



ManpowerGroup™

## SUPPLY CHAIN BUSINESS PARTNER POLICY

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

### PURPOSE

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

This policy is intended to support our company as we strive to meet the increasing need for transparency with regard to how businesses manage their broad range of operational, social and environmental responsibilities.

### REQUIREMENTS

Our supply chain business partners are required to provide positive assurance regarding their adherence to our Supplier Code of Conduct.

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

We will develop supplier alignment with our standards by incorporating the Supplier Code into our supplier approval processes. The expectation is that, where there are differences, ManpowerGroup and the supplier will agree on an acceptable level of consistency and that the supplier will actively work toward achieving the desired level of performance. As a last resort, we are prepared to terminate business with any supplier that does not demonstrate progress toward aligning their operations with our Supplier Code.

ManpowerGroup has adopted a zero tolerance policy against forced labor, child labor and human trafficking. We will not knowingly do business with any company that benefits in any way from the trafficking or abusive treatment of workers.

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

Internal compliance with the policy will be confirmed through our standard internal controls processes. We will monitor and report on progress toward full implementation of the Supplier Code through our annual sustainability reporting process.



## SUPPLIER CODE OF CONDUCT

ManpowerGroup expects our supply chain business partners to be committed to business principles, culture and values that align with our own commitments to social responsibility and sustainability, and to provide positive assurance regarding of their commitment to the key business practices outlined below.

### Obeying the Law

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

### Business Integrity

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

### Employees

3. Provision of safe and healthy working conditions for all employees.
4. Zero tolerance of human trafficking.
5. No use of any form of forced or compulsory labor and freedom of employees to leave employment after reasonable notice.
6. No use of child labor and compliance with relevant International Labor Organization standards.
7. No discrimination due to race, color, religion, national origin, cultural background, gender, age, disability, sexual orientation, or gender identity, or any other protected status in the jurisdiction where operations are undertaken.
8. Wages and working hours complying, at a minimum with applicable laws, rules and regulations regarding employment, including minimum wage, overtime and maximum hours in the jurisdiction concerned.
9. Respect for the right of employees to freedom of association and collective bargaining.
10. Ensure the privacy and protection of personal and sensitive information and data.
11. Provide training and learning opportunities.

### Clients and Customers

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

### Communities

13. Giving back to the community.

### Environment

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

