

AIR FRANCE KLM Procurement Code of Ethics



This document enlarges on aspects specifically related to procurement activities and defines behavioral rules for all procurement and other employees of Air France KLM (hereafter referred to as the Group) who act on behalf of the Group and who are in relationship with suppliers and sub-contractors.

1 - On the occasion of their professional relationships with the Group's suppliers and sub-contractors, employees are obliged, within the framework of their responsibilities, to always act in conformity with the Group's interests and legal requirements.

2 - No Group's employee may realize, with suppliers and sub-contractors, for his/her own account or for third party account, commercial operations other than those for which he/she has been expressly mandated by the Group.

3 - Group's employee shall avoid any possible conflict of interest between their private interests and the interests of the Group. A conflict of interest may exist for example in the event of direct (e.g. significant shareholding) or indirect involvement or management in business activities of suppliers or sub-contractors, the Mother Company or its subsidiaries, that have a business relationship with the Group.

4 - The selection of a supplier or sub-contractor of goods or services must be carried out along exclusively objective criteria and with transparency, it will ensure equal treatment of suppliers invited to tender and make sure they all receive the same information, which is correct and not misleading. Favoritism based on family or friendship relationships, race, religion, or any other form, is not allowed whatsoever.

5 - Acceptance of gifts or personal benefits of commercial value is not allowed, be the money, goods, services, entertainments, travels, diners or any other form of gift, from a supplier, or anyone attempting to develop a business relationship with the Group. No exception will be made unless:

- The gift is of nominal value, or a small promotional item bearing the supplier's identity and which does not interfere between personal and company's business interest,
- It is evident that accepting a gift or offer must in no way affect the decision-making ability of the buyer or of the employee who specifies its need to the supplier,
- Permission is asked for and authorized by the responsible hierarchical manager.

In case a gift is allowed to be accepted this should always be sent to his/ her professional address. Any personal address should not be communicated to the suppliers.

6 - The procurement function must be very vigilant in ensuring that the fundamental principles and social rights on social, ethical, and environmental behavior are effectively complied with within the sub-contracting companies with which the Group entertains relationships worldwide. The associated clauses will be integrated into the contract.

7 - The confidentiality of information received in the course of duty should be respected at all times and specific details of suppliers' offers must not be disclosed to competitors.

I undersigned, agree with all principles of the Procurement ethics of AIR FRANCE KLM and I am committed to respect and act accordingly.

Date: _____ *Name:* _____ *Place:* _____ *Signature:* _____

Function: _____

*I undersigned, **do not agree with** all principles of the Procurement ethics of Air France KLM and object to sign:*

Date: _____ *Name:* _____ *Place:* _____ *Signature:* _____

Function: _____

Please specify your objection: