

The Business Principles for our Partners and Suppliers

Introduction

Royal HaskoningDHV believes that ethical and economic values are mutually dependent. We conduct our business in a spirit of fairness, within the framework of existing rules and codes. Our key values Brightness, Integrity, Team spirit and Excellence (BrITE) sit at the very heart of our business. Together they create an environment of entrepreneurial activity guided by ethical principles.

Our Global Code of Business Principles (available at our company website), hereafter referred to as “the Global Code”, explains what our company stands for and communicates the standards that we require world-wide. The ethical principles spelled out in the Global Code are grounded in the basic principles of the UN Global Compact, the ILO (International Labour Organisation) conventions, the United Nations Universal Declaration of Human Rights, the UN Conventions on the Rights of the Child, the OECD Guidelines for Multinational Companies and anti bribery acts.

All Royal HaskoningDHV employees and its subsidiary companies are expected to comply with the Global Code. However we also expect from our partners and suppliers that they carry the same level of responsibility towards their own company, customers and suppliers, and towards the environment and society.

This set of Business Principles for our Partners and Suppliers elaborates on those expectations.

Our Company procedures and regulations on ethics have been audited by the Ethics Intelligence Institute, resulting in the award to Royal HaskoningDHV of the Ethics Intelligence Certificate. This certificate attests to our having proper and solid procedures and regulations in place. It is available at www.royalhaskoningdhv.com.

Partners

The term “Partner” refers to all partners as well as all suppliers of Royal HaskoningDHV. The Partner expressly declares its observance of the Business Principles and that its management practices seek to ensure that they are upheld. The Business Principles constitute minimum standards with which we expect the Partner to comply, but the Partner is at liberty to introduce further codes of conduct with higher requirements of ethical practice for itself and its employees. The Partner commits to inform its employees of the provisions governed by the Business Principles and the obligations that result from it. The Business Principles include but are not limited to:

- complying with the applicable law;
- avoiding conflicts of interests;
- actively and effectively fighting against corruption and bribery;
- respecting anti-trust laws;
- prohibiting forced and child labour;
- respecting human rights and dignity;
- taking responsibility for health and security of employees;
- providing fair working conditions;
- promoting environmental protection;
- ensuring confidentiality.

Complying with the applicable law

It is a general principle that the Partner commits to fulfil his obligations reliably and to respect the laws and any other applicable provisions of countries where it is active. The Partner must clearly demonstrate honesty and fairness in its business activities and commits to fulfil its social responsibility with respect to its business activities.

Avoiding Conflicts of Interests and Corruption

The interests of the company and the private interests of employees – on both sides – are to be kept strictly separate. Decisions and actions are taken independent of considerations which do not concern the business at hand and which involve personal interests.

Current anti-corruption criminal law is to be upheld actively. In this respect and amongst others, the following is to be observed by the Partner:

Criminal Acts in Dealings with Public Officials

Any granting of personal advantages is not permitted (in particular benefits in kind such as payments and loans, including the giving of smaller gifts over a longer period of time) by the Partner and its employees to public officials (such as civil servants or public employees) in the context of an official action, not being clearly determined yet, for the Partner or oneself or for third parties.

Criminal Acts in Business Dealings

Personal benefits in kind in exchange for a favoured position in business dealings may not be offered, promised, granted or approved. Nor may personal benefits be demanded in dealings with business partners. The Partner must require from its employees that they will not allow any such benefits to be promised to them.

No employee should accept anything of value – especially in the form of a personal gift or a benefit arising from a Royal HaskoningDHV business relationship – that could reasonably be assumed to have a potential impact on business decisions or transactions. The management and employees of the Partner are not allowed to grant, promise or offer anything of value to an employee of Royal HaskoningDHV. Neither the management nor an employee of the Partner is allowed to accept such kind of value from an employee of Royal HaskoningDHV. Invitations must be within the limits of normal business hospitality.

Anti-trust Law

The Partner respects fair competition and adheres to existing laws that uphold and promote fair competition, in particular prevailing anti-trust laws as well as laws that regulate competition. In dealing with competitors, these provisions in particular prohibit collusion and other activities aimed at influencing prices or conditions, dividing up sales territories or customers or using prohibitive means to inhibit free and open competition. Furthermore, these provisions prohibit agreements by which customers are to be enjoined in their freedom to autonomously determine their pricing and miscellaneous conditions when reselling.

Forced Labour

The Partner rejects every form of forced labour. No employee may be obliged to work by the direct or indirect use of force and/or intimidation. Only people who voluntarily make themselves available for work may be employed.

Child Labour

The Partner respects the regulations of the United Nations on human rights and in particular on children's rights. The minimum age for employment must not be below the age at which compulsory schooling ends, and in no case may it be below the age of 15.

In particular, the Partner commits to complying with the Convention concerning the prohibition and immediate action for the elimination of the worst forms of child labour (Convention No 182 of the International Labour Organisation), too. If a national regulation concerning child labour provides for stricter measures, these will prevail.

Human Rights

The Partner respects and supports compliance of internationally recognised human rights. All its employees are under an obligation to ensure that these universally recognised fundamental rights are observed.

Discrimination

The Partner commits, within the scope of prevailing laws and statutes, to opposing all forms of discrimination. The Partner is called on to create an atmosphere of respectful mutual relations and to rigorously oppose any discrimination on the grounds of race, ethnic origin, gender, religion or beliefs, disability, age or sexual identity.

Health Protection

The Partner guarantees protection of workers in the workplace and workplace health protection within the scope of national provisions. The Partner shall take all possible precaution to avoid accidents and train all employees properly in health and safety.

Fair Working Conditions

The Partner respects its employees' right of association within the bounds of prevailing laws and statutes.

The Partner commits to respect the personal dignity, privacy and the right of every individual and to not tolerate unacceptable treatment of employees, such as physical punishment, sexual or personal harassment and discrimination.

The Partner will ensure fair payment and the payment of any national legal stipulation on minimum wages to its employees. Furthermore, the Partner ensures adherence to the maximum working hours legislated in the respective country.

Environmental Protection

Royal HaskoningDHV is a leading company in sustainability. We expect the Partner to be likewise committed to upholding the goal of environmental protection. Laws and international standards passed for the protection of the environment are to be obeyed. The Partner supports minimizing adverse impact on the environment and strives to constantly improve environmental protection. The Partner supports environmentally-minded actions on the part of its employees.

Company Secrets

The Partner commits its employees to safeguard trade and company secrets. It is forbidden to divulge confidential information, as well as confidential documents, to third parties without proper authorization or to provide other forms of access to them, unless proper authorization has been granted or it has to do with publicly available information.

Contractual Partner(s) of the Partner

The Partner is called upon to communicate the basic principles of these Business Principles to its immediate contractual partners and suppliers, to promote the compliance of its content to the best of its ability among its contractual partners and to require them to also adhere to the Business Principles. The Partner is further called upon to recommend to its contractual partners to – in turn – call upon their contractual partners to follow the Business Principles.

Compliance

Royal HaskoningDHV reserves the right to audit adherence to the Business Principles at any time and without prior notification or to have adherence audited by independent third parties. The audit will take place in accordance with the respective applicable law. If any violation of the applicable law or of the Business Principles occurs, Royal HaskoningDHV must be informed immediately. In the event of any violation of the applicable law or the Business Principles, Royal HaskoningDHV reserves the right to terminate the contractual relationship.

Contact

Information regarding possible offences, non-compliance with legal or company requirements or other problems within Royal HaskoningDHV or the Partner organisation can be passed on via the internal or external Royal HaskoningDHV SpeakUp Line or the Group Compliance Officer. This can be done on an anonymous / confidential basis if desired via www.speakupfeedback.eu/web/rhdhv (access code 83457) or directly to SpeakUp@rhdhv.com. Internally employees can address matters of integrity to the local compliance officer, local management, or the Group Compliance Officer.

Further Information

Information on the Company compliance and integrity policies, procedures and requirements, can be obtained from our website (www.royalhaskoningdhv.com) but also from the local management or local compliance officer or Group Compliance Officer.

This document is regularly reviewed and will be updated when necessary.