PURCHASING PRINCIPLES

Arcadis in 2015 and 2016 will focus on further professionalizing and, where deemed useful and feasible, centralizing its purchasing function as part of its strategic performance excellence program. In doing so it wants to get better quality and pricing for the products and services it procures on behalf of clients in the projects that Arcadis undertakes for them, and, if considered of added value, also in products and services procured in support of corporate functions. In addition to quality and price, other principles are clear and can and should be applied to purchases of services. These principles are set out below.

As the purchasing function is further developed and to the extent these roles are under our control in the execution of our services and not subject to other contractual obligations, our detailed Purchasing Policies as well as the behaviour of our purchasing staff needs to be fully aligned with these principles.

Adhere to the Arcadis General Business Principles

Like in all other professional Arcadis functions, our purchasing staff will comply and work in full alignment with the Arcadis General Business Principles (AGBP). The AGBP cover the broader spectrum of commitments we have to society, clients, shareholders and employees, including our pledge to comply with national laws and respect local cultures, promote environmental interests, support free enterprise and fair trade, which all align with our core values of Integrity and Sustainability.

Avoid conflicts of interest

Avoid actual or apparent conflicts of interest between personal and professional relationships, which includes financial or control interests in other companies that would make it difficult to perform your work for Arcadis objectively and effectively. Clear any remaining perceived or real conflicts of interests with appropriate management level, and with third party involved if appropriate. This includes adhering to the Policy on Gifts and Hospitality which within Arcadis are set at operating company level. Third parties must understand that personal favors can only influence the business relationship negatively and that business decisions are based solely on benefits to the Company and not on considerations of past or future personal gain. More details on restrictions can be found in the Arcadis Specific Anti-Corruption Standards.

Fair process to select and award business to suppliers

We support the principle of fair competition as a basis for selecting suppliers and awarding business to suppliers. While considering the advantages to Arcadis of maintaining a continuing relationship with a supplier, avoid any arrangement that could, in the long term, prevent fair competition. Fully comply with the internal purchasing process of purchase requests and purchase orders when awarding business to a supplier. For project-related work on behalf of clients, no purchase will be done without a purchase order. No information related to quotes from suppliers will be shared with any other supplier at any time.
Pay suppliers in line with Arcadis rules
Any payment for a company's product or service must be made to the company, not to an individual. Cash payments are not permitted; all payments should be made to a bank account designated in writing in the name of the supplier of goods or services.

Select suppliers that comply with high ethical standards
Select suppliers and award business to suppliers and subcontractors that are committed to act fairly and with integrity towards their stakeholders and that duly observe the applicable rules of the law of the countries they operate in and have the same philosophy as Arcadis to a higher quality of life in the communities in which we operate. Terminate the relationship with suppliers that do not adhere to Arcadis Purchasing Policy (to be developed), including child labor and forced labor.

Select suppliers that proactively support sustainability
Select suppliers and award business to suppliers and subcontractors that are committed to ensuring that the environmental and social footprints of their activities are minimized and in keeping with our core value of sustainability. We prefer our vendors to work from LEED/BREEAM (or comparable) certified office buildings with good access to public transportation, encourage the use of public transportation, have lease fleets with the most up to date sustainable vehicle choices, work with energy efficient equipment, have proper training and development programs for their people, promote healthy & safe work practices and behaviour among their people, among other aspects.

Maintain a proper professional competence level
Ensure that their professional purchasing and procurement competences and skills are maintained at a level that is consistent with the responsibility of their job.

Reporting of violations
Violations or breaches of Purchasing Policies (once finalized) are to be reported as per the normal procedure in place for the Arcadis General Business Principles.

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