relation to these rights.

In addition, the Service Provider warrants that it holds all the rights transferred to the Purchaser in application of article 12.1.3 of these GPC IS.

If the Service Provider intends to use “free” or “open source” software that could impact on the use of the Service and/or the operation of the Results, it must obtain the Purchaser’s prior written consent after justifying with documentation the use of such software and indicating in particular the licensing terms and conditions as well as their consequences. In any case, the use of such “free” or “open source” software cannot reduce the warranties provided by the Service Provider nor can it limit or exclude the Service Provider’s liability in the context of the performance of the Orders.

**12.3.2** The Service Provider shall indemnify and hold harmless the Purchaser against its acts and all the consequences of intellectual property claims from third parties (including but not only its personnel, individuals under its authority, authorised subcontractors etc.) which may be filed against the Purchaser in relation to the use or operation of the Service. The Service Provider undertakes to provide technical support to the Purchaser pursuant to these legal actions and to reimburse any cost – including legal fees, compensations, damages, expenses – incurred to the Purchaser and any fines, which may result from them.

Furthermore, at the option of the Purchaser, the Service Provider shall, at its own cost, and without prejudice to the Purchaser’s right to seek compensation, either (i) obtain the right to continue using the Deliverables/Results, or (ii) replace or modify it in order to put an end to the infringement of the third party rights referred to above, while ensuring the objectives of the Service as provided by the contractual documents or (iii) reimburse the Service.

However, the warranty will be excluded when the third party’s claim for infringement is the direct consequence of the use of the Deliverables/Results in combination with another product without the agreement of the Service Provider’s or on any use thereof which does not comply with the Documentation and the contractual documents.

**12.4** The obligations set in this article will remain in force after the expiry or termination of the Order, notwithstanding the cause of such expiry or termination.

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## 13 / LIABILITY - INSURANCE

**13.1** The Service Provider is liable for any damage or loss sustained by the Purchaser or any third party as a result of non-performance or improper performance of the Order. Consequently, the Service Provider shall indemnify the Purchaser for any loss or damage sustained by the latter, including the cost of repair and/or replacement that would result from any damage or loss to Entrusted Property. Any assistance the Purchaser may give to the Service Provider, for the performance of the Service or the controls the Purchaser may organize, shall not in any way exempt the Service Provider from its liability as regards to the Service.

**13.2** The Service Provider undertakes to take out and maintain in effect the necessary insurance policies from reputedly solvent companies and up to an amount commensurate with the risks and liabilities incumbent upon it under ordinary law provisions and its contractual commitments.

In particular, the Service Provider shall take out a civil general and professional liability insurance policy (“assurance responsabilité civile générale et professionnelle”) covering, for the duration of the Order:

- Its professional activity in general,
- Its activity on work places for the missions and works entrust by the Purchaser,
- Damage of any sort caused to third parties,
- Damage caused to goods/items entrusted by the Purchaser after being handed over by the latter and for as long as the Service Provider has it.

The Service Provider shall provide proof, at the Purchaser's first request, of the validity of the insurance policies it has taken out by producing certificates issued by its insurers, indicating the type and amount of guarantees granted. The Service Provider shall annually produce certificates confirming the renewal of its policies for the following period, for as long as its contractual obligations remain in force. In the case of insufficient coverage, the Purchaser shall have the right to require that the Service Provider take out additional coverage.

It is further stated that when the Entrusted Property by the Purchaser to the Service Provider is located at the Service Provider's premises, the latter undertakes to take out on behalf of the Purchaser an insurance policy such as a “comprehensive industrial risk insurance policy” (“Tous Risques Industriels”) or a comprehensive risk on damage to goods and profit loss insurance policy (“Multirisques dommages aux biens et perte d'exploitation”) covering any damage to the Entrusted Property by the latter, whatever the cause of damage. The Purchaser will be named as an additional insured party in this policy that will come into effect at the first euro. Any insurance of the Purchaser shall only be a complement to the guarantee of the insurance policy taken out by the Service Provider.

Neither the presentation of insurance certificates by the Service Provider nor the content of the insurance policies (limitations or excess) taken out shall be invoked against the Purchaser or limit the Service Provider's liability.

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## 14 / COMPLIANCE WITH LABOR REGULATIONS

The Service Provider guarantees that it complies with the labor legislation to which it is subject. It also guarantees that the Service shall be performed in compliance with the labor laws in force in the countries in which the Service is performed.

In particular, if the Service is performed in France, the Service Provider undertakes to comply with the labor law relating to concealed work (Articles L.8222-1 et seq. and Articles R.8222-1 et seq. of the French Labor Code) and foreign labor (Articles L.8253-1 et seq. and L.8254-1 et seq. in the French Labor Code). Depending on whether it is domiciled in France or abroad, the Service Provider undertakes to submit to the Purchaser on the date of the Order and in any case before the beginning of the performance of the Service, then every six (6) months until the Order is performed either the documents indicated in Articles D.8222-5 et seq. and D.8254-1 et seq. of the French Labor Code or the documents indicated in Articles D.8222-7 and 8 et seq. and D.8254-3 et seq. of the French Labor Code.

Furthermore, if the Service Provider posts its employees in accordance with articles L. 1262-1 and L. 1262-2 of the French Labor Code, it shall inform the Purchaser before performing the Order and shall provide proof that it fulfilled the legal obligations of article L.1262-2-1 of the French Labor Code. The Service Provider also undertakes to comply with the legislation regarding minimum salary, as well as the regulation requiring posted employees to benefit from housing conditions respectful of human dignity.

A letter template to be completed by the Service Provider including the list of documents required from it under the French Labor Code, depending on whether it is domiciled in France or abroad, is provided in Appendix 3.

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## 15 / COMPLIANCE OF THE SERVICE WITH REGULATIONS AND STANDARDS

Through the performance of the Order, the Service Provider guarantees to the Purchaser the compliance of the Service with the regulations and standards in force in the country where the Service is performed for the Purchaser, and in any other country where the Service Provider has been informed that the Results of the Service will be used.

For this purpose, the Service Provider shall hand over upon delivery or undertake to hand over at first demand by the Purchaser, the certificates required by the applicable regulations and relating to the Service.

Irrespective of the place in which the Service is performed (in France or abroad), the Service Provider also warrants that the Service will comply with applicable legal provisions and regulations to quality requirements and standards, including health, hygiene, safety, traceability of products and protection of the environment.

The Service Provider undertakes to release to the Purchaser upon the delivery of the Service all information it has to enable the safe use of the Results of the Service.

The Service Provider undertakes to inform the Purchaser of any modification of applicable legal provisions and regulations and standards, which affect the conditions in which the Service is delivered or performed.

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## 16 / PERFORMANCE OF THE SERVICE AT ONE OF THE PURCHASER'S SITES

When the Service is performed in whole or in part at one of the Purchaser's sites, the Service Provider undertakes to comply with the following provisions:

The Service Provider will forward in advance a list with the names of the members of its personnel that may need access to the Purchaser's site, the Purchaser reserving the right to refuse any person access to its site for security reasons. The Service Provider will take the necessary measures to ensure that if any persons have to be replaced, this will not jeopardise the performance and quality of the Services.

The Service Provider shall respect and ensure that its personnel and any subcontractor respect the rules to access to the site, security requirements, including in relation to information technology (IT), confidentiality rules, as well as the provisions of the internal rules of conduct which apply to all persons within one of the Purchaser's premises as employees of an external company, including hygiene and safety rules and general working conditions.

The Service Provider shall, in particular, comply with the provisions of the French Labor Code relating to hygiene and safety applicable to "work carried out within the premises by an external company". The Parties agree that the prevention plan provided by these provisions shall be implemented before the performance of the Order.

Where necessary, the Purchaser will make available to the Service Provider premises that will be allocated to enable it to intervene without disrupting the Purchaser's organization. The Service Provider will be able to place its equipment there, including in particular computer equipment (PCs, workstations, office furniture, etc.) necessary for the performance of the Services that are the subject of the Order. The disposal of the premises will end once the Order has been performed, or if the Service Provider's presence in the Purchaser's premises is no longer justified. The Service Provider will retain full and entire ownership and custody of equipment, software and software programs belonging to it that it has occasion to use and/or store at the Purchaser's site.

The Purchaser may also:

- Provide the IT services strictly necessary for performance of the Order in accordance with procedures and terms and conditions that it will define on a case by case basis in order to preserve the security of its IT systems;
- Provide access to its internal messaging system and to a directory for the exchange of data with the Service Provider, in accordance with the conditions defined in Appendix 2.

When the Service Provider is authorised to access the Purchaser's information system, this authorization is strictly limited to perform the Order. The Service Provider shall, in all events, respect the Group's Information System Utilization and Security Charter and all other instructions provided.

Should the Service Provider's personnel be present on the Purchaser's site, the Service Provider shall appoint a project manager having hierarchical and disciplinary authority over its personnel.

Each member of the Service Provider's personnel present at the Purchaser's site must, on request, state its name, the context of its mission, and the name and contact details of the Service Provider's project manager.

Upon the completion of the Services at the Purchaser's site, the Service Provider's personnel must:

- Return to the Purchaser's security manager the badges and other means of access that had been given to the latter,
- Where applicable, return to the department concerned the words, codes and keys used to access the hardware and software allocated to the latter,
- And more generally, return all information, documents and other items which have been supplied to the latter for the performance of the Order.

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## 17 / SERVICE PROVIDER'S PERSONNEL

The Service Provider is solely responsible for the administrative, accounting and labor management and supervision of its personnel assigned to the performance of the Order. The Service Provider will expressly retain hierarchical and disciplinary authority over its employees, including during the time when they are present at the Purchaser's site.

For that purpose, the Service Provider will appoint a project manager, in charge of giving instructions to the Service Provider's staff that will report to it on the status of the Services. This project manager will be the Purchaser's sole interlocutor.

The Service Provider will be solely liable for the definition of the profile and the appointment of the members of its personnel that it assigns to the performance of the Order. It certifies that throughout the performance of the Order, the members of its personnel assigned to the task will be competent, qualified and sufficient in number to ensure that the Service is in compliance with the contractual documents.

**18.1** The Service Provider shall keep confidential all information received from the Purchaser in connection with the Order, as well as all information the Service Provider might have access as a result of its presence at the Purchaser's premises or another Group Company, without the Purchaser having to specify or mark such information as confidential ("Confidential Information"). The Results shall be regarded and treated as Confidential Information belonging to the Purchaser.

**18.2** Confidential Information shall remain the property of the Purchaser, subject to the rights of third parties. The disclosure of Confidential Information by the Purchaser shall in no event be interpreted as granting or conferring upon the Service Provider, expressly or implicitly, any right whatsoever (under a license or by any other means) in respect to this Confidential Information.

**18.3** The Service Provider undertakes to:

- Use Confidential Information exclusively for the purposes contemplated in the Order;
- Disclose Confidential Information only to those of its employees for whom it may be strictly necessary for the purposes contemplated in the Order and then only a "need to know" basis;
- Not disclose Confidential Information or make it available, either in full or in part, to any third party without the prior written consent of the Purchaser;
- Ensure that the confidentiality obligations incumbent upon it under the present article "Confidentiality" are complied with by its employees and other persons authorised by the Purchaser to access Confidential Information.

**18.4** Nevertheless, the confidentiality obligations shall not apply to any Confidential Information which:

- Is already in, or it had entered the public domain prior to its disclosure or after it, otherwise than through the fault of the Service Provider;
- Is already known or available to the Service Provider at the date of receipt of Confidential Information, as evidenced by written records of the Service Provider;
- Is lawfully obtained by the Service Provider from third parties, with full rights of disclosure, as evidenced by written records of the Service Provider.

**18.5** Should the Service Provider be required to disclose Confidential Information of the Purchaser, pursuant to a mandatory or a judicial or administrative decision, the Service Provider shall immediately inform the Purchaser of such request. In addition, the Service Provider shall ask the persons and entities to which the Confidential Information is disclosed to treat it as confidential.

**18.6** In the event of termination of the Order for whatever reason, the Service Provider undertakes to return Confidential Information immediately to the Purchaser and/or to destroy any medium containing all or part of Confidential Information. The Service Provider will supply the Purchaser with a certificate attesting to such complete return or destruction. Such return or destruction of Confidential Information shall not release the Service Provider from its confidentiality obligations under this article.

**18.7** Any and all classified Confidential Information disclosed by the Purchaser shall be identified as such at the time of its disclosure. The protection and use of classified Confidential Information shall be in accordance with the security procedures issued by the authorities concerned.

**18.8** The Service Provider undertakes not to publish any article or advertisement relating to the Order and/or to the Service and/or any other information in connection with its business with the Purchaser without the latter's prior written consent.

**18.9** Unless otherwise provided for in the Order, the confidentiality obligations provided in this article shall remain in full force and effect throughout the Order performance and for a period of ten (10) years from the end of the warranty period for the Service, it being specified, however, that with regard to Results that are the subject of intellectual property rights, the obligation of confidentiality will remain in force throughout the entire duration of performance of the Order and throughout the entire legal duration of protection relating to intellectual property rights.

**18.10** If Confidential Information that is the property of a third party is disclosed to the Service Provider, any more restrictive confidentiality requirements that may be imposed by this third party will be passed on to the Service Provider.



**18.11** In order to ensure the security of the Purchaser's Confidential Information and the media containing it, the Service Provider will take all necessary measures to ensure its protection, in particular by using computer access controls and encryption of the Confidential Information.

If required by the level of confidentiality, the Purchaser will notify the Service Provider that it must consider the Confidential Information as being the subject of "Confidential Industry" ("Confidenciel Industrie"), and must handle it as such in accordance with the ministerial order ("arrêté") of November 30th, 2011 about the protection of national military secrets.

**18.12** The Purchaser undertakes to respect the same obligations of confidentiality regarding the information issued by the Service Provider and expressly marked as confidential. It is specified that the information to which the Purchaser could have access during visits of the Service Provider's premises are considered confidential. These confidentiality obligations are subject to the exceptions of article 18.4 abovementioned (the word "Service Provider" being replaced by "Purchaser" in this article).

If, throughout the performance of the Order, the Service Provider uses products or services from countries with which the Purchaser has, directly or indirectly, contracted offset obligations, the Service Provider shall, at the Purchaser's request, use its best efforts to ensure that the value of its orders can be taken into account by the competent offset authorities within the framework of the Purchaser's obligations mentioned above.

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## 20 / FORCE MAJEURE

Each Party shall inform the other Party immediately, with confirmation by written notice, no later than five (5) calendar days after the occurrence of force majeure preventing it from performing its obligations under the contractual documents.

The obligations whose performance is rendered impossible by the occurrence of an event of force majeure shall be suspended for the duration of this event, subject to the provisions of the article "Termination".

The Party invoking force majeure undertakes to take every measure possible to limit the prejudicial consequences of this event for the other Party.

For the application of this clause, only an event meeting simultaneously all the conditions described hereinafter shall be considered an event of force majeure:

- a) This event must be beyond the control of the Party invoking force majeure,
- b) This event could not have been reasonably foreseen when the Order was issued,
- c) The outcome of such event could not have been avoided with appropriate measures,
- d) This event prevents the Party invoking force majeure from performing its obligation.

The Service Provider shall not be able to invoke delays on the part of its own suppliers or subcontractors unless the cause for these delays may be considered an event of force majeure under this clause.

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## 21 / TRANSFER - ASSIGNMENT - SUBCONTRACTING

**21.1** The Purchaser having chosen the Service Provider *intuitu personae* and in consideration of its specific abilities, the Service Provider undertakes not to transfer or assign all or part of the Order to any third party without the prior written consent of the Purchaser, including in the event of merger, split-up or partial contribution of assets. If such authorization is granted, the assignee or transferee will be considered as the Service Provider and, as such, shall be subject to all the conditions contained in the contractual documents.

This provision does not prohibit the Service Provider from assigning to a third party debts held by the Purchaser.

The Purchaser reserves the right to transfer or assign all or part of the Order to any Group Company, or in the event of merger, split-up or partial contribution of assets, to any third party of its choice, upon written notification to the Service Provider. The Service Provider grants to the Purchaser the right to such transfer or assignment and agrees that the assignee or transferee is the sole responsible of and liable for the performance of the Order – such liability and responsibility beginning at the notification of transfer or assignment – and that the Purchaser is consequently released from its contractual obligations arising after the date of such transfer or such assignment.

**21.2** The Service Provider undertakes not to subcontract all of the Order. Moreover, the Service Provider undertakes not to subcontract part of the Order to a third party in any way without the prior written agreement of the Purchaser. When the Service Provider is authorised to subcontract, it undertakes to pass on the obligations contained in the contractual documents to its subcontractors. The Purchaser may, if necessary, approve in writing the subcontractor's payment terms at the request of the Service Provider. Notwithstanding the approval of the Purchaser to the Service Provider's subcontracting of the performance of the Order, or to the choice of the subcontractor and its payment terms, the Service Provider shall remain solely liable to the Purchaser for the performance of the Service subcontracted. No default of its subcontractors shall exclude or limit the Service Provider's liability.

**22.1** The Parties agree to comply with export control laws and regulations that are applicable to the Service (including its components), as well as to the software, information and products that the Parties may exchange within the framework of the performance of the Order.

**22.2** Each Party undertakes to inform the other Party of the export control classification concerning the elements hereinabove, and undertakes to notify it of any changes to – or any plans to change – this classification no later than fifteen (15) days after receiving notice of said change.

**22.3** Without prejudice to any terms set forth in the present Section, Service Provider (including any of its affiliates) warrants that, without any limitation:

- none of the products, goods or services that Service Provider produces originate, in whole or in part, from the Xinjiang region of China;
- none of its own suppliers produce products, goods, or services that originate, in whole or in part, from the Xinjiang region of China;
- Service Provider does not engage in any business activities with the entities located in Xinjiang region and listed as « denied parties » by the US Government – Department of Treasury. The Services Provider is fully aware that this list is subject to modification.
- none of its own suppliers engage in any business activities with the abovementioned entities added to the US Government's entity list related to Xinjiang.
- Service Provider complies in particular with the terms of the Section 889 of the National Defense Authorization Act for Fiscal Year 2019 and that Supplier is not using any equipment, system or service that uses covered telecommunications equipment or services a substantial or essential component of any system, or as critical technology as part of any system, within the conditions and as such terms are defined by the above mentioned regulations.

**22.4** In the event that the export or re-export of all or part of the Service is subject to obtaining an export license, the Service Provider undertakes to apply to the competent government authorities, at no cost to the Purchaser, for any license or governmental authorization necessary to enable the Purchaser to use the Service and to deliver such to customers or to any other final user specified by the Purchaser to the Service Provider. The Service Provider undertakes to immediately notify the Purchaser of the issuance of the export license by the competent government authorities or of the existence of a dispensation, and to provide it with a copy of said license or a certificate describing in particular any restrictions applicable to the re-export or re-transfer by the Purchaser of all or part of the Service to a third party. It is specified that notice by the Service Provider to the Purchaser of the classification of all or part of the Service and the issuance of the export license described hereinabove constitute conditions precedent to the Order coming into force.

**22.5** The Service Provider undertakes to implement all necessary security measures to prevent the transfer, by any means whatsoever, of information provided by the Purchaser and identified as being subject to applicable laws and regulations on export control to any person not authorised to access such information, by dispensation or by an export license granted by the competent government authorities.

**22.6** Should the export license be withdrawn, not renewed or invalidated for reasons attributable to the Service Provider, the Purchaser reserves the right to automatically terminate the Order, without prejudice to its right to claim compensation for the damage sustained by this breach.

**22.7** Should it fail to meet its export control obligations, the Service Provider will be bound to compensate for any damage caused to the Purchaser and its customers in connection with the performance of the Order or the use or operation of all or part of the Service. Furthermore, the Service Provider undertakes to take charge of the defense of the Purchaser and/or its customers in the event of any action or legal proceedings taken by competent authorities relating to export control as well as all consequences, including fees, expenses and damages that may be incurred by them.

Each Party shall conduct its business in compliance with the Idemia Code of Conduct as mentioned in Appendix 6 hereto as well as with all applicable anti-corruption, anti-bribery and anti-money laundering laws.

Each Party shall employ best efforts to establish policies and procedures to prevent offences related to anti-corruption, anti-bribery and anti-money laundering laws.

In the context, none of the Parties shall make any payments or transfers of anything of value to the other Party that may have the purpose or effect of public or commercial bribery, acceptance of or acquiescence in extortion, kickbacks, or other unlawful or improper means of obtaining business or any improper advantage.

Each Party hereby covenants and undertakes to the other Party that it shall have and maintain adequate anti-bribery processes and procedures in place. Each Party shall enforce and maintain its own group anti-bribery policies and procedures to ensure compliance with applicable anti-bribery laws and shall provide a copy of such policies and procedures to the other Party on request.

**24.1** Either Party shall be entitled to terminate the whole or part of the Order as of right by registered letter with acknowledgement of receipt sent to the other Party, in the following cases:

- When the other Party fails to perform any of its contractual obligations and does not cure such breach within fifteen (15) days from receipt of formal notice thereof sent by registered letter with acknowledgement of receipt;
- When the other Party becomes the subject of judicial protection, receivership or liquidation, subject to public policy provisions;
- When the other Party did not perform its obligations because of a force majeure event (i) the duration of which exceeds one month from the date of notification to such other Party thereof, or (ii) causing a delay justifying the termination of the Order, or (iii) permanently preventing the performance of the Order;
- When provided by law or any regulation in force.

**24.2** In addition, the Purchaser shall be entitled to terminate the Order as of right by registered letter with acknowledgement of receipt sent to the Service Provider in the following cases:

1. With immediate effect and without prior notice when the Service Provider fails to comply with any of its obligations set forth in articles "Compliance with Labor Regulations", "Export control" and/or "Ethics" of these GPC IS and more generally in case of any breach by the Service Provider of any of its contractual obligations which cannot be remedied;

2. After a prior formal notice sent by registered letter with acknowledgement of receipt and which has remained unheeded for thirty (30) days if the Service Provider did not deliver to the Purchaser the insurance certificates as required by article 13.2;

3. Subject to a thirty (30) days' written notice when one of the Purchaser's competitors or a competitor of any other Group Company acquires the control of the Service Provider's capital;

4. Subject to a thirty (30) days' written notice, in the event of a major change in the industrial organization of the Service Provider that could jeopardise the proper performance of the Order (e.g. transfer of production).

**24.3** The Purchaser reserves the right, at its convenience, to terminate the whole or part of the Order(s), subject to a prior written notice taking into consideration the nature of the Services and the duration of the established business relationship, in accordance with the provisions of the Article L 442-I of the French Commercial Code. The duration of the prior written notice shall be no less than fifteen (15) days. No compensation shall be due to the Service Provider in connection with such termination except for prorata temporis payment of the Services duly provided prior to the effective date of termination.

**24.4** In the event of termination of the Order by the Purchaser for default attributable to the Service Provider, the Purchaser reserves the right to perform or have a third party perform all or part of the Order at the expense of the Service Provider. In this respect, the Service Provider undertakes, at the request of the Purchaser, to provide to the latter or to any third party designated by the Purchaser all the elements necessary to perform the Service.

**24.5** Upon the expiration of the Order, or following its termination for any reason whatsoever, the Service Provider shall return, within eight days and at its cost, to the Purchaser the Entrusted Property and any documentation which has not yet been provided.

**24.6** In all the cases of termination notwithstanding the reasons, each Party shall still be required to comply with all its contractual obligations until the effective date of termination, without prejudice to any damage that the non-defaulting Party may be able to claim as compensation for the damage incurred as a result of the non-performance by the defaulting Party of the obligations set forth in the contractual documents.

The particularly sensitive nature of the Purchaser's business activities may result in specific requirements regarding security. As a result, and in accordance with the ministerial order (“arrêté”) of November 30th, 2011 about the protection of national military secrets, the Service Provider may be required, before the start of the performance of the Order, to sign either a special “sensitive” contract, or one with custody of classified and secret information, or one with access to classified and secret information.

Both Parties undertake to comply with the national and European regulations regarding data protection and in particular to only use personal data for the purpose of performing the Services, to implement all the necessary measures of security and confidentiality in order to protect this type of data, to ensure the compliance of potential transfer outside the European Union, to delete said data at the expiry of the retention period agreed between the Parties and to reply to any request from data subjects. Furthermore, each Party undertakes to give notification to the other Party in case of any security breach that may have consequences on the data processing.

Neither Party's failure to exercise or delay in exercising any of its rights with respect to the contractual documents shall be construed or be deemed a waiver of these rights.

Should any provision of the contractual documents be held to be invalid, the remainder shall continue to be valid and enforceable. The Parties shall then seek to replace this provision with a valid provision in order to maintain the contractual balance.

The Service Provider acts in its own name and on its own behalf as an independent entrepreneur. The Service Provider has neither the power nor the authorization to enter into any commitment whatsoever in the name and for the account of the Purchaser. No provision of the contractual documents may be construed as creating an agent/principal, parent/subsidiary or employer/employee relationship between the Service Provider and the Purchaser.



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## 26 / GOVERNING LAW - JURISDICTION

By express agreement between the Parties, the contractual documents are governed by French law.

**All disputes arising out or in connection with the formation, validity, interpretation, performance, or termination or their follow up, of any of the contractual documents shall be settled under the exclusive jurisdiction of the Commercial Court of Paris (“Tribunal de Commerce de Paris”), France, notwithstanding plurality of defendants or introduction of third parties. In the event the Commercial Court of Paris lacks subject-matter jurisdiction, any other Court of Paris shall have the jurisdiction to make the disposition of the matter.**

However, the Parties may by mutual agreement decide to have recourse to mediation, before going to court.

NAME OF THE SERVICE PROVIDER:

AND CAPACITY OF THE SIGNATORY:

DATE:

SIGNATURE:

THE SERVICE PROVIDER'S STAMP:

# APPENDIX 1

## FIRST DEMAND GUARANTEE

As part of order [N°] (hereafter the “Order”), placed on ....between (name of Service Provider, address, trade and companies register) and (name of the Purchaser, address, trade and companies register) for (detail of the Order) for an amount of ....

The undersigned

[FIRST RATE FRENCH BANK]

[FORM]

With a capital of [TO BE COMPLETED], having its registered office at [TO BE COMPLETED], registered at the Trade and Companies Register of [TO BE COMPLETED] under number [TO BE COMPLETED] represented by [TO BE COMPLETED], acting as [TO BE COMPLETED], duly empowered for the purposes hereof

Hereinafter referred to as the “Guarantor”

Hereby undertakes, irrevocably and unconditionally, on instructions by and on behalf of:

[Service Provider]

[FORM]

With a capital of [TO BE COMPLETED], having its registered office at [TO BE COMPLETED], registered at the Trade and Companies Register of [TO BE COMPLETED] under number [TO BE COMPLETED]

To pay:

[PURCHASER]

[FORM]

With a capital of [TO BE COMPLETED], having its registered office at [TO BE COMPLETED], registered at the Trade and Companies Register of [TO BE COMPLETED] under number [TO BE COMPLETED],

Hereinafter referred to as the “Beneficiary”,

On first demand by the Beneficiary and immediately any amount up to [TO BE COMPLETED IN NUMBERS AND IN LETTERS] Euros, without being able to claim any exception or objection in particular with respect to any contestation or claim by [SERVICE PROVIDER] in relation to the Order.

This guarantee is independent of any contract between [SERVICE PROVIDER] and the Beneficiary. Consequently, the modification or cessation of the legal links or relations which may exist between [SERVICE PROVIDER] and the Beneficiary does not release the Guarantor from its obligations hereunder. All the provisions of this guarantee shall remain in force irrespective of any changes in the financial and/or legal situation of [SERVICE PROVIDER] or Beneficiary.

This guarantee comes into force on [TO BE COMPLETED] and expires on [TO BE COMPLETED], unless extended subject to a request submitted by the Beneficiary to the Guarantor.

Any request for an extension must be made directly by the Beneficiary to the Guarantor and must be granted immediately by the Guarantor, subject to proof of prior notification to [SERVICE PROVIDER], and notwithstanding any order to the contrary by [SERVICE PROVIDER]. However, this extension may not exceed a maximum period of ...months.

This guarantee is in addition to and not as a replacement for any other right that the Beneficiary may claim against [SERVICE PROVIDER] and must be executed on first demand by the Beneficiary by means of registered letter with acknowledgement of receipt sent to the address of the Guarantor as indicated at the head of this guarantee, indicating that [SERVICE PROVIDER] has not respected its obligations towards the Beneficiary, and without any intervention by [SERVICE PROVIDER] or any prior procedure or action against the [SERVICE PROVIDER] being necessary.

Version of September 2020

All the costs of this guarantee and any subsequent related deeds shall be borne by [SERVICE PROVIDER].

In the event of any dispute in relation to this guarantee, exclusive competence is attributed to the Commercial Court of Paris. The validity, interpretation and execution of this guarantee are governed by French law.

Executed in ....., on.....

Title:

[BANK]

## APPENDIX 2

The purpose of this Appendix is to set forth the conditions under which the Purchaser and the Service Provider will carry out electronic data interchange (EDI) by means of networks, within the framework of the performance of the Orders.

### A) Definitions

Electronic data interchange (EDI): electronic transfer via a network, from one computer to another, of data in the form of an EDI message.

EDI Message: series of structured segments presented in a form that can be unequivocally read by a computer.

Acknowledgement of receipt: message issued by the recipient of an EDI message acknowledging receipt of the message and its legibility.

### B) Nature of the information exchanged

The information which may be exchanged by EDI is defined in the Orders.

Any other information must be exchanged only through paper medium unless otherwise agreed in writing between the Parties to include it within the field of this Appendix.

### C) Validity and taking into account the EDI content

The exchange of information via EDI is carried out at the time and place that the EDI message is placed at the disposal of the recipient's information system in a complete and legible way.

On receipt of information transmitted by EDI by the recipient's computer, the latter issues an acknowledgement of receipt to the issuer. The recipient is then deemed to have correctly received the information given unless the recipient informs the other Party of a problem in reading or interpreting the data transmitted. Notification of this may be sent by any means.

On no account is the recipient authorised to modify the message received. Any modification must be made by the issuing Party with specific reference to the modification made. Only messages issued by an authorised issuer with the agreed electronic signature are taken into account by the recipient.

### D) Registration and conservation of EDI Messages

The Parties must keep all the EDI messages exchanged, taking all the necessary security measures at their disposal to guarantee their inalterability. In this respect, the Parties undertake to respect a certain number of control procedures such as the conservation of the information sent by EDI in its original form and in chronological order of sending.

The Parties must ensure that the information exchanged by EDI is kept by electronic or computer journals listing all exchanges sent and received and that it is easily accessible. In addition, the Parties must ensure that this information can be reproduced in legible form by man and be printed if necessary **in order to constitute, as far as possible, a true and lasting copy of the original.**

### E) Admissibility and probative value of the EDI Messages

Each Party agrees that the EDI messages exchanged on the basis of this Appendix and in conformity with the provisions hereunder have a probative value equivalent to that of a paper medium.

As such, the Parties waive the right to contest the authenticity of the information exchanged or oppose the information on the sole basis that the information was exchanged by EDI.

The Parties undertake to accept that, in the event of a dispute, the recordings made of information exchanged by EDI that have been stored may be produced before the arbitration Courts as proof of the facts that they contain, unless otherwise proved.

### F) Security of EDI Messages

The Parties undertake to set up and maintain security measures and procedures to ensure the protection of the EDI messages against risks of unauthorised access, modification, delays, destruction or loss.

The security procedures and measure include verification of the origin and verification of the integrity. All information exchanged by EDI must identify the sender and the recipient. As such, each of the Parties undertakes to submit to the other party a list of the persons authorised by it to send information by EDI, updating this list each time it is necessary and indicating the applicable electronic signatures.

If the security procedures and measure lead to the rejection of an EDI message or the detection of an error in the message, the recipient must inform the sender of this as soon as possible.

The recipient of an EDI message which has been refused or which contains an error cannot act on the message without authorization from the sender. When a refused or erroneous message is retransmitted by the sender, the message must clearly indicate that it is a corrected message.

In addition, the Parties undertake to set up and maintain the operational environment necessary for EDI operations. As such, the Parties must supply and ensure maintenance for the hardware, software and the services necessary to transmit, receive, translate and conserve EDI messages.

### **G) Confidentiality**

The Parties must ensure that the information contained in the EDI messages remains confidential and is not disclosed or retransmitted to any other parties who are not authorised to receive it. They must also ensure that it is not used for any purpose other than the performance of the Orders.

## APPENDIX 3

### LETTER TEMPLATE TO BE PROVIDED BY THE SERVICE PROVIDER (“CONTRACTING PARTY”)

#### IF THE CONTRACTING PARTY IS REGISTERED IN FRANCE

Company XXXX Company YYYY

For the attention of ...

XXX, represented by Mr. ...., ..... (position), duly authorised for the purpose hereof, acknowledges that it is governed by current legislative and regulatory provisions of the French Labor Code and in particular the provisions relative to undeclared labor (Articles L.8222-1 et seq. and R.8222-1 to R.8222-3 of the Labor Code) and foreign labor (Articles L.8254-1 to L.8254-4 of the Labor Code) and undertakes to provide the following documents:

#### **OBLIGATIONS RELATIVE TO UNDECLARED LABOR: Article D.8222-5 of the French Labor Code**

- *In all cases, a certificate of filing of social security declarations and of payment of the social security dues and contributions provided for in Article L. 243-15, issued by the relevant organization (mentioned by name) responsible for collecting dues and contributions and dated less than six months ago.*
- *When registration on the trade register or the companies register is compulsory or when the profession is regulated, one of the following documents:*
  - *A certificate of registration on the companies register (RCS) (i.e. K or K bis form) or an identification card evidencing registration on the trade register.*
  - *A quote, an advertising document or a professional letter, provided it contains the name or the company name, the full address and the registration number on the companies register or the trade register or on a list or table of a professional body, or the reference of the accreditation issued by the relevant authority.*
  - *A declaration filing receipt issued by an appropriate companies administration center for persons whose registration is in progress.*

#### **OBLIGATIONS RELATIVE TO FOREIGN LABOR: Article D.8254-2 of the French Labor Code**

- *The list of names of foreign employees employed and requiring a work permit. This list, drawn up on the basis of the single staff register, must specify, for each employee, the date of hire, the nationality and the type and number of the work permit document.*

XXX undertakes to return all of the documents specified above once every six months through to expiry of the contracts and/or purchase orders signed with YYYY.

#### **OBLIGATIONS RELATIVE TO THE POSTING EMPLOYEES: Article L.1262-2-1 of the French Labor Code**

Tick the relevant case

Company XXXX is not posting any worker in compliance with articles L.1262-1 and L.1262-2 of the Labor Code

Company XXXX is posting one or several workers in compliance with articles L.1262-1 and L.1262-2 of the Labor Code and, in this respect:

- Delivers a copy to the company YYYY of the prior declaration of posting workers made to the labor inspector (“inspecteur du travail”)
- Nominates a representative of the company on the national territory, in charge of ensuring the liaison with the agents mentioned in Article L. 8271-1-2 during the posting

In ....., on .....

Mr. XXX

## **IF THE CONTRACTING PARTY IS REGISTERED ABROAD**

[and if the employee(s) perform(s) the Service in France]

Company XXXX

Company YYYY

For the attention of ...

XXX, represented by Mr. ...., ..... (position), duly authorised for the purpose hereof, acknowledges that it is governed by current legislative and regulatory provisions of the French Labor Code and in particular the provisions relative to undeclared labor (Articles L.8222-1 et seq. and R.8222-1 to R.8222-3 of the Labor Code) and foreign labor (Articles L.8254-1 to L.8254-4 of the Labor Code) and undertakes to provide the following documents:

### **OBLIGATIONS RELATIVE TO UNDECLARED LABOR: D.8222-7 and 8 of the French Labor Code**

- *In all cases:*
  - *A document mentioning the individual identification number allocated pursuant to Article 286 ter of the French Tax Code or a document mentioning its identity and address or, as applicable, the contact details of its ad hoc tax representative in France;*
  - *A document certifying that the contracting party's social security situation is in order in compliance with EC regulation no. 883/2004 of 29 April 2004 or an international social security convention and, where so provided by the legislation in the country of establishment, a document issued by the body managing the compulsory social security scheme (mentioned by name) and specifying that the contracting party is up to date with its social security returns and payment of the relating contributions, or any other equivalent document or, failing this, a certificate of filing of social security declarations and of payment of the social security dues and contributions provided for in Article L. 243-15 of the French Social Security Code.*
- *When the company must be registered on a professional register in its country of establishment or incorporation, one of the following documents:*
  - *A document issued by the authorities keeping a professional register or an equivalent document certifying such registration;*
  - *A quote, an advertising document or a professional letter, provided it contains the name or the company name, the full address and the type of registration on the companies register;*
  - *A document issued less than six months ago by the authority responsible for keeping a professional register, certifying that an application for registration has been filed for companies being incorporated.*

### **OBLIGATIONS RELATIVE TO FOREIGN LABOR: Article D.8254-3 of the French Labor Code**

- *The list of names of foreign employees employed and requiring a work permit. This list, drawn up on the basis of the single staff register, must specify, for each employee, the date of hire, the nationality and the type and number of the work permit document.*

The documents and certificates listed above must be written in French or be provided with a French translation.

XXX undertakes to return all of the documents specified above once every six months through to expiry of the contracts and/or purchase orders signed with YYYY.

### **OBLIGATIONS RELATIVE TO THE POSTING EMPLOYEES: Article L.1262-2-1 of the French Labor Code**

Tick the relevant case

[ ] Company XXXX is not posting any worker in compliance with articles L.1262-1 and L.1262-2 of the Labor Code

[ ] Company XXXX is posting one or several workers in compliance with articles L.1262-1 and L.1262-2 of the Labor Code and, in this respect:

i. Delivers a copy to the company YYYY of the prior declaration of posting workers made to the labor inspector (“inspecteur du travail”)

ii. Nominates a representative of the company on the national territory, in charge of ensuring the liaison with the agents mentioned in Article L. 8271-1-2 during the posting

In....., on.....

Mr. XXX



## APPENDIX 4

### SPECIAL FEATURES OF FRENCH STATE CONTRACTS

1 - None of the provisions of these GPC IS may be interpreted as precluding any reproduction right or any other right held by the French State.

2 - If the Order relates to a French state contract, the following provisions will apply:

(i) The Service Provider declares, in accepting the Order, that there are no reasons that could hinder its participation in State contracts or in enterprises assigned or controlled by the State in application of the provisions governing such contracts. It also undertakes to provide any documents and certificates, including those of a financial, fiscal and parafiscal nature that might be requested in this respect.

(ii) In the event of failure to comply with the provisions set forth in this Appendix, the Purchaser will be entitled to terminate the Order by right without advance notice, on the grounds of fault attributable exclusively to the Service Provider, without prejudice to its right to seek compensation for the damage suffered as a result of such termination, in accordance with the provisions set forth in the Article of the GPC IS entitled "Termination".

3 - The Service Provider acknowledges the rights provided for in Article 3.8 of the GPC IS and will afford the representatives of the Official monitoring and surveillance departments designated in the Order with the facilities stipulated in the said Article.

**IDEMIA SUPPLIER CODE OF CONDUCT**

**HEREUNDER ARE THE FUNDAMENTAL PRINCIPLES THAT IDEMIA EXPECTS ITS SUPPLIERS TO UPHOLD**

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# 1 / INTRODUCTION TO THE CODE

## 1.1 > PURPOSE

IDEMIA pays special attention to Corporate Social Responsibility (CSR) and recognizes its value in the success of its business and in maintaining the trust of its clients, shareholders, international workforce and other stakeholders.

IDEMIA has pledged its support to the Ten Principles of the United Nations Global Compact (UNGC) – the world’s largest corporate citizenship and sustainability initiative, inviting businesses worldwide to align their operations and strategies with ten universally accepted principles in the areas of Human Rights, Labor, Environment and Anti-Corruption.

The purpose of this Supplier Code of Conduct is to convey IDEMIA’s expectations of its suppliers and sub-contractors. It is intended to complement the IDEMIA Ethics Charter, the ethical framework within which IDEMIA conducts its business. The expectations laid out herein are the minimum standards of behavior and practices IDEMIA asks of its suppliers.

Suppliers are required to adhere to and comply with the principles set out in this Supplier Code of Conduct and acceptance forms part of the contractual provisions entered into with IDEMIA. Where a supplier has its own rules of conduct the supplier must demonstrate to IDEMIA that its rules are not in conflict with this Code.

The IDEMIA Supplier Code of Conduct is available to download from the IDEMIA website at <https://www.IDEMIA.com/>.

## 1.2 > IMPLEMENTATION

IDEMIA will work with its suppliers on the implementation of its Supplier Code of Conduct which is applicable to all suppliers and sub-contractors who provide products or services to IDEMIA.

Suppliers are expected to confirm their willingness to observe, respect and apply these fundamental principles and are encouraged to promote good corporate citizenship within their own supply chains. Confirmation of compliance with this Supplier Code of Conduct is a formal requirement, helping to inform sourcing decision making, supporting the contract process and assisting IDEMIA in monitoring suppliers’ corporate responsibility accomplishments to ensure harmony with its own CSR strategy and commitments. IDEMIA has committed to performing an annual assessment of its suppliers’ CSR performance via an online portal, with analysis by third party assessors.

Suppliers should provide all of the information or data required by the provisions of this Code and IDEMIA may visit suppliers’ facilities, with notice, to assess compliance with this Code. Should IDEMIA identify, through assessment, reviews or audit, or be made aware of through other means a supplier’s non-conformity with the principles laid out in this Code IDEMIA has the right to request corrective actions for timely correction of deficiencies. Failure to rectify non-conformities within the agreed time limit, or continued breach of the Code may result in IDEMIA terminating the contract with this supplier.

# 2 / ETHICAL BUSINESS PRACTICES

## 2.1 > LAWS AND REGULATIONS

### **IDEMIA Principles:**

IDEMIA respects the laws of the countries in which it operates and expects employees to ensure compliance with legislation such as that governing the fight against corruption, competition, export and re-export control, labor and employment, safety, health and environmental protection, intellectual property and data protection.

### **Expectations of Suppliers:**

Suppliers are expected to operate ethically, responsibly and in full compliance with all applicable laws and regulations.

## 2.2 > ANTI-CORRUPTION AND BRIBERY

### **IDEMIA Principles:**

IDEMIA has a zero tolerance approach to practices which contravene international trading conventions regarding corruption and bribery.

Integrity in preventing the risk of corruption is paramount and non-negotiable for IDEMIA, even in the event that it leads to the waiving of contracts or loss of business.

### **Expectations of Suppliers:**

Suppliers are expected to uphold the highest standards of integrity in all business interactions. Suppliers are expected to have a zero tolerance approach to any and all forms of bribery, corruption, extortion and embezzlement, in full compliance with all applicable anti-corruption conventions, laws and regulations.

All supplier business dealings must be transparently performed and accurately reflected on the supplier's business books and records. Monitoring and enforcement procedures must be implemented to ensure compliance with anti-corruption laws

## 2.3 > FAIR COMPETITION

### **IDEMIA Principles:**

IDEMIA competes on the basis of its products, solutions and services, without the need to restrict or negatively impact competition.

### **Expectations of Suppliers:**

Suppliers are expected to uphold standards of fair business, advertising and competition. Suppliers must compete on the merits of their products, solutions and services and must not conclude agreements with competitors to unlawfully restrain trade and competition.

Suppliers must not make unfair, misleading or inaccurate comparisons with competitors' products, solutions and services, nor comments on competitors' character, financial condition, or potential legal or regulatory problems.

## 2.4 > NO IMPROPER ADVANTAGE

### **IDEMIA Principles:**

IDEMIA does not engage in the giving or acceptance of business incentives such as gifts and invitations to customers or received from suppliers and other partners, unless they are of nominal value and can be demonstrated to have the sole intention of consolidating brand image and/or maintaining good business relationships. Such giving or acceptance cannot influence or give the impression of influencing a commercial decision. IDEMIA acknowledges that such actions are strictly prohibited by law in certain countries or under certain conditions.

### **Expectations of Suppliers:**

Suppliers must not promise, offer, authorize, give or accept bribes or other means of obtaining undue or improper advantage. This prohibition covers promising, offering, authorizing, giving or accepting anything in excess of nominal value, either directly or indirectly through a third party, in order to obtain or retain business, direct business to any person, or otherwise gain an improper advantage.

Improper gains refer to bribes, product bonuses, special fringe benefits, unusual price breaks, gratuities and other windfalls designed to ultimately benefit the outside firm, the employee, or both.

Suppliers must not, directly or indirectly, promise, offer or make payment in money or anything of value to any government official or political party with the intent to obtain or maintain business, or any unfair competitive

## 2.5 > COMPLIANCE WITH EXPORT CONTROL AND IMPORT LAWS

### **IDEMIA Principles:**

### **Expectations of Suppliers:**

IDEMIA complies with all applicable regulations on export controls and re-export of products to third countries. IDEMIA recognizes that the implementation of these regulations requires special vigilance.

IDEMIA does not accept any import or export from or to countries subject to sanctions (i.e. economic or trade sanctions adopted, administered or imposed by the UN Security Council, Authorities of the United States or the European Union).

Suppliers must not import from or export to countries subject to country-wide sanctions (i.e. international economic or trade sanctions adopted, administered or enforced by the United Nations Security Council, Authorities of the United States or the European Union).

Suppliers must not import from or export to certain individuals or organizations with which contact is prohibited by the United Nations Security Council, Authorities of the United States or the European Union.

## 2.6 > DISCLOSURE OF INFORMATION

### **IDEMIA Principles:**

IDEMIA is committed to ensuring that information provided to its customers and other stakeholders is useful, accurate, honest and precisely collected by appropriate means in compliance with the law.

IDEMIA communicates openly about its operations, without compromising the confidentiality of company-owned information.

The protection of data is at the heart of IDEMIA's business.

IDEMIA preserves the confidentiality of company information, by applying the company's policies, procedures and contractual arrangements for the identification, use, retention, protection and disclosure of such information, in accordance with applicable legislation.

### **Expectations of Suppliers:**

Information regarding the supplier's labor, health and safety, environmental practices, business activities, structure, financial situation and performance must be disclosed in accordance with applicable regulations and prevailing industry practices. Falsification of records or misrepresentation of conditions or practices in the supply chain is unacceptable to IDEMIA.

Suppliers must respect and protect the intellectual property rights of IDEMIA and any third parties (including but not limited to software, patents, invention, design, documentation) in particular by forbidding the copy, use or disclosure of such intellectual property rights without prior authorization. The transfer of technology and know-how is to be done in a manner that protects intellectual property rights.

Suppliers are expected to maintain adequate security standards and safeguards to ensure that data provided to the supplier by IDEMIA is held securely, used appropriately, transported and destroyed in strict compliance with IDEMIA's requirements and relevant laws. Data must not be disclosed, made available or used for any purposes other than those specified by IDEMIA.

## 2.8 > CONFLICTS OF INTEREST

### **IDEMIA Principles:**

IDEMIA has a responsibility to its shareholders, employees and other stakeholders to make decisions solely in the best interests of the company. Employees are expected to avoid situations in which their loyalty is, or could be, undermined.

### **Expectations of Suppliers:**

Suppliers must make IDEMIA aware of any potential conflicts of interest as soon as they are known.

## 2.9 > MINERALS SOURCING

### **IDEMIA Principles:**

IDEMIA chooses products and services that contribute to the long-term well-being of its business.

IDEMIA is committed to purchasing materials that have been produced in a fair and reliable manner, in compliance with all applicable legislation and consistent with the Ten Principles of the UN Global Compact.

IDEMIA's Conflict Minerals Policy is available on its website. It seeks to ensure that metals present in IDEMIA's products do not directly or indirectly link to the financing of armed conflicts.

IDEMIA is committed to providing its customers with the data necessary to facilitate their reporting in line with obligations under the law.

### **Expectations of Suppliers:**

Suppliers are encouraged to develop a conflict minerals policy and due diligence measures with reference to OECD guidelines that will enable IDEMIA to reasonably assure that products and components supplied to IDEMIA containing 3TG are "Conflict-Free". Material supplied to IDEMIA should originate from responsible smelters from which the processing of minerals does not directly or indirectly finance armed groups in regions with high risks, which include areas associated with conflict, worst forms of child labor, forced labor and human trafficking, gross human rights violations, or other reasonably objective high risk activities, including severe health and safety risks and negative environmental impacts.

Suppliers' due diligence of their mineral supply chain should include, where applicable, completion of the Conflict Free Sourcing Initiative (CFSI) conflict minerals reporting template, in its most recently published version. IDEMIA will request this reporting template at minimum once a year. Suppliers are expected to notify IDEMIA of any updates or amendments to their CFSI conflict minerals report in a timely manner, and to co-operate with IDEMIA in regard to identified discrepancies in the report.



## 3 / SOCIAL RESPONSIBILITY

### 3.1> HUMAN RIGHTS

#### **IDEMIA Principles:**

IDEMIA believes in the fundamental dignity of every human being and respect for individual and collective rights, according to the Universal Declaration of Human Rights.

IDEMIA is committed to working with suppliers that support and respect the protection of human rights.

#### **Expectations of Suppliers:**

Suppliers are expected to uphold the rights of workers and treat them with respect, security, dignity, fairness, privacy and equality, as recognized by the Ten Principles of the UN Global Compact, and in accordance with the Universal Declaration of Human Rights and its subsequent changes.

This applies to all workers including temporary, migrant, student, contract, direct employees, and any other type of worker.



### 3.2> CHILD LABOR

#### **IDEMIA Principles:**

IDEMIA categorically condemns the exploitation of children through work. IDEMIA undertakes not to exploit any child in the course of its activities, directly or indirectly, and does not employ any person below the minimum legal age established by local law.

IDEMIA specifically excludes suppliers that do not comply with child labor law.

#### **Expectations of Suppliers:**

Child labor is strictly prohibited. The term “child” refers to any person under the age of 15, or under the age for completing compulsory education, or under the minimum age for employment in the country, whichever is greatest.

Suppliers are expected to ensure that workers above the age of 15 who have not completed compulsory schooling do not undertake work which interferes with the completion of their education. Suppliers must commit to not allowing young workers to work overtime, at night, or to undertake hazardous duties.

The use of legitimate workplace learning programs, which comply with all laws and regulations, is supported. Workers under the age of 18 shall not perform work that is likely to jeopardize their health or safety, including night shifts and overtime. Suppliers must ensure proper management of student workers through proper maintenance of student records, rigorous due diligence of educational partners, and protection of students' rights in accordance with applicable law and regulations. Suppliers must provide appropriate support and training to all student workers. In the absence of local law, the wage rate for student workers, interns and apprentices shall be at least the same wage rate as other entry-level workers performing equal or similar tasks.

Suppliers must conduct their labor practices in strict compliance with International Labor Organization (ILO) Conventions No.138 (Minimum Age for Admissions to Employment and Work) and No.182 (Worst Forms of Child Labor).

### 3.3> FORCED AND IRREGULAR LABOR

#### **IDEMIA Principles:**

IDEMIA categorically condemns the use of forced and irregular labor and believes that all employment should be freely chosen.

IDEMIA is committed to meeting all applicable legal obligations in respect of slavery and human trafficking.

#### **Expectations of Suppliers:**

Suppliers must not use forced, bonded (including debt bondage) or indentured labor, involuntary prison labor, slavery or trafficking of persons. This includes transporting, harboring, recruiting, transferring or receiving persons by means of threat, force, coercion, abduction or fraud for labor or services.

Suppliers must not place unreasonable restrictions on workers' freedom of movement in the facility in addition to unreasonable restrictions on entering or exiting company-provided facilities.

As part of the hiring process, suppliers must provide workers with a written employment agreement in their native language that contains a description of terms and conditions of employment, and where applicable this must be made accessible prior to the worker departing from his or her country of origin.

All work must be voluntary and workers must be free to leave work at any time or terminate their employment.

The supplier's employers and agents must not hold or otherwise destroy, conceal, confiscate or deny access by employees to employees' identity or immigration documents, such as government-issued identification, passports or work permits, unless the holding of work permits is required by law. Workers must not be required to pay to employers' or agents' recruitment

fees or other aggregate fees in excess of one month's salary. All fees charged to workers must be disclosed and fees in excess of one month's salary must be returned to the worker.

All hiring of employees by the supplier must be under regular employment contracts in accordance with the laws applicable. Suppliers must not tolerate any form of irregular work. All use of temporary, dispatch and outsourced labor must be within the limits of the local law and must not be used by suppliers to avoid their statutory responsibilities as an employer.

Suppliers are expected to understand and act upon any applicable legal obligations in respect of slavery and human trafficking and to be cooperative of IDEMIA's efforts to ensure its own compliance.

### 3.4> FAIR REMUNERATION

#### **IDEMIA Principles:**

IDEMIA remunerates its employees fairly according to skill, contribution and performance and in order that they can meet their basic needs.

#### **Expectations of Suppliers:**

Compensation paid to workers must comply with all applicable wage laws, including those relating to minimum wages, overtime hours and legally mandated benefits. Remuneration must meet workers' basic needs. Suppliers must pay employees in a timely manner and clearly convey the basis on which employees are being paid, as with all other terms and conditions of the employee contract, in a language understood by the employee. In compliance with local laws, workers must be compensated for overtime at pay rates greater than regular hourly rates. Neither payment in kind, nor deductions from wages as a disciplinary measure will be permitted. For each pay period,

workers must be provided with a timely and understandable wage statement that includes sufficient information to verify accurate compensation for work performed.

### 3.5> WORKING HOURS

#### **IDEMIA Principles:**

IDEMIA respects its employees' right to work reasonable hours in line with legal maximums.

#### **Expectations of Suppliers:**

Standard working hours must not exceed legal limits and overtime must not exceed the maximum set by internationally recognized standards such as ILO convention 1, or by local law. Suppliers are expected to grant their employees the right to paid vacation, leave periods and holidays consistent with applicable laws and regulations. Workers must be allowed at least one day off every seven days. Overtime must be voluntary, must not be demanded on a regular basis and must always be compensated at a premium rate.

### 3.6> FREEDOM OF ASSOCIATION

#### **IDEMIA Principles:**

IDEMIA complies with the laws and regulations related to trade union activity. IDEMIA respects the freedom of association of its employees, encourages direct dialogue between employees and management, and creates work environments in which free speech, the sharing of opinions, creativity and innovation is welcomed.

#### **Expectations of Suppliers:**

Suppliers are expected to respect the right of employees to associate freely, form and join employees' organizations of their own choosing, seek representation, bargain collectively, engage in peaceful assembly as well as respect the right of workers to refrain from such activities. Suppliers must not discriminate against employees on the basis of union membership and must provide a working environment in which free discussion respects the opinions of all employees, without fear

of reprisal, discrimination, intimidation or harassment.

### 3.7> ANTI-DISCRIMINATION

#### **IDEMIA Principles:**

IDEMIA does not discriminate at any level, whether by race, sex, age, religious beliefs, political or philosophical convictions, union membership or any legally protected characteristics.

IDEMIA recruits, selects, trains, encourages and pays its employees based on merit, experience and other work-related criteria.

#### **Expectations of Suppliers:**

Suppliers must not discriminate against any employee on the basis of race, color, age, gender, sexual orientation, gender identity and expression, ethnicity, disability, pregnancy, religion, political affiliation, union membership, veteran status, protected genetic information, national origin, or marital status in hiring and employment practices such as applications for employment, promotions, rewards, access to training, job assignments, wages, benefits, discipline and termination.

Workers or potential workers must not be subjected to medical tests or physical exams that could be used in a discriminatory way.

### 3.8> HUMANE TREATMENT

#### **IDEMIA Principles:**

Actual or threatened workplace violence, abuse or harassment is strictly prohibited at IDEMIA. This applies to employees at their regular place of work or wherever their duties for IDEMIA take them.

#### **Expectations of Suppliers:**

Suppliers must not tolerate harsh and inhumane treatment including any sexual harassment, sexual abuse, corporal punishment, mental or physical coercion or verbal abuse of workers under any circumstance; nor should the threat of any such treatment be tolerated. Disciplinary policies and procedures in support of these requirements must be clearly defined and communicated to workers.

### 3.9> HEALTH AND SAFETY

**IDEMIA Principles:**

IDEMIA has a genuine concern for the health, safety and wellbeing of its global workforce. IDEMIA believes that in addition to minimizing the incidence of work-related injury and illness, a safe and healthy work environment that protects its people, customers, partners and local communities enhances the quality of products and services, consistency of production and worker retention and morale.

IDEMIA is committed to respecting all applicable health and safety laws and regulations.

IDEMIA promotes the ILO Standards on Occupational Health & Safety.

**Expectations of Suppliers:**

Suppliers are expected to create safe working conditions and a healthy work environment for their employees, and to prevent occupational injuries in compliance with all applicable health and safety legislation. Suppliers are required to implement a Health and Safety Management System in accordance with OSHAS 18001 and the ILO Guidelines on Occupational Safety and Health or similar.

Suppliers are encouraged to adopt a zero tolerance approach to negligent behavior that puts at risk the health and safety of the employee or any other person.

Workers should be encouraged to raise safety concerns.

**Occupational Safety**

Worker exposure to potential safety hazards must be controlled. If hazards cannot be controlled adequately, workers must be provided with appropriate, well-maintained, personal protective equipment and educational materials about risks to them associated with these hazards.

**Emergency Preparedness**

Suppliers are expected to identify and assess potential emergency situations and events, and to minimize their impact through emergency plans and response procedures including.

**Occupational Injury and Illness**

Suppliers are expected to prevent, manage, track and report occupational injury and illness, to investigate cases and implement corrective actions.

**Industrial Hygiene**

Worker exposure to chemical, biological and physical agents must be identified, evaluated, and controlled. If hazards cannot be adequately

controlled, workers must be provided with and trained to use appropriate personal protective equipment.

#### **Physically Demanding Work**

Worker exposure to the hazards of physically demanding tasks, including manual material handling and heavy or repetitive lifting, prolonged standing and highly repetitive or forceful assembly tasks must be identified, evaluated and controlled.

#### **Machine Safeguarding**

Production and other machinery must be evaluated for safety hazards. Physical guards, interlocks and barriers must be provided and properly maintained where machinery presents an injury hazard to workers.

#### **Sanitation, Food and Housing**

Workers must be provided with ready access to clean toilet facilities, potable water and sanitary food preparation, storage, and eating facilities. Worker dormitories must be clean and safe, and provided with appropriate emergency egress, hot water for bathing and showering, adequate heat and ventilation, and reasonable personal space along with reasonable entry and exit privileges.

#### **Health and Safety Communication**

IDEMIA encourages suppliers to recognize that ongoing worker input and education is essential to identifying and solving health and safety issues in the workplace.

Suppliers are encouraged to provide workers with appropriate workplace health and safety training in their primary language and to post health and safety related information in the suppliers' facilities.

### 3.10> COMMUNITY INVOLVEMENT



**IDEMIA Principles:**

IDEMIA strives to build positive relationships with the communities in which it lives and works, through a series of outreach and engagement programs for the benefit of society.

**Expectations of Suppliers:**

Suppliers are encouraged to engage with its local communities in a similar way and to seek opportunities to have a positive impact in all its localities.

## 4 / ENVIRONMENTAL PROTECTION

### 4.1 > RESPECT FOR THE ENVIRONMENT

#### **IDEMIA Principles:**

In accordance with the Ten Principles of the UN Global Compact, IDEMIA is committed to:

- Supporting a precautionary approach to environmental challenges;
- Undertaking initiatives to promote greater environmental responsibility;
- Encouraging the development and diffusion of environmentally friendly technologies.

IDEMIA respects the letter and spirit of all applicable environmental laws and integrates environmental considerations into its operational practices.

IDEMIA is committed to working with suppliers taking the lead in promoting greater environmental responsibility.

#### **Expectations of Suppliers:**

Suppliers are expected to apply the environmental principles of the UN Global Compact. Suppliers should strive to minimize the adverse environmental impacts of their products and services and are strongly encouraged to implement an environmental management system according to ISO14001 or similar.

**Hazardous Substances** Suppliers are expected to comply with all relevant laws, regulations and customer requirements prohibiting or restricting the use or handling of specific substances, including labeling for recycling and disposal.

Chemical and other materials posing a hazard if released to the environment must be preferably avoided, or minimized. If used they must be identified and managed to ensure their safe handling, movement, storage, use, recycling or reuse and disposal. Workers must be given training and personal protective equipment for the handling of hazardous substances.

#### **Packaging**

Suppliers must ensure that packaging sent to IDEMIA is compliant with all applicable environmental laws such as, but not limited to, Directive 94/62/EC on Packaging and Packaging Waste.

#### **Solid Waste and Wastewater**

Suppliers are expected to identify, monitor, control and treat wastewater and solid waste generated from operations, industrial processes

and sanitation facilities prior to discharge or disposal.

**Air Emissions**

Air emissions of volatile organic compounds, aerosols, corrosives, particulates, ozone depleting chemicals and combustion by-products generated from operations must be monitored, controlled and treated as required prior to discharge. Air emissions should be avoided or minimized.

**Environmental Permits and Recording**

Suppliers are expected to obtain, maintain and keep current all required environmental permits and should meet the reporting requirements of such permits.

**Pollution Prevention and Control**

Suppliers must endeavor to reduce or eliminate waste and emissions and to reduce the consumption of raw materials.

**Energy Consumption and CO2 Emissions**

Suppliers are expected to track and document energy consumption and greenhouse gas emissions. Energy efficiency is encouraged.

**Noise Management**

Suppliers are expected to identify, control, monitor and reduce noise generated by the facility that affects boundary noise levels.

**Environmental Legislation**

Suppliers are expected to comply with all applicable environmental legislation in regard to their operation and their products. Suppliers are asked to co-operate with IDEMIA by providing evidence upon request, at minimum once a year, of compliance with environmental regulations such as, but not limited to, EU Regulation EC/1907/2006 REACH, EU Directive 2011/65/EU RoHS and WEEE Directive 2012/19/EU.

IDEMIA is committed to conducting its business activities with the highest ethical standards and has developed a Whistleblowing Policy and reporting procedure to encourage the sharing of actual or potential ethical concerns.

Suppliers are responsible for the prompt reporting of actual or suspected violations of laws, the IDEMIA Supplier Code of Conduct, and/or any contractual relationship with IDEMIA. This includes violations by any employee or agent acting on behalf of either the supplier or IDEMIA. Concerns may be raised online, via telephone or by postal mail.

IDEMIA assures suppliers that any reported concerns or suspicions about malpractice or unacceptable behavior will be treated seriously, without the risk of unfavorable treatment and unless prohibited by law, confidentially and anonymously.

IDEMIA encourages suppliers to implement their own confidential and anonymous means for employees and other stakeholders to raise grievances or concerns related to the supplier's organization, operations and practices.

*\*\* INSERT CONTACT DETAILS FOR IDEMIA WHISTLE BLOWING LINE*

## 6 / SUPPLIER COMMITMENT

Upon receipt of this IDEMIA Supplier Code of Conduct, all suppliers must sign and return to IDEMIA the commitment below.

### Agreement to the principles of IDEMIA's Supplier Code of Conduct

**Supplier Company Name**

**Address**

**Tel**

**Contact for Supplier Code of Conduct**

**Email**

**Position/Title**

The Supplier has read and acknowledges the fundamental principles set out in the IDEMIA Supplier Code of Conduct and will take steps to ensure that conduct within its own organization, and wherever possible within its sphere of influence, is consistent with the expectations of the IDEMIA Code of Conduct.

The Supplier understands that it may be assessed by IDEMIA against the principles set out within the Code.

Effective date:

Signature: Company stamp:

**IDEMIA consulted the following references in preparation of this Supplier Code of Conduct.**

Universal Declaration of Human Rights

<http://www.un.org/en/documents/udhr/>

International Labor Organization - Codes of Practices

<http://www.ilo.org/global/topics/lang--en/index.htm>

International Labor Organization - Labor Standards

<http://www.ilo.org/global/standards/lang--en/index.htm>

United Nations Global Compact

<http://www.unglobalcompact.org/>

United Nations Convention against Corruption

<http://www.un.org/en/>

Social Accountability International (SAI)

[www.sa-intl.org](http://www.sa-intl.org)

Ethical Trading Initiative

[www.ethicaltrade.org](http://www.ethicaltrade.org)

OECD Guidelines for Multinational Enterprises

<http://www.oecd.org>

Electronic Industry Code of Conduct

[http://www.eiccoalition.org/media/docs/EICCCodeofConduct5\\_English.pdf](http://www.eiccoalition.org/media/docs/EICCCodeofConduct5_English.pdf)

ISO14001

<http://www.iso.org/iso/home.html>

Eco Management and Audit System

<http://www.quality.co.uk/emas.htm>

OHSAS 18001

<http://www.bsigroup.com/en/>

US Securities and Exchange Commission - Dodd-Frank Act (Conflict Materials)

<http://www.sec.gov/>

OECD Due Diligence Guidance for Responsible Supply Chains of Minerals from Conflict- Affected and High-Risk Areas

<http://www.oecd.org/daf/inv/mne/OECD-Due-Diligence-Guidance-Minerals-Edition3.pdf>

Conflict Free Sourcing Initiative <http://www.conflictreesourcing.org/>

UK Modern Slavery Act 2015 <http://www.legislation.gov.uk/ukpga/2015/30/contents/enacted>

California Transparency in Supply Chains Act 2010

<https://oag.ca.gov/sites/all/files/agweb/pdfs/sb657/resource-guide.pdf>









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