



SUSTAINABLE

Sustainability guidelines for suppliers

Introduction

Banco Comercial Português, S.A. (or BCP Group) considers that the sustainable management of companies is an obligation towards society and the communities it serves, but also a factor of competitiveness, for which reason it seeks to incorporate and promote a corporate culture of responsible production and consumption in its value chain.

Hence, in accordance with the Universal Declaration of Human Rights of the United Nations, the Guidelines of the Organisation for Economic Co-operation and Development (OECD) for Multinational Companies, the Fundamental Principles and Rights at Work of the International Labour Organization (ILO), the United Nations Global Compact and the Charter of Principles of BCSD Portugal, which BCP subscribes to, the Sustainability Guidelines for Suppliers were defined.

These guidelines, which are essential action commitments and are applicable when contracting third-party services, are as follows:

Compliance with the Law and Ethical Conduct

Comply with the law and standards that rule the domestic and international activity, the 10 Principles from the Global Compact from the United Nations, the Universal Declaration of Human Rights of the United Nations and the Fundamental Principles and Rights at Work of the International Labour Organisation.

Compliance with good practices of Ethical Conduct, not tolerating the participation, in a direct or indirect manner, in any form of corruption, fraud, money laundering, bribery or extortion.

Compliance with market best practices, including the respect for competition rules and protection of intellectual property.

Ensure information security and confidentiality, respecting the principles and rules of privacy, protection and processing of data and other information, including its availability to third parties, defined by BCP Group, as well as those arising from the legislation in force.

Human Rights

Zero toleration regarding violation of human rights, refusing any form of harassment, discrimination, coercion, abuse, violence or exploitation, in its sphere of influence.

Labour rights

Respect labour rights, promoting freedom of association, rejecting child or forced labour, exploitation of migrant labour or any form of modern slavery, providing fair and equitable remuneration, actively promoting equal opportunities and a balance between professional, family and personal life in a work environment free of discrimination, moral or sexual harassment, threats and physical or psychological aggression. Provide regular training to employees, in order to promote their development and empower them for new opportunities, is also a basic purpose.

Prevention, health, and safety

Identify, control and prevent risks so as to avoid occupational accidents and diseases, encourage behaviours promoting the physical, psychological well-being and safety of its employees, including the supply of the appropriate protection and training means.

Environment

Promote environmental responsibility, the use of innovative and clean technologies and engagement with interested parties aiming at adopting strategies and processes that make it possible to respond to global challenges, such as climate changes or loss of biodiversity, in order to mitigate environmental risks associated with its activities, encourage the continuous improvement of operations, products and services and reduce the consumption of natural resources and the generation of waste.

Management

Invest in the ongoing improvement of management practices and processes, and internal control communicating its economic, environmental and social performance always in a regular and transparent manner and encouraging engagement with all interested parties through consultation and dialogue.

Suppliers of BCP Group commit to cooperate in the provision of information that enables to assess the compliance with these Guidelines through verification activities, such as reply to surveys or visits to the places where their activities are developed.

Review and approval

The Sustainability Guidelines for Suppliers come into force from their date of approval and are reviewed every 2 years by BCP, or whenever it proves necessary, the Sustainability Office and the Procurement and Logistics Division being responsible for reviewing their contents.

The Board of Directors is responsible for approving the Sustainability Guidelines for Suppliers.

This document version was approved on 18 of December 2024.



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