

With operations in more than 130 countries, we work with numerous suppliers of goods and services worldwide. Our success as a responsible business hinges on every link in our value chain. It is therefore vital that our suppliers share our principles.

The purpose of this document is to lay out our Fundamental Principles of Purchasing, with which our suppliers are asked to comply. These principles, derived from our Code of Conduct, are the foundation of both our purchasing process and the long-term relationships we hope to forge with our suppliers.

We expect our employees and suppliers alike to strive for compliance with these principles. This is how we can step up our commitment to better energy.

## ARE YOU A TOTAL SUPPLIER OR SERVICE PROVIDER? WOULD YOU LIKE TO BECOME ONE?


Compliance with our Fundamental Principles of Purchasing is one of our qualification criteria. It means:

- ✓ Adopting our Fundamental Principles and monitoring compliance with those principles in your business.
- ✓ Agreeing to be audited for adherence to our Fundamental Principles.
- ✓ Ensuring compliance with these Fundamental Principles among your own suppliers.
- ✓ Paying attention to day-to-day employee working conditions among your suppliers.
- ✓ In case of any doubts, don't hesitate to contact the Ethics Committee.

## ARE YOU A TOTAL EMPLOYEE?

These Fundamental Principles concern all of us, and we must all do our part to ensure they are upheld, by:

- ✓ Including them in calls for tenders and contracts. They can be downloaded at:  
[www.total.com/en/our-suppliers-strategic-partners](http://www.total.com/en/our-suppliers-strategic-partners).
- ✓ Incorporating the Human Rights and Anti-Corruption components into supplier qualification criteria (risk analysis, information questionnaire, audit...).
- ✓ Paying attention to day-to-day employee working conditions among our suppliers.
- ✓ In case of any doubts, always contact your hierarchy / your Compliance Officer / the Ethics Committee.

 For information and advice, visit the Sustainable Purchasing WAT community

## MORE

### OUR REFERENCE DOCUMENTS

- Code of Conduct • Human Rights Guide • Business Integrity Guide
- Human Rights Briefing Paper
- Agreement with Global IndustriALL Union

total.com



Total is a major energy player committed to supplying affordable energy to a growing population, addressing climate change and meeting new customer expectations.

Those commitments guide what we do. With operations in more than 130 countries, we are a top-tier international oil and gas company and a global leader in solar energy through our affiliate SunPower. We discover, produce, transform, market and distribute energy in a variety of forms, to serve the end customer.

Demonstrating their commitment to better energy, our 100,000 employees help supply our customers worldwide with safer, cleaner, more efficient and more innovative products and services that are accessible to as many people as possible. Our ambition is to become the responsible energy major.

# OUR FUNDAMENTAL PRINCIPLES OF PURCHASING



TOTAL S.A.  
Headquarters:  
2 place Jean Millier, La Défense 6  
92400 Courbevoie, France  
Share capital: €6,321,148,038  
Registered in Nanterre: RCS 542 051 180

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OUR SUPPLIERS,  
STRATEGIC PARTNERS

# O U R P R I N C I P L E S



## RESPECT HUMAN RIGHTS AT WORK

- > Ensure that working conditions and compensation of workers are consistent with human dignity and the principles defined by the Universal Declaration of Human Rights and the International Labour Organization.
- > Our priority is to prohibit child labor (workers under age 18 for hazardous work and under age 15 for non-hazardous work) and forced labor.

✔ Obtain documents that show proof of age for each applicant to be hired, such as an identity card, passport, birth certificate, training certificate or driver's license.

✔ If it appears that a child worker is performing hazardous work, remove the worker from that position and try to find permanent alternative solutions (i.e., opportunities that allow the child worker to attend school without reducing total household income). Seek advice from third parties such as NGOs and government agencies.

✔ Adopt a recruitment procedure that explicitly prohibits any confiscation of an employee's identity documents. Only keep copies of identity documents rather than the originals. If local laws require that these documents be retained for security reasons, ensure that employees have immediate access to the documents with no questions asked.

✔ Establish a procedure that prohibits all workplace discrimination (any practice that results in discriminatory and unfair treatment of employees) with regard to recruitment, compensation, benefits or termination.

## PROTECT HEALTH, SAFETY AND SECURITY

- > Adopt any measures necessary to prevent all health, safety and security hazards in its operations.
- > Protect workers from operational hazards.

✔ Create a Health, Security, Safety and Environment organization appropriate to activities and appoint someone in charge of those issues.

✔ Define a Health, Safety and Environment (HSE) policy with quantified objectives, develop an HSE management system that standardizes risk assessment methods and implements preventive measures to mitigate risks.

✔ Be familiar with current HSE regulations and stay abreast of regulatory changes. Verify compliance at regular intervals.

✔ Provide employees with personal protective equipment that is appropriate to the assessed risks. Check that it remains in good condition.

✔ Post or provide reminders in the workplace of all health, security and safety instructions, in a language that workers understand. As an example, all emergency exits should be clearly marked. In addition, conduct emergency evacuation drills for all employees on a regular basis.

✔ Work with qualified, competent personnel for the activities.

## PRESERVE THE ENVIRONMENT

- > Manage and reduce the environmental impact of activities, products and services throughout their life cycle.
- > Specifically, provide for efficient use of resources and waste management, prevent all forms of pollution and manage CO<sub>2</sub> emissions.

✔ Appoint someone in the organization to oversee environmental issues.

✔ Be familiar with current environmental regulations and stay abreast of regulatory changes. Verify compliance at regular intervals.

✔ Define an environmental policy with quantitative objectives.

✔ Introduce a system for managing and track emissions, discharges and releases (air, water, waste).

✔ Conduct an environmental impact assessment for the products and services provided.

## PREVENT CORRUPTION, AVOID CONFLICTS OF INTEREST AND FIGHT FRAUD

- > Fight fraud.
- > Prevent and ban any form of corruption (active or passive, private or public, direct or indirect).
- > Avoid conflicts of interest.

✔ Combat public and private corruption by raising awareness among staff and third parties to ensure they never accept or solicit improper advantages. Particular attention must be focused on any interaction, either direct or indirect, with public officials.

✔ Conduct due diligence appropriate to the risks involved before selecting any partners or suppliers.

✔ Apply by Total's standards and Code of Conduct, and obtain assurances from partners/suppliers that they will comply with Total's requirements as well.

✔ Identify potential conflicts of interest that could arise with Total, and reporting them to Total.

## COMPLY WITH COMPETITION LAW

- > Comply with competition laws designed to prohibit:
  - industry agreements or practices that could constitute restraint of trade,
  - abuses by companies holding a dominant market position.

✔ Define a sales/manufacturing policy and price schedule independently, without exchanging commercially sensitive information (prices, quantities, sales terms and conditions, capacity, production costs, customer list, commercial ventures, etc.) with competitors or potential competitors, notably via industry organizations, working groups or benchmarking.

✔ Reject any invitation to divide contracts and/or customers among suppliers, particularly as part of a tender process.

✔ Should the supplier be in a dominant market position, ensure that excessive prices with respect to costs are not charged and that the awarding of contracts is not contingent on the customer's acceptance of additional services or exorbitant terms and conditions.

## PROMOTE ECONOMIC AND SOCIAL DEVELOPMENT

- > Engage in dialogue with local communities.
- > Give local companies the opportunity to develop their business.

✔ Ensure to notify local suppliers of future needs and new or subsidized opportunities for workers to receive training, for example to meet international standards.

✔ Evaluate, on a case-by-case basis, whether the scope of certain packages in tender documents can be adjusted to enable local businesses to submit a bid.

✔ Establish a system for handling grievances by local workers and communities.

✔ Ensure that the suppliers comply with these principles.



**QUESTIONS? PROBLEMS?  
NOT SURE ABOUT SOMETHING?  
WHETHER YOU'RE AN EMPLOYEE  
OR A SUPPLIER, LET US KNOW.**

### FEEL FREE TO CONTACT US

- Internal Mediator, Supplier Relations: [mediation.fournisseurs@total.com](mailto:mediation.fournisseurs@total.com)
- Ethics Committee: [ethics@total.com](mailto:ethics@total.com)