



# **Renault-Nissan Corporate Social Responsibility Guidelines for Suppliers**

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Renault S.A.S.

Nissan Motor Co.,Ltd.

RENAULT-NISSAN  
PURCHASING ORGANIZATION

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# Introduction

Since 2006 the purchasing departments of Renault and Nissan have been sharing common values and processes with a worldwide network of suppliers through the “Renault-Nissan Purchasing Way”. 2010 saw the roll-out of the first edition of our joint “Renault-Nissan Corporate Social Responsibility Guidelines for Suppliers” which underline the role of suppliers as key partners in our respective Corporate Social Responsibility (CSR) policies. You are direct contributors to our social and environmental performance, guardians of your own supply chain, but also major players in the transformation of the automobile industry and society as a whole.

Over and above compliance with the evolving regulatory and normative framework that is driving contractors to carry out and report on due diligence in their supply chain, the reissue of this document aims to reaffirm and to reinforce our commitment to furthering the positive impact that Renault, Nissan and our suppliers have on society as well as reducing or limiting the negative impact. Insofar as we are asking you, our suppliers, to accompany us in this process and to relay these guidelines in your own business relationships, we are striving for progress beyond our direct sphere of influence.

The diversification of our business and expansion into new territories across the globe, coupled with society’s growing and necessary focus on social and environmental issues have important repercussions on how we operate. They provide us with both challenges that we must overcome and opportunities that we must seize and then anchor in our processes.

It is against this background that we have updated the “Renault-Nissan CSR Guidelines for Suppliers” to ensure that our suppliers review their corporate activities from a CSR perspective and further strengthen their management systems.

We hope that this booklet will be a practical guide for you, our suppliers, on our approach to CSR and that it will help you to enhance your own CSR management. We also encourage you to disseminate and promote the areas covered in this booklet through your own supply chain.


Thank you for your understanding and cooperation as we continue, based on an ongoing relationship of respect, trust and transparency, to pursue sustainable, mutually profitable growth by working together to further improve CSR management and performance throughout the entire supply chain.

Renault-Nissan Purchasing Organization



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Alliance Executive Vice President,  
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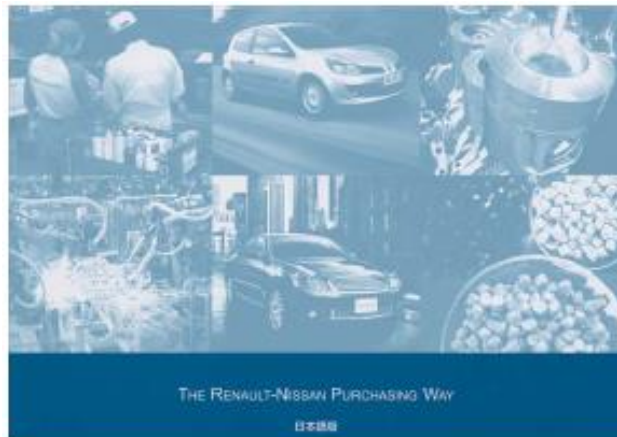
Alliance Global Senior Vice President,  
Alliance Purchasing  
Senior Vice President, Renault

# 1. Renault-Nissan Purchasing Way

Renault and Nissan aim to achieve sustainable, profitable growth by developing a relationship with suppliers based on mutual trust and benefit. Through a productive dialogue and capitalization on ideas and recommendations identified with suppliers on a level-playing field, we are able to integrate industry best practice and endeavor to stay ahead of the fierce competition within the automobile sector.

Renault and Nissan purchasing divisions operate together using a fair and transparent process to select suppliers, providing a wide range of opportunities for companies to do business with us, irrespective of their nationality, size or our past business relations. External control of our business practices is ensured through close communication in our day-to-day dealings with suppliers, as well as the regular exchange of ideas through meetings and surveys.

We apply the Renault-Nissan Purchasing Way to maintain the highest standards of impartiality and fairness in all our business transactions.



The Renault-Nissan Purchasing Way booklet covers:

- Scope
- Values
  - Trust (Work fairly, impartially and professionally.)
  - Respect (Honor commitments, liabilities and responsibilities.)
  - Transparency (Be open, frank and clear.)
- Supplier Selection - The Principles
- Supplier Support - Joint optimization through collaboration
- Supplier Benefit

The document can be downloaded here:

[http://www.nissan-global.com/EN/DOCUMENT/PDF/SR/Renault\\_Nissan\\_Purchasing\\_Way\\_English.pdf](http://www.nissan-global.com/EN/DOCUMENT/PDF/SR/Renault_Nissan_Purchasing_Way_English.pdf)

[https://suppliers.renault.com/pfr\\_publication/Images/RNPW\\_french\\_tcm183-1154002.pdf](https://suppliers.renault.com/pfr_publication/Images/RNPW_french_tcm183-1154002.pdf)

## **2. CSR Guidelines for Suppliers**

### **2.1 Overview and Use of These Guidelines**

These Guidelines aim to encourage our suppliers to review their corporate activities from a CSR perspective and to take clear action to further improve their CSR governance and performance where necessary. We have selected 26 specific items from five areas where expectations on supplier performance are especially high in the automobile industry.

### **2.2 CSR Areas and Items**

#### **2.2.1 Compliance**

##### **Compliance with the law**

Comply with the laws in all countries and regions. Establish and deploy policies, strategies, codes of conduct, reporting systems, training programs and all other means necessary to ensure thorough, companywide compliance.

##### **Compliance with competition laws**

Comply with competition laws in all countries and regions. Do not engage in practices such as illegal monopolies, improper trade restrictions (cartels, bid rigging, etc.), unfair business practices or abuse of dominant positions.

##### **Preventing corruption**

Strive to forge transparent and fair relations with your suppliers and make sure political contributions and donations are in accordance with the laws in all countries and regions. Do not accept from or provide suppliers with gifts, services or hospitality intended to influence a business relationship or induce improper conduct.

##### **Managing and safeguarding personal and confidential information**

Obtain personal and/or confidential information about customers, third parties and employees only through legitimate methods. Rigorously control and protect this information and use it only within the appropriate scope and in accordance with the laws of all countries and regions.

##### **Managing exports**

Undertake appropriate procedures and management of exports of technologies and goods restricted by the laws and regulations of all countries and regions.

##### **Protecting intellectual property**

Protect intellectual property rights owned by or affiliated with your own company. Do not obtain third-party intellectual property by unlawful means nor make improper use of it.

##### **Eliminating Japanese anti-social forces based on the Government Guideline and ordinance in Japan**

All staff members, including executives and employees, should eliminate and prevent any relationship and/or any business transaction with Japanese anti-social forces. This policy shall be clearly shared with all stakeholders and suppliers.

##### **Responsible procurement of minerals**

Require businesses to comply with laws regarding responsible procurement of minerals and to proceed their due diligence for conflict minerals.

Indicate whether the minerals included in the materials or component parts, have social contagion pertaining to human rights or environment. If contagion is suspected or confirmed, identify and deploy actions for alternative sourcing or mineral substitution

## 2.2.2 Safety and Quality

### **Providing products and services that meet customer needs**

Identify customer needs in order to develop and provide socially effective products, in particular products that can be easily used by all of our customers. Provide products that save energy, save resources or limit their environmental impact.

### **Ensuring safety of products and services**

Produce and provide products and services that meet or exceed the safety laws and regulations set by each country and region.

### **Ensuring quality of products and services**

Establish and operate company-wide quality assurance mechanisms.

## 2.2.3 Human Rights and Labor

### **Discrimination**

Do not discriminate in any aspect of employment (recruitment, employment, promotion, wages, dismissal, retirement, assignment of duties, disciplinary measures, etc.) on the basis of race, nationality, gender, religion, disability, age, background or any other legally prohibited reason.

### **Respecting human rights**

Do not allow any form of harassment in the workplace on the basis of race, nationality, gender, religion, disability, age, background, position in the company, employment status or any other reason.

### **Prohibiting child labor**

Do not permit the employment of minors who do not meet the legal minimum working age of each country and region and in all cases if minors are below the age of 15, in accordance with Renault-Nissan policy.

### **Prohibiting forced labor**

Do not practice forced labor. Guarantee that all labor is voluntary and that employees are free to leave their jobs.

### **Remuneration**

Comply with the laws of each country and region regarding minimum wages, overtime, wage deductions, performance-based pay and other remuneration.

### **Working hours**

Comply with the laws of each country and region regarding the setting of employees' working hours (including overtime) and the granting of scheduled days off and paid annual vacation time.

### **Dialogue and consultation with employees**

Undertake sincere consultation and dialogue with employees or their representatives. Recognize employees' right to associate or not associate based on the laws of each country and region of operation.

### **Ensuring a safe and healthy working environment**

Make the health and safety of workers the top priority and make every effort to prevent occupational accidents.

### ***Details of Renault and Nissan CSR guidelines for human rights and labor:***

- NISSAN Global Code of Conduct  
[http://www.nissan-global.com/EN/DOCUMENT/PDF/SR/2010/NISSAN\\_GCC\\_E.pdf](http://www.nissan-global.com/EN/DOCUMENT/PDF/SR/2010/NISSAN_GCC_E.pdf)
- RENAULT Global framework agreement on social, societal and environmental responsibility (2013); Code of ethic and compliance rules.
  - <http://group.renault.com/wp-content/uploads/2014/07/global-framework-agreement-july-2013.pdf>
  - <http://group.renault.com/en/commitments/ethic/>

## 2.2.4 Environment

### Environmental management

Comply with current laws and try to anticipate changes or trends in law in each country or region. Build and continuously operate and improve companywide management scheme for pursuing a wide range of environmental activities. Record and report to Renault and/or Nissan, when the information is requested.

### Reducing greenhouse gas emissions

Comply with current laws and try to anticipate changes or trends in law in each country or region. Manage greenhouse gas emissions from business activities and pursue reduction efforts. Strive to use energy effectively. Record and report to Renault and/or Nissan, when the data is requested.

### Preventing air, water and soil pollution

Comply with current laws and try to anticipate changes or trends in law in each country or region of operation regarding the prevention of air, water and soil pollution. Prevent pollution by undertaking continuous monitoring and reduction of pollutants. Record and report to Renault and/or Nissan when the data is requested.

### Saving resources and reducing waste

Comply with the laws of each country and region regarding proper disposal and recycling of waste. Strive to reduce water consumption as well as the amount of final waste disposal by using resources effectively. Record and report to Renault and/or Nissan, when the data is requested.

### Managing chemical substances

Comply with current laws and try to anticipate changes or trends in law in each country or region. Specify and safely manage chemical substances that have the potential to pollute the environment, present risks for employees or vehicle occupants. Do not include chemical substances prohibited by the laws of each country and region in products or use prohibited chemical substances in manufacturing processes. Record and report to the relevant authorities the amounts of emissions of chemical substances designated by the laws of each country and region. Record and report to Renault and/or Nissan, when the data is requested.

### Ecosystem conservation

Exercise care regarding the impact of corporate activity and parts production, including raw material acquisition on the ecosystem.

#### ***Details of Renault and Nissan CSR guidelines for environment:***

- NISSAN Green Purchasing Guidelines
  - [http://www.nissan-global.com/EN/DOCUMENT/PDF/SR/Nissan\\_Green\\_Purchasing\\_Guideline\\_e.pdf](http://www.nissan-global.com/EN/DOCUMENT/PDF/SR/Nissan_Green_Purchasing_Guideline_e.pdf)
- RENAULT Green Purchasing Guidelines
  - [https://suppliers.renault.com/pfr\\_publication/Images/Purchasing\\_guideline\\_VF\\_tcm1816-1099700.pdf](https://suppliers.renault.com/pfr_publication/Images/Purchasing_guideline_VF_tcm1816-1099700.pdf)

## 2.2.5 Information Disclosure

### Disclosing information to stakeholders

Disclose information on financial situation, results and business activities to stakeholders in a timely and appropriate manner. Strive to maintain and develop mutual understanding and relations of trust with stakeholders through open and fair communication.

## 3. Our call to suppliers

### 3.1 Ensure CSR compliance

#### 3.1.1 Legal and regulatory compliance

Although, as previously described, societal demand to comply with laws and regulations, conventional wisdom and principles is increasing, certain suppliers are still facing accusations of CSR violations. Renault and Nissan require suppliers to conform to the current CSR guidelines, especially as regards compliance to laws and regulations.

#### 3.1.2 CSR organization and governance

In order to ensure full compliance with laws and regulations, Renault and Nissan request suppliers to establish robust internal CSR organization and governance, and to raise awareness among internal Governance and Audit.

#### 3.1.3 Supply chain promulgation

Renault and Nissan request suppliers to promote CSR, especially as regards legal and regulatory compliance, throughout their supply chain and consignment suppliers.

### 3.2 Supplier CSR confirmation

In order to ensure suppliers' compliance with Renault and Nissan expectations: (i) mandatory CSR commitments have been included throughout RNPO purchasing processes, and (ii) Renault and Nissan may ask supplier to take a CSR compliance assessment conducted by a third party, a certified organization recognized internationally, and selected by Renault or Nissan. Supplier shall take such assessment upon request as part of RNPO purchasing processes based on Renault and Nissan's internal risk profile assessment of supplier.

#### 3.2.1 Commitment and contracting

Renault and Nissan request the written commitment of suppliers to the current CSR guidelines

- By signing and returning the final page of this document;
- By acknowledging the CSR guidelines in the request for quotation form.

In addition:

- Renault requires all new suppliers to acknowledge and endorse its "Global framework agreement on social and environmental responsibility" in the General purchasing conditions. <http://group.renault.com/wp-content/uploads/2014/07/global-framework-agreement-july-2013.pdf>
- Nissan's Master purchase agreement, Professional service agreement or other agreements require suppliers to abide by applicable laws and regulations.

#### 3.2.2 Assessment

In order to ensure suppliers' compliance with Renault and Nissan expectations, Renault and Nissan may ask supplier to take a CSR compliance assessment conducted by a third party, a certified organization, recognized internationally, and selected by Renault or Nissan. Supplier shall take such assessment upon request as part of RNPO purchasing processes.

Within this framework:

- Supplier groups for both Renault and Nissan are assessed by a certified organization recognized internationally.
- In addition, Renault suppliers' individual plants are assessed during a site visit by Renault representatives using a dedicated questionnaire.

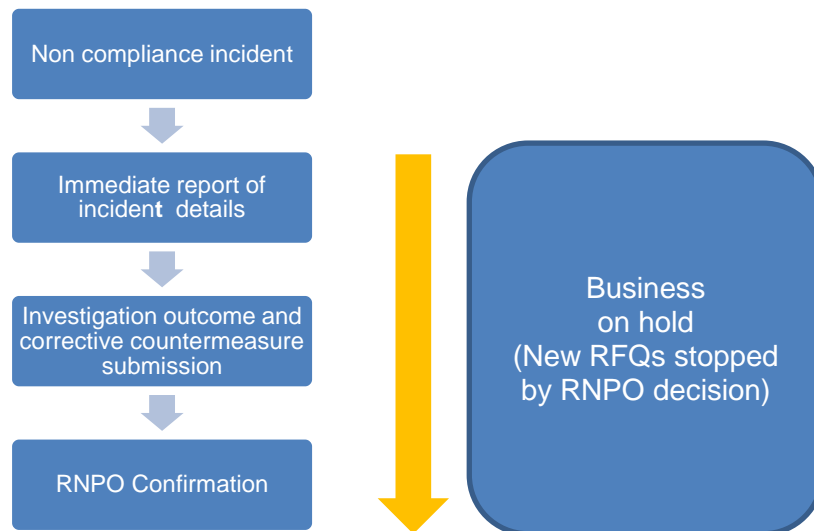
If assessment results do not meet Renault and Nissan CSR requirements, an action plan will be requested.



In case action plan proves inadequate and no clear improvement is observed, Renault and Nissan may suspend new RFQs to the supplier or exclude them from the purchasing panel until effective corrective countermeasures are implemented.

### 3.2.3 Actions in the event of non-compliance

If a supplier's activities do not conform to CSR guidelines, Renault and Nissan request the supplier to immediately report full details of the non-compliant incident investigation outcome and corrective countermeasures deployed to prevent reoccurrence. Until corrective countermeasures are implemented, Renault and Nissan may temporarily suspend new RFQs to the supplier within Renault/Nissan's procurement activities or take other action, as appropriate.



In case economic damage is recognized by Renault- Nissan Alliance because of the event of non-compliance, suppliers may be requested to pay reparations

Further information on Renault and Nissan CSR policies and activities is available using the following links:

Renault : <http://group.renault.com/en/commitments/vision-of-social-responsibility/>

Nissan : <http://www.nissan-global.com/EN/CSR/>

## SUPPLIER COMMITMENT

Renault and Nissan request that all suppliers who receive the CSR Guidelines submit the “Supplier Commitment” form signed by a legal representative.

By signing this form, the supplier acknowledges having read and accepted all the aforementioned terms and conditions as regards all services or parts ordered by or delivered to Renault and/or Nissan.

The supplier recognizes that Renault and Nissan encourage dissemination of the principles included in the present guidelines throughout his own supply chain.

Company name:

Renault or Nissan supplier account number(s):

Address:

Signatory's name:

Signatory's function:

Signatory's email address:

Date:

Signature:

Please return the signed form and scanned copy to Renault and/or Nissan as follows:

	Renault	Nissan
Hard copy:	AUTOMOBILE DACIA - Str.Uzinei Nr.1 – MIO 616 210 115400 Mioveni Arges – ROMANIA	Send to Nissan Purchasing contact specified in the attachment.
Email:	csr-guidelines@renault.com	Send to Nissan Purchasing contact specified in the attachment.



Renault Nissan Purchasing Organization

Renault S.A.S.  
CSR Department  
Co-innovation & Sustainable Development Purchasing Department

Nissan Motor Co., Ltd.  
CSR Department  
Purchasing Administration Department