



# **SUSTAINABLE PROCUREMENT CHARTER**

## **Procurement Department**

### **Why a Sustainable Procurement Charter?**

ACCOR has developed a Sustainable Procurement Charter applied to its purchasing activity. Its aim is to protect people and the environment, and it applies to all the suppliers around the world referenced by the Accor Procurement Department.

ACCOR requests its suppliers and partners to share two key commitments:

- To accept a relationship based on transparency in exchanging information about the Sustainable Development policy they are jointly implementing.**
- To ensure at each stage that its own suppliers and subcontractors apply the same demanding criteria relating to Sustainable Development.**

**Through the implementation of this Sustainable Development Purchasing Charter, ACCOR takes a stance as a responsible and civic-minded company.**

### **How we will go about it**

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In 2003, a questionnaire covering the different points of the Sustainable Procurement Charter was sent out to all the suppliers listed by ACCOR around the world.

The purpose of this questionnaire is to assess the current level of commitment to Sustainable Development of all the suppliers. Based on the answers received from companies, ACCOR indicates where necessary the improvements to be made so that each of them can adopt the best practices of its profession.

## Labour practices

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Depending on the circumstances, the legislation and the methods used to produce goods or services, ACCOR will strive to publish, recommend and promote the following equitable labour practices:

- 1.1 Respect the principles of the fundamental agreements of the ILO.
- 1.2 Practise non-discrimination with regard to sex, race, religion and political affiliation.
- 1.3 Ensure that the legal requirements for workplace safety and hygiene are met.
- 1.4 The working week: observe the national law, or at least stay within the sixty hours authorised at international level.
- 1.5 Provide a minimum salary that will enable the employees to earn a decent living in view of the local cost of living.
- 1.6 Refuse disciplinary practices in the company: corporal punishment, psychological and sexual harassment, etc.
- 1.7 Respect the freedom of association and trade-union activity within the framework of the country's legislation

## Environmental practices

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Depending on the circumstances, products and countries, ACCOR will strive to ascertain, encourage, promote and monitor the following environmental good practices:

- 2.1 The supplier puts in place an environmental policy aimed at drawing it closer to the best environmental practices of its profession.
- 2.2 Observance of the international, national and local environmental legislation concerning the prohibition of certain products and processes.
- 2.3 Control of the environmental impact of the supplier's plant and products (knowledge of impact, analysis process and publication of results).
- 2.4 The supplier's commitment to a continuous improvement process (optimum resource management and impact control).
- 2.5 Search for sources of raw material which limit the depletion of natural (biodiversity) and non-renewable (oil, methane) resources.
- 2.6 Develop for Accor new products that are particularly innovative in protecting the environment in both their design and use.
- 2.7 Develop a policy to systematically recycle waste and manufactured products at the end of their service life.

As a complement to these good practices, Accor has been committed since 2001 in the fight against sexual tourism involving children, alongside the NGO ECPAT\*. Accor has signed the ECPAT/World Tourism Organisation "Code of Conduct », and has committed to involving its partners in the fight against this plague. To relay the actions carried out by ECPAT: [www.ecpatinternational.org](http://www.ecpatinternational.org)

*\*End Child Prostitution, Pornography and Trafficking of Children for Sexual Purposes*

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