



Supplier Code of Conduct



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This Code outlines ethical standards and key elements of conduct for doing business with Brussels Airport Company. We are committed to care for the planet and people and have set forth high ethical standards. All our suppliers and subcontractors help us to fulfil this commitment by actively supporting and respecting our values and principles in their own business practice.



Brussels Airport Company requires its suppliers to conform to the applicable legislation and this Supplier Code of Conduct. Each supplier will see to it that every party subcontracted by the supplier (entire supply chain) will also adhere to the applicable legislation and this Supplier Code of Conduct.



Suppliers will hold especially high the principles of the UN Global Compact Initiative, the UN Guiding principles on Business and Human Rights, the International Labour Organization Declaration on Fundamental Principles and Rights at Work and the OECD Due Diligence Guidance for Responsible Business Conduct.



The values of integrity and sustainability are highly supported. We frame business interests in a broader social context (customers, local stakeholders, partners, environment, ...) and maintain the balance between short-term results and long-term success. We expect the same from our suppliers.



01. ENVIRONMENT

02 HEALTH AND SAFETY

03. LABOUR

04 HUMAN RIGHTS

05. EXTORTION, BRIBERY, CORRUPTION AND CRIMINAL ACTS

06. PRIVACY AND DATA PROTECTION

07. RESPECT AND DUTY OF CARE





1. Environment

1. Environmental management

Brussels Airport Company requires its suppliers to comply with all applicable legislation regarding the protection of the environment and all suppliers should have an effective sustainable environmental vision communicated to their employees. Exchange of risk/opportunity identification and reporting is part of the collaboration.

Brussels Airport Company incorporated sustainability high in its corporate strategy and is specifically inspired by the UN Sustainable Development Goals (UN SDGs). Suppliers support initiatives and commitments undertaken by Brussels Airport Company in this framework and actively search for and use environmentally friendly technologies.

Shared objectives are the transition to obtain net zero carbon emissions, to apply the circular economy principles, and to focus on air quality, noise and mobility.

2. Chemical and hazardous materials

Brussels Airport Company adopts a very high precautionary policy towards any chemical, biological and other material that could possibly pose a threat to people or the environment. Suppliers cannot maintain a less strict policy.

3. CO₂ and air emissions

Carbon and air emissions are to be characterized, monitored, controlled and treated as required by the authorities prior to discharge. Brussels Airport Company asks its suppliers to have a system in place to monitor their CO₂ emissions, the goal being to eliminate those emissions as much as possible over time.

4. Minimize waste, maximize recycling

Waste of any kind is to be minimized or eliminated as much as possible by practices related to circular economy, such as modifying production, maintenance and facility processes, materials substitution, conservation, recycling and re-using materials. If an operation is performed on Brussels Airport Company soil, any waste emission must be preapproved by Brussels Airport Company and shall be recycled or recovered at the costs of the supplier, unless otherwise agreed.

2. Health and safety

1. Working environment

Brussels Airport Company requires its suppliers to ensure that all employees are guaranteed a safe and healthy working environment, minimally in accordance with applicable legislation and internationally recognized standards. Regular assessments, control and precautionary measures will be installed within the supplier organization to this end. Exchange of risk identification and reporting is part of the collaboration.

2. Training and protective gear

The supplier shall provide its employees - without cost for them - with the required protective gear and training to perform all their tasks safely.

3. Infrastructure

The supplier must provide suitable, clean and sanitary infrastructure, including access to toilets and potable water, which conforms to the needs and numbers of its employees.



3. Labour

1. Forced labour

The supplier shall abstain from any form of forced or compulsory labour within its work forces. This includes involuntary prison labour, human trafficking, or slavery.

After a reasonable period of notice, employees can enjoy freedom of movement and must be able to resign.

2. Child labour

Any form of child labour is strictly forbidden. In respect of the ILO convention, the employees shall not be younger than the age for completing compulsory schooling, and in any case not less than 15 years (for hazardous work 18 years) and the supplier shall hence never engage in, or benefit from, the use of child labour.

3. Illegal employment

Suppliers shall have no part in any grey or informal economy, and as such prevent and fight against the illegal employment of (regularly and irregularly staying) third-country nationals.

4. Discrimination

No discrimination will be carried out by the supplier in the process of hiring, remuneration, promotion, training, termination of employment contract or retirement. Employees cannot be discriminated against on the ground of, among others, gender, race, age, religion, skin colour, sexual orientation, culture, marital status, national, social or territorial origin, political opinion, health condition, disability or union membership. Suppliers build a diverse and inclusive workforce.

5. Established working relationship

Brussels Airport Company requires all its suppliers to provide all employees with a written, understandable and legally binding employment contract. The supplier shall also respect the privacy rights of its employees whenever it gathers or keeps personal information.



6. Working hours

The supplier operating within the EU member states shall ensure that the workweek of employees, working in the EU member states, is limited in accordance with the applicable collective and specific labour agreements. Suppliers operating outside the EU must comply with local legislation and internationally recognised standards.

Employees are entitled to reasonable breaks while working and sufficient resting periods in between shifts. Employees shall have the right to holidays each year and the right to sick leave, as well as parental leave for employees who must care for a new-born child.

7. Compensation

Brussels Airport Company requires the supplier to comply with legal minimum wage standards of the country in question. The employee shall always be provided with a wage that enables him to meet its basic needs. These wages shall be paid correctly and timely and deductions of these wages shall only be used as disciplinary measure in accordance with applicable laws.

8. Freedom of association and the right to collective bargaining

Brussels Airport Company requires the supplier to install sound working relations, both in its sustainability ambition as in operational continuity.

The supplier is required to respect the right to organize and form employers' and workers' organizations, and to conduct a constructive social dialogue including collective bargaining, among others with respect to fair wages and working conditions.

9. Harassment, harsh or inhumane treatment

Brussels Airport Company expects its suppliers to establish and maintain an environment that treats all employees with dignity and respect and will never use or allow any threats of violence, sexual exploitation or abuse, verbal or psychological harassment or abuse. No harsh or inhumane treatment of any kind is tolerated.



4. Human rights

Brussels Airport Company requires its suppliers to comply with the internationally proclaimed human rights, also those not explicitly mentioned in this Supplier Code of Conduct, and to ensure they are not complicit in human rights abuses.



5. Extortion, bribery, corruption and criminal acts

Suppliers shall act within the framework of the applicable legislation. No (fiscal) fraud nor money laundering or tax evasion will be committed.

No gifts or other advantages shall be given to employees of Brussels Airport Company to influence decisions and positions. Conflicts of interest which could have a negative impact on Brussels Airport Company, must be avoided by the supplier.

Suppliers working together with Brussels Airport Company refrain from any form of conflict of interest, corruption, extortion or bribery. They shall inform Brussels Airport Company in such an event so appropriate measures can be taken.

Suppliers shall refrain from (financing) terrorist offences or criminal acts relating to terrorist activities, or provocation of, complicity in or attempting to commit a crime of this nature or criminal act.



6. Privacy and data protection

Brussels Airport Company requires its suppliers to comply with all applicable privacy and data protection legislation. Brussels Airport undertakes to:

- ❖ protect the personal data of staff, customers and suppliers.
- ❖ treat privacy and its protection as priorities at our airport.
- ❖ be continuously open to initiatives to promote the protection of privacy.
- ❖ respect all legislation regarding data protection and to be an example for the airport community.
- ❖ maintain a privacy management system which is continuously adjusted to the current legislation and the expected privacy norms. Risks will be identified, analysed and treated through proactive and reactive management.
- ❖ provide the necessary resources to protect privacy, to comply with data protection legislation and to raise staff awareness and to train them.

Suppliers should take account of the above and shall apply the same principles in their own business practices with Brussels Airport Company.



7. Respect and duty of care

Each supplier will take particular care of infrastructure and equipment entrusted to it, and when operating under the brand name of Brussels Airport.

Any unauthorized use and behaviour shall be immediately reported to Brussels Airport Company.



Awareness starts with you...

We may ask suppliers to monitor and improve the status of activities, including questionnaire surveys and interviews.

This code of conduct will be revised as needed.

We are open to any new ideas and feedback regarding the standards and ambitions of this Supplier Code of Conduct. And evidently any issues and violations thereof. We like to hear from you!



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