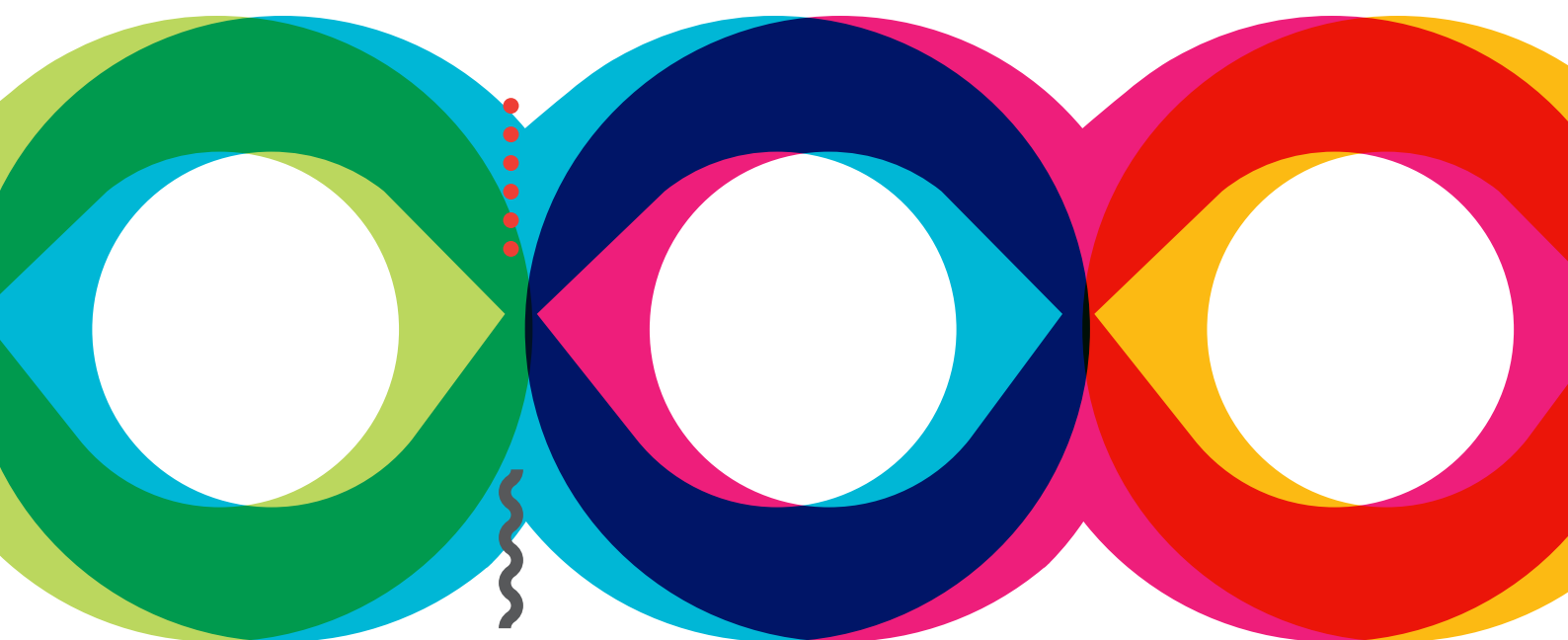




# HUMAN RIGHTS CHARTER



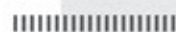
→ MARCH 2018



**As an international actor  
operating on a global market,  
Legrand is present in close to**

**90** countries

**and sells its products in  
nearly 180 countries**



## *A word from Benoît Coquart, Chief Executive Officer*



**L**egrand is the global specialist in electrical and digital building infrastructures. The Group's activity is at the core of social and environmental changes, such as environmental protection, increasing life expectancy, rapid growth in data exchanges and, more generally, digitalisation – all major factors in the transformation of people's relationship with their environment. Legrand is engaged with major global changes.

This makes the Group's social responsibility approach, which has been applied within our teams throughout the world for many years, not only legitimate but natural.

The Group is present in close to 90 countries around the world and has tens of thousands of suppliers located in many countries. It is only natural, therefore, for us to pay close attention to compliance with ethics and human rights, not only on our own sites, but also by ensuring that these principles are respected within our value chain.

These aims are in line with the UN Guiding Principles published in 2011, which provide a standard to prevent and address all

discrepancies within the 'Protect, Respect and Remedy' framework. With this in mind, Legrand ensures that it applies not only national laws, but also international human rights standards, such as the Universal Declaration of Human Rights and the eight ILO Fundamental Conventions.

Legrand's teams act with conviction. Respect for human beings and their dignity are at the core of our corporate values. This is what we aim to demonstrate with this charter, which provides an overview of the principles that Legrand intends to apply. Our international presence means that we have to deal with very different realities in the field, both in cultural and social terms.

This is one of the reasons why a global scope of action that respects individuals is essential. Decent employment conditions, absence of discrimination, health and safety and refusal of child labour and forced labour are all essential areas in which Legrand chooses to act and communicate. We have, therefore, decided to provide this common reference framework for all of our employees and suppliers around the world.

Benoît Coquart





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## 1

## Child labour and young workers

- The company ensures compliance with the legal working age set by local legislation and the absence of employment of children under the age of 15. In order to ensure this, the age of all recruited workers must be verified by an official identity document.
- The company ensures that it does not recruit employees under the age of 18 to perform work that is dangerous or liable to be detrimental to their health, safety or morality.
- Until the age of 18, young workers are given an annual medical or paramedical examination in order to ensure that they are capable of performing the work for which they were hired.
- Apprenticeship contracts must not form the majority of a site's workforce. These contracts are concluded as part of an educational programme and are limited in duration.
- Nevertheless, should child labour be observed, the company will take immediate measures to put an end to it, while seeking to place the child in question back in the country's educational system and to avoid exacerbating the economic situation of the family concerned.



## 2

## Forced labour

- The pure and simple confiscation of any identity papers or travel documents, such as a passport or visa, is forbidden. In certain cases, the company may ask for original documents in order to register a worker with the relevant local authorities. In such a case, the documents required must be returned to the employee as soon as the procedure has been completed.
- The use of threats or force to oblige employees to do overtime is forbidden.
- The content of the function to be performed, working hours and times, salary and the duration of the contract must be specified to candidates before they are recruited.
- On a regular basis, the company pays the remuneration due to the employee in view of work performed.
- Employees are free to leave the company's premises at the end of the work day.
- Employees are free to quit their job at any time, provided that the locally applicable legal notice period is respected.
- In accordance with local legislation, the end of the contract gives rise to the issuance of a work certificate or any other document that enables the employee to freely contract with another employer.
- Debt bondage is forbidden for all recruitments, whether they are made directly with the company or via a temporary employment agency or any other intermediary. This means that an employee may not be considered to owe a debt, such as a guarantee or recruitment commission, to be reimbursed through unpaid labour.
- The use of prison labour is possible in countries that are not considered to be a risk in terms of the respect of human rights, and provided that a contract is entered into with an intermediary that ensures compliance with applicable rules and the improvement of prisoners' living conditions and employability.



## 3

## Health and safety

- Health and safety rules applicable within the company can be consulted by all employees in a language that they understand.
- The company performs an assessment of the risks inherent to its activities, implements the actions necessary to control them and organises supervision of the health of its personnel.
- The company provides its employees with the necessary safety equipment, free of charge, and with training on safety instructions. Suitable protection is provided for employees who are required to use potentially dangerous techniques or substances.
- The company ensures the compliance of its manufacturing processes, its machines and its equipment so that they present no danger and function correctly.
- Premises must provide safe and healthy conditions and safety equipment must be present and in good working order.
- In order to reduce the risk of accidents, the company endeavours to identify near misses and deploy related prevention measures.
- Each accident is analysed in order to identify its causes and implement corrective measures.
- Any accommodation provided for employees by the company must meet hygiene and safety criteria.



## 4

## Decent employment conditions

- The company condemns all forms of violence at work, whether it is aggression, physical, psychological or sexual harassment, threats, intimidation or bullying.
- In addition to local monitoring systems involving HR teams or managers, employees may flag up situations that seem unusual via the Group's ethics and fraud alert system (see: alert system, p. 23).
- In the event of observed behavioural breaches, disciplinary measures provided for by local legislation must be applied.
- The use of part time work is limited and responds either to organisational needs, to employee requests or to medical restrictions.
- The company grants paid leave, sick leave and parental leave in accordance with local legislation.  
Employees are in no way obliged to use paid leave as a substitute for sick leave.
- The company must comply with the provisions of local legislation on working time.
- Overtime is remunerated at a higher rate.
- All of the company's employees are granted at least one day of rest per week.
- Break times are provided during the working day.
- The collection and use of personal data gathered is performed within a regulated framework and in accordance with employees' rights.

### **LEGRAND is committed to its employees and has developed its «Serenity On»\* programme**

- For maternity leave, Legrand implements a minimum leave period of 14 weeks during which the employee receives payment equivalent to 100% of her basic gross salary. For paternity leave, Legrand has introduced a minimum leave period of 5 days during which the employee receives payment equivalent to 100% of his basic gross salary.
- In order to protect employees in the event of misfortune, Legrand ensures that each employee benefits from coverage of fees and treatments related to hospitalisation.
- Insurance covering death, as well as total and permanent invalidity due to all causes, with an insured sum equal to one year of basic salary, is offered to each Group employee.

*\* Programme progressively deployed throughout the Group's entities between now and the end of 2020 for expected compliance in 2021.*



## 5

## Freedom of association

- The company considers that freedom of association and expression is primarily based on recognition of employee elected representatives and their roles. The company recognises the legitimacy of their action within the company and ensures that all employees are able to exercise their freedom of association rights in accordance with local legislation.
- The company recognises the right of all employees to express their requests via collective negotiation, in accordance with the principles set out in local legislation.
- The company takes care to avoid discrimination against both employee representatives and employees on the basis of their membership of a trade union or their desire to form a trade union organisation.
- Where present, staff representatives are regularly consulted on essential topics, such as working conditions, remuneration and conflict resolution.
- Where changes are liable to affect staff numbers, the company ensures that employees are informed within a reasonable period of time.
- All staff representatives must be able to access the company's information and premises, in accordance with their prerogatives and local legislation, in order to be able to perform their representation activities.
- In accordance with its Charter of Fundamental Principles, the company condemns any situation involving harassment or discrimination of its employees, including staff representatives and trade union representatives.
- When the right to freedom of association and collective negotiation is restricted, the company endeavours to facilitate and not to obstruct the ability to freely and independently associate and negotiate, in accordance with applicable legislation.



# 6

## Discrimination

- The company endeavours to create an environment that guarantees equal opportunities for all.
- All of the company's decisions, in terms of recruitment, assignment, remuneration, advancement, training, discipline, retirement and ending the working relationship, are based solely on objective factors, and are unrelated to gender, age, nationality, ethnicity, race, colour, belief, caste, language, mental or physical disabilities, membership of an organisation, opinions, state of health, marital status, sexual orientation, birth, or the civil, social or political characteristics of the worker.
- Recruitment, promotion and training decisions are based on individuals' function definition, professional profile, experience and competencies.

## PRACTICES RELATED TO HUMAN RIGHTS IN THE VALUE CHAIN

Faced with the internationalisation and globalisation of markets, Legrand works with suppliers from many different countries and cultures. The Group seeks to build a sustainable, balanced, and mutually beneficial relationship with them, within the boundaries of a clear relationship framework.

The Group's responsible purchasing approach is based on the principle that the ethical, environmental and societal rules applied by the Group do not stop at its subsidiaries and production sites; they also apply to its suppliers. Legrand expects its suppliers to adhere to the same standards of responsibility that it does and ensures the application of this Charter's human rights monitoring and control system within its value chain.



## REFERENCE DOCUMENTS, in particular:

- International Bill of Human Rights (UN), including:
  - Universal Declaration of Human Rights (1948)
  - International Covenant on Civil and Political Rights (1966)
  - International Covenant on Economic, Social and Cultural Rights (1966)
- OECD guidelines for multinational companies
- Conventions of the International Labour Organization (ILO), and the eight fundamental conventions in particular:
  - Forced Labour Convention, 1930, (No. 29)
  - Freedom of Association and Protection of the Right to Organise Convention, 1948, (No. 87)
  - Right to Organise and Collective Bargaining Convention, 1949, (No. 98)
  - Equal Remuneration Convention, 1951, (No. 100)
  - Abolition of Forced Labour Convention, 1957, (No. 105)
  - Discrimination (Employment and Occupation) Convention, 1958, (No. 111)
  - Minimum Age Convention, 1973, (No. 138)
  - Worst Forms of Child Labour Convention, 1999, (No. 182)
- Principles concerning human rights and work standards set out in the Global Compact
- UN (United Nations) guidelines for companies and concerning human rights, known as the 'John Ruggie Report', recommending a three-part strategy: protect, respect, and remedy
- UN Sustainable Development Goals (SDGs)





# Human rights monitoring and control system<sup>1</sup>



<sup>1</sup> Themes related to respect for human rights are managed by the CSR Department and the HR Department

<sup>2</sup> "Support 100% of sensitive suppliers in deploying an improvement strategy as regards environmental issues, fundamental human rights at work, and business ethics."

<sup>3</sup> ITB: Independent Third-party Body



# Alert system

## **ETHICS AND FRAUD ALERT**

Legrand has put in place a procedure that enables any person to alert the Group to a crime or an offence, a serious and manifest violation of an international undertaking duly ratified or approved by France, a serious and manifest violation of a unilateral act of an international organization undertaken on the basis of a duly ratified international commitment, a serious and manifest violation of the law or of regulations, or a serious threat or prejudice to the general interest, of which the issuer of the alert has become aware. These alerts may be raised with the Group Compliance Officer and the Group Vice President Human Resources via the email address: [ethics.legrand@legrandelectric.com](mailto:ethics.legrand@legrandelectric.com).

## **PROTECTION FOR WHISTLE-BLOWERS**

As specified in the Group's Charter of Fundamental Principles, Legrand provides the whistle-blower with protection against reprisals. This means that no one may suffer reprisals, or threats of reprisals, because they have reported an ethics or fraud issue in good faith.

## **STRICT CONFIDENTIALITY IS MAINTAINED**

Information collected by all recipients of the report and the people concerned remain strictly confidential.

## **FIELDS COVERED**

### **BY THE ETHICS AND FRAUD ALERT**

The notion of ethics and fraud alert covers, in particular:

#### **1. Compliance in business relations with our stakeholders:**

- Compliance with competition rules;
- Good business practices, particularly combating corruption;
- Prevention of money laundering and compliance with economic and financial sanctions;
- Fraud risk management.

#### **2. Ethical behaviour in work relations:**

- Discrimination and harassment at work;
- Guarantee of health and safety at work.

#### **3. Serious environmental damage**

For example, emissions or pollution of soil, air and water, illegal dumping of waste, etc.



# HUMAN RIGHTS CHARTER



→ MARCH 2018