**Please return this document as a PDF file on your letterhead**

< date >

**RE: Corporate Social Responsibility and ManpowerGroup’s Supply Chain Business Partner Policy**

Dear Sir or Madame:

In direct response to your request, our company has visited ManpowerGroup’s Social Responsibility (“CSR”) website, and reviewed the contained information. As a potential supply chain partner of ManpowerGroup’s, we understand the importance of social responsibility. In alignment with ManpowerGroup, our company agrees to, and will promote through our day-today business activities, the below fourteen key practices of corporate social responsibility in conjunction with the UN Global Compact and the Athens Ethical Principles. Should our company’s position regarding any of the aforementioned principles or the terms defined on ManpowerGroup’s CSR website change, we pledge to proactively notify ManpowerGroup of our corporate value shift. Additionally, we understand that should our corporate values ever contradict any of the below key practices, the UN Global Compact or the Athens Ethical Principles, our business relationship may be placed in jeopardy and will be subject to review.

**ManpowerGroup’s 14 Key Corporate Social Responsibility Practices**

**Obeying the Law**

1. Compliance with all applicable laws and regulations of the jurisdiction where operations are undertaken.

**Employees**

1. Provision of safe and healthy working conditions for all employees.
2. Zero tolerance on human trafficking.
3. No use of any form of forced or compulsory labour, and freedom of employees to leave employment after reasonable notice.
4. No use of child labour and compliance with relevant International Labour Organization standards.
5. Respect for human rights, and no physical, psychological or other abuse and complying at a minimum, with applicable laws, rules and regulations, including minimum wage, overtime and maximum hours in the country concerned.
6. Wages and working hours complying, at a minimum with applicable laws, rules and regulations, including minimum wage, overtime and maximum hours in the jurisdiction concerned.
7. Respect for the right of employees to freedom of association.
8. Data Privacy and Protection.
9. Provide training and learning opportunities.

**Clients and Customers**

1. Delivery of services which consistently meet specified quality, safety and data privacy and other relevant criteria.

**Communities**

1. Giving back to the community.

**Environment**

1. Management of the business in an environmentally sound manner, including compliance with all relevant legislation of the jurisdiction where operations are undertaken.

**Business Integrity**

1. No offer or attempt at improper advantage, including the payment or acceptance of bribes, to secure delivery of goods or services to ManpowerGroup companies.

Should your company have any concerns regarding the requested pledge or currently be unable or unwilling to abide by the 14 key practices on Corporate Social Responsibility, please provide a written explanation as to your company’s reasoning. Failure to agree to the requested practices will not necessarily eliminate your company from participation, but it will demand further investigation from ManpowerGroup.

**Supplier CSR Policy Affirmation**:

On behalf of my Company, its subsidiaries and sister companies, I acknowledge receipt of a letter regarding ManpowerGroup’s supply chain business partners and Corporate Social Responsibility. We have noted 14 Key Practices regarding ManpowerGroup’s position on Corporate Social Responsibility concerning; Obeying the Law, Employees, Clients & Candidates, Communities, the Environment and Business Integrity. We agree with, and we apply business practices which are consistent with ManpowerGroup’s requirements for suppliers.

|  |  |
| --- | --- |
| Organization Name: |  |
| Geographic Locations Covered: (global, regions, or countries) |  |
| Comments (if applicable) |  |
| Name of Person Signing: |  |
| Title: |  |
| Date: |  |
| Signature: |  |

*Please return the original signed and dated letter to ManpowerGroup’s Corporate Headquarters or to your local ManpowerGroup contact, along with any specifically requested information about your internal company policies and/or published reports that provide further positive assurance towards the fourteen key practices. Additionally, all responses justifying a company decision not to follow or incorporate ManpowerGroup’s fourteen key practices of corporate social responsibility should also be sent to the above contact.*