

**Corporate Social  
Responsibility Charter –  
GeoPost group and partners**

Geopost Group and the European Works Committee have formally agreed to adopt the Charter outlined below, which governs working conditions at all GeoPost group sites.

**FOREWORD**

GeoPost is an international group, in terms of both size and orientation. The group currently covers 30 countries in Europe alone and serves more than 230 countries worldwide, employing 19,000 staff.

This Charter applies to both the GeoPost group – the dominant company pursuant to the French law of 12 November 1996 – and to the group's companies operating in the European Union and the European Economic Area.

The GeoPost group's growth strategy focuses on developing its business lines in France and abroad. In order to achieve this goal, the group requires strong economic potential and ongoing effort to strengthen its position in these markets. It will only achieve its ambition by ensuring that it is well placed to meet the demanding quality requirements of its customers. In order to achieve and maintain the highest levels of customer satisfaction, the group requires motivated staff who share its ambitions and values. The Management understands that, in this respect, the group's staff need to enjoy their fair share of its profits.

The parties signatory to this Charter do hereby declare that democratically elected representatives of employees working for the group's companies in the countries and regions covered by the European Works Committee shall be entitled to play a full role in the life of the company. In this respect, this Charter complements all prior agreements and declarations<sup>1</sup> and is intended to cement the group's pre-existing, documented, voluntary commitment to corporate social responsibility<sup>2</sup>.

The purpose of this Charter is to document the GeoPost group's fundamental acceptance of the social rights and principles which apply to its employees, their representatives and the group's partners, as set out in the latest version of the GeoPost group's corporate mission statement.

The GeoPost group is committed to working with its employees to meet the challenges of globalisation together. As such, the group understands the importance of respect and cooperation at all levels; indeed these values are central to the group's business culture. By working together with all of the group's entities, staff, employee representatives and Management, in a spirit of common interest, the group will be able to remain competitive on the international stage in all of its business lines and markets. This, in turn, will ensure that the group is placed to secure its long-term future and, therefore, the future of its staff.

---

<sup>1</sup> Agreement to establish a GeoPost European Works Committee.

<sup>2</sup> In the sense of "good global governance", i.e. a voluntary commitment by all social and economic stakeholders to social, ethical and environmental principles on a global scale, this transcends national legal frameworks.

The GeoPost group firmly believes in the link between its financial objectives and its social and environmental responsibilities. It understands that, as a business, it needs to operate in a way that respects the interests of society as a whole. This Charter enshrines the principles of corporate social responsibility shared by the Management and employee representatives on behalf of the GeoPost group as a whole, including its partners. In enshrining these principles, due consideration shall be given to current laws and practices in the countries and regions concerned, as well as the basic principles outlined in the ILO's fundamental labour standards and conventions and the OECD guidelines for multinational enterprises.

## **1. Scope**

The provisions of this Charter shall apply to all companies and sites represented on the GeoPost European Works Committee.

These provisions are intended to act as minimum standards only. Under no circumstances shall they be interpreted as maximum standards, nor as the only conditions acceptable within the group.

This Charter shall not be considered the sole and exclusive basis on which future labour standards and conditions are developed.

As such, the GeoPost group shall not use this Charter for this purpose and formally forbids its partners from doing so.

## **2. Principles**

2.1 This Charter sets out the rights of participation in the life of the company as defined in the scope. The stakeholders hereby agree to recognise the trade union traditions in each country covered by the GeoPost group, and to use this Charter to construct their vision of better labour relations at group level. In other words, the aim of this Charter is to build upon and improve existing labour relations in a spirit of responsibility and cooperation in dispute resolution.

2.2 In the interests of mutual cooperation, the employee representatives and Management hereby commit to the principle of shared responsibility and active, trust based participation.

With respect to cooperation in dispute resolution, participation shall depend upon the nature of the cooperation, and the extent to which this is conducive to stable labour relations.

In specific terms, this means:

- Jointly creating, developing and maintaining acceptable, stable and resilient forms of cooperation which give due consideration and recognition to the legitimate interests of all stakeholders.
- Developing trust-based, mutual and constructive cooperation between the stakeholders in the interests of staff well-being, the company's financial success and job security. The stakeholders shall work together to pursue a policy of social consensus, under which practical solutions developed through negotiation are preferred to solutions which result from conflict. All potential conflicts arising

through the existence of divergent interests shall be resolved in a pragmatic manner.

- Defending, communicating and respecting the outcomes and decisions of negotiation processes; this requirement shall be incumbent upon all stakeholders.
- Actively creating and continually developing a culture of mutual trust, in which all stakeholders voluntarily work together to build, implement and execute a sense of responsibility towards the company and its employees.

2.3 This Charter shall not infringe the rights and obligations of the stakeholders pursuant to national laws, nor shall it infringe broader rights based on the company's standards and practices.

2.4 The stakeholders within each company shall endeavour to transpose this Charter in a manner consistent with their existing national agreements.

### **3. Prerequisites for proper participation**

3.1 Employee information shall be organised in line with national legislation. Employees shall receive advance information about the most important projects which affect them.

3.2 The consultation process shall require active dialogue between stakeholder representatives.

Pursuant to national legislation, the most important projects shall be debated by the appropriate bodies.

3.3 Employee participation shall provide employees with the opportunity to make a genuine contribution to their working environment and working conditions.

Pursuant to national legislation, effort shall be made to identify the most suitable manner in which staff and representative bodies may contribute to the life of each establishment.

As such, the management of each local entity shall be invited to develop a company mission statement and to keep this updated on a regular basis.

### **4. Non-discrimination and gender equality**

The GeoPost group is committed to gender equality within all of its companies. Women employed by the GeoPost group shall have the same professional and personal development opportunities as male employees.

The GeoPost group guarantees that all employees shall have equal opportunities irrespective of their ethnic origin, skin colour, gender, religious beliefs, nationality, sexual orientation, social background and political opinions, provided that the latter are founded on the principles of democracy, tolerance and respect for different opinions.

These fundamental principles are defined in ILO conventions nos. 100, 11 and 135. They apply to all newly recruited employees, existing contracts of employment and the professional development of GeoPost group staff. The criteria upon which recruitment and development decisions shall be made are performance in the workplace, personality, skills and qualifications.

## **5. Freedom of association and the right to collective bargaining**

The stakeholders hereby agree, pursuant to ILO conventions nos. 98 and 87, to the creation of employee representative bodies within the workplace and/or to trade union representation, including in cases where an existing national standard does not fully satisfy the aforementioned international standards. All GeoPost staff members shall have the right to join a trade union organisation and to create a representative body with other employees, without prior authorisation, pursuant to the legal provisions in force in each country. No employee or representative may be discriminated against for his/her decision to exercise his/her rights in this respect.

The GeoPost group respects the right to collective bargaining (ILO convention no. 98) with respect to working conditions and is committed to engaging in constructive cooperation based on mutual trust and respect. The GeoPost group works with employee representatives and representative bodies in an open and mutually constructive manner.

## **6. Forced labour and child labour**

The GeoPost shall, under no circumstances, permit the use of forced labour or child labour. All contracts of employment shall be entered into following the free and formal acceptance of a job offer. It is illegal to threaten or otherwise coerce a person to accept a job. Similarly, the group is committed to respecting the minimum legal working age in each country.

These principles are set out in ILO conventions nos. 138 and 182.

## **7. Right to complain**

Any GeoPost staff member shall have the right to complain to his/her representative or representative body, or to his/her direct line manager, without fear of reprisal, where he/she feels that he/she has been treated unfairly by his/her manager or that his/her working conditions contravene the relevant laws and company agreements.

## **8. Health and safety at work**

Safety in the workplace and the physical health of our staff are of paramount importance to the group. The GeoPost group is committed to complying with national laws on health and safety at work as a minimum, and shall take all necessary measures in this respect.

## **9. Remuneration, working time and paid holidays**

Remuneration and working time arrangements shall, as a minimum, comply with the legal requirements or collective provisions which apply in each country concerned.

National laws on paid holidays shall serve as the minimum requirement. The GeoPost group shall base its policy on the standards which apply to each sector concerned. The rules outlined in ILO convention no. 100, on "equal pay for work of equal value", shall be respected.

Working time arrangements shall comply, as a minimum, with the legal provisions in force in each country or the minimum standards in the business sectors concerned. This provision shall, by analogy, apply to regular paid holidays.

All GeoPost group companies shall be bound by contractual provisions governing working time and paid holidays, where these are covered by one or more collective agreement(s). In all other cases, national legal provisions shall act as the minimum conditions in this respect.

## **10. Job security**

The GeoPost group and all of its fully-owned subsidiaries shall, as in the past, endeavor not to impose redundancies for financial reasons in the event of reorganisation of the company. Where redundancies for financial reasons are unavoidable, the companies concerned shall, pursuant to current national legislation and/or collective agreements, negotiate with employee representative bodies to provide social support mechanisms for the employees concerned.

## **11. Corruption**

The GeoPost group shall not tolerate any immoral or corrupt practices by its staff or partners. All staff and partners shall be strictly prohibited from engaging in, or benefiting from, active or passive corruption.

## **12. Partners and service providers**

In countries where subcontracting rules are governed by national legislation, the GeoPost group shall ensure that said rules are applied by all stakeholders. In countries where such provisions do not exist, the group shall refuse to do business with partners who engage in unacceptable social practices worsening working and income conditions.

This Charter may be used as the basis for developing relationships with partners. The observance of these GeoPost Group Standards will be sought in an appropriate matter with new or existing system partners / sub-contractors.

## **13. Implementation**

This Charter shall apply to all countries covered by the agreement of the European Works Committee.

Each country shall ensure that this Charter is applied, subject to local laws and via the appropriate bodies.

A summary shall be presented to the employee representative(s) at the European Works Committee meetings.

GeoPost group employees shall be informed of all provisions contained in this Charter. All employees and their representative(s) shall have access to this Charter via the appropriate means. The specific communication arrangements shall be subject to consultation between employee representatives and Management.

6. 

GeoPost should inform the European Works Committee of the good application of the principles of the present chart.

#### **14. Miscellaneous provisions**

##### **(1) Interpretation**

The original version of this Charter was written in English. In the event of any discrepancy between the original version and its translation into another language, the English version shall prevail.

##### **(2) Legal effects**

Parties and third parties may not, at local level, claim any rights with respect to this Charter. The GeoPost group shall ensure that the provisions outlined herein are transposed as binding regulations in each country in which the group operates.

##### **(3) Amendment**

This Charter may be amended by mutual agreement between the stakeholders. Where any provision of this Charter is declared unenforceable, the stakeholders shall endeavor to replace said provision with an enforceable provision as similar as possible to the original.

This Charter shall come into force on the date upon which it is signed. It shall not be applied retroactively.

**Berlin, May 17<sup>th</sup> 2013**

**For the GeoPost group**



Gilles MORAY

**For the European Works Committee**

