



**SUSTAINABILITY**

# Sustainable Purchasing Charter



**Trust**

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## INTRODUCTION

As part of its sustainable strategy, Lectra is committed to comply with the main standards in areas such as human rights, working standards, the environment, and the fight against corruption.

This Ethics Code is available on [Lectra.com](https://www.lectra.com).

Lectra expects its service providers, consultants, sub-contractors, counsels and suppliers (the “Suppliers”) to comply with the same standards. As a matter of fact, Suppliers’ commitment to these obligations is of the utmost importance to ensure Lectra’s strategy is a success. Lectra therefore favors long-term relationships based on trust, through the establishment of real partnerships with its Suppliers.

Lectra’s sustainability commitments are articulated around three main pillars: Transformation, Talent and Transparency, which are detailed below.

### Our sustainability commitments



In accordance with its commitments (and especially the pillar “Trust”), Lectra has defined a Charter for Responsible and Sustainable Purchasing (the “Charter”), which lays out the objectives of Lectra<sup>1</sup> regarding their Suppliers, as well as the level of compliance expected from Lectra’s Suppliers and their own partners. Some Affiliates joined Lectra group of companies only a few years ago; they have immediately started to align with and apply Lectra Sustainability policy to reach the same levels of compliance rapidly.

These commitments should allow Lectra to impact positively on the Sustainable Development Goals (the “SDG”), as detailed in Lectra’s website at: <https://www.lectra.com/en>

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This Charter applies to any relationship between Lectra (or one of its Affiliates) and the Supplier (and/or any affiliate of the Supplier) as detailed in § 1.6 of the present Charter.

The establishment or continuation of business relationships with Suppliers will require their compliance with this Charter.

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<sup>1</sup> Lectra or Company mean Lectra SA and the companies controlled by Lectra SA (herein the “Affiliate(s)”)

## 1. LECTRA'S COMMITMENTS

Lectra has signed the “Sustainable Procurement and Supplier Relations Charter” (French abbreviation: SPSR), supported by the Companies Mediator and the French National Purchasing Council (Conseil National des Achats, or CNA). This Charter, drafted in 2009, has the objective of encouraging its signatories to improve their relationships with their Suppliers.

In the framework of the implementation of its Sustainability strategy and its purchasing strategy, its processes and its relationships with Suppliers, Lectra wishes to promote, both with its existing or potential Suppliers, relationships based on trust and mutual respect and to share fair and equitable practices, while building long-term and balanced relationships. This Charter formalizes Lectra’s willingness to share the application and implementation of the ethical principles that it has placed at the heart of its business strategy with its Suppliers. Lectra monitors all these commitments through specific indicators.

Lectra responsible purchasing strategy includes the following objectives for their promotion by its Suppliers:

### 1.1 Build a responsible financial relationship with its Suppliers

Lectra undertakes to adopt a responsible behavior, which shall mean that our Purchasing Department shall comply with the legal payment deadlines by applying these measures strictly and fairly.

Lectra strives to pay Suppliers’ invoices in a timely fashion, notifying Suppliers of any payment delay or any deduction or withholding, whether it is linked to a dispute or not.

### 1.2 Maintain respectful relationships with all Suppliers

Respect, by our Purchasers, of contractual commitments, as well as an active listening approach, are the guarantees of loyal and amicable Supplier relations.

To maintain healthy relationships with its Suppliers, Lectra regularly communicates with them through ad-hoc exchanges that allow the Company to oversee and manage its business relationships.

Information transparency is also essential. Lectra therefore is bound to comply with legal obligations and in particular the publication of non-financial information. Lectra expects its Suppliers to meet the same requirements by regularly updating their information and legal documents, in particular on the **Supplier Relationship Management**<sup>2</sup> (SRM) platform that Lectra makes available to certain of its Suppliers or thanks to any other similar information management tools<sup>3</sup>.

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<sup>2</sup> The SRM platform currently only covers Lectra Legacy purchases (Lectra perimeter before the acquisition of Gerber Technology and other companies)

<sup>3</sup> These platforms are designed to take into account data protection and security of information.

The contracts that Lectra enters in with its Suppliers are aimed at building such a win/win relationship, to retain its Suppliers, and create long-term partnerships.

All this is only possible through trust, which is also a key element in the relationships Lectra has with its Suppliers. This is the reason why Lectra strives to remain in contact with its Suppliers and to implement at least one annual activity review.

### **1.3 Identify and manage instances of mutual dependency with Suppliers**

Dependency may generate a risk both for Lectra and its Suppliers. Consequently, Lectra carefully monitors its share of revenues within a Supplier's annual profit and shall limit said dependency to avoid that Lectra's business with the Supplier reach a rate of more 25% of a Supplier turnover.

Purchasers also strive not to create any dependency on Suppliers by implementing adapted alternative solutions whenever possible.

If the Purchasing Department identifies a case where a supplier might be dependent on Lectra purchases, a plan may be established and may involve a gradual and planned diversification, with the appropriate advance notice, while also considering the length of the business relationship.

### **1.4 Involve signatory organizations in their industry**

While maintaining compliance with antitrust requirements and business secrets, as part of a relationship of trust, Lectra's objective is to provide Suppliers with visibility on future orders and Lectra business in general.

Thus, through its website or its SRM platform, Lectra make the effort to inform its Suppliers of any major event likely to be of interest or impact them, notably on changes in their industry, or even financial events that could impact them.

Lectra also strives to share with its production Suppliers, on a frequent and regular basis, a forecast of Lectra potential future needs allowing them to anticipate and organize themselves regarding materials and resources required for the production of future orders. Purchasers, shall also flag, if possible, any production stoppages in advance in order to find the best possible solution.

### **1.5 Assess lifecycle costs and impact**

Lectra's customers expect the Company to make a firm commitment towards sustainability. To achieve this, it is essential for them to appraise the Total Cost of Ownership (TCO) of Lectra's products and services, which includes the overall cost of goods, services or products throughout their lifecycle (cost of purchase, ownership, maintenance, usage or quality).

As a consequence, Lectra's purchasing policy aims at selecting Suppliers whose pricing policy includes or is built in accordance with the TCO principles.

Sustainability is another added dimension of the costs' breakdown of the Supplier, which should ideally include respect for the environment, waste management, job creation, etc. All these aspects are included in what are called "Life Cycle Costs".

This is why, in a tender process, the offer that better meets the relevant and clearly defined Life Cycle Costs criteria shall be given priority and why Lectra encourages its Suppliers to embrace sustainability and increase their capacity for innovation, notably by offering new alternative solutions.

### 1.6 Address environmental and social responsibility issues

#### Our Sustainable Development Goals (SDGs)



### **1.7 Ensure the Company's social responsibility locally**

Lectra is committed to promoting investment and economic development locally (job creation, production sites, etc.).

As part of its sustainability commitments, Lectra supports the circular economy as far as possible and, depending on the purchasing category, it supports the local economy by using local suppliers and distribution channels.

Lectra also encourages long-term relationships with Suppliers to improve knowledge sharing and therefore achieve common objectives.

### **1.8 Professionalism and ethics, the watchwords of our Purchasing Department**

Our Purchasers are experienced professionals. They are regularly trained to improve their purchasing professional and interpersonal skills.

Lectra expects its teams to set an example, showing qualities such as professional honesty, rigor, impartiality, transparency and loyalty.

Lectra's purchasing commitments are as follows:

- Equal treatment
- Transparency of procedures
- Maintaining a relationship of trust
- Purchasing efficiency
- Courtesy, politeness, discretion
- Compliance with contracting terms

Our Purchasers strive to share precise specifications adapted to specific needs and are committed to building a quality relationship with Suppliers, where everyone's contribution is essential.

The Purchasing Department operates in accordance with processes built against any conflict of interest and to prevent any manipulation attempt by Suppliers or companies applying to calls for tenders and to select Supplier in accordance with Lectra global anti-corruption compliance program.

This program is more specifically based on 3 main tools:

- The Anti Bribery Policy, which sets out the ethical rules and behavior to be followed in terms of ethics and applies to all Lectra employees worldwide.

- The Whistleblowing Procedure, through which any employee or third party can inform Lectra's management of any behavior or situation that does not comply with our [Code of Ethics](#), as well as any violation of laws or regulations.
- An annual training on the Anti Bribery Policy through an e-learning module, which allows our teams to better understand and integrate the ethical guidelines while assessing each employee's ability to detect and react to a challenging situation.

Our Purchasing Department also undertakes to maintain impartiality, objectivity and independence of judgment.

### 1.9 How our Purchasing Department manages Supplier relations

Lectra's Purchasing Department manages Supplier relations by:

- Maintaining the relationship through regular meetings with Suppliers in order to establish an ongoing and constructive dialog, listen and remain attentive, and share plans for ongoing improvement and progress.
- Implementing the necessary means to ensure Supplier monitoring (in collaboration with the Supplier Quality and Logistics teams for production purchases and the Legal Department for compliance matters), notably through reporting, annual reviews, steering committees, etc.
- Communicating regularly and transparently; Lectra's SRM platform is one of the tools the Company uses to share the documents governing its business relationships (Charter for Responsible and Sustainable Purchasing, General Conditions of Purchase, Confidentiality Agreement, etc.) with its Suppliers.

The Company also shares its financial results and strategy transparently via other communication media.

- Making every effort to reach an amicable resolution in case of a commercial dispute.

Purchasers also ensure responsible sourcing through open and fair competition. A tender process is being deployed throughout Lectra with current Suppliers and new ones who undergo the Supplier qualification process as detailed in §2). Tenders in progress are available on Lectra's SRM platform, which ensures the fair and transparent treatment of candidates throughout the purchasing process and with a full cost approach. Purchasing decisions are based on an objective assessment of the Supplier's reliability and integrity, as well as the overall value of its offer in relation to short and long-term criteria and objectives.

Supplier relations are managed through the procedures established by the Purchasing Department. Applicable to all, these procedures are intended to ensure equal treatment of all Suppliers. These relationships are based on transparency and integrity.

### 1.10 A specific role to arbitrate Supplier relations

A “suppliers relations” mediator, independent from the Purchasing Department, has been appointed at Lectra’s and can be contacted by any Supplier who identifies a deviation from the principles defined in this charter : [ethics.compliance@lectra.com](mailto:ethics.compliance@lectra.com).

The mediator acts as an internal and external communication intermediary, whose objective is to improve supplier relationships by offering a friendly ear to help handle disputes.

## 2. SUPPLIER COMMITMENTS

Lectra's Suppliers are subject to a qualification procedure, details of which are available on request from your Purchasing Department contact.

Within this procedure, Suppliers agree to accept, sign and respect the present Charter

- For suppliers with access and/or already active in the SRM, by validating the dedicated fields directly in the tool (acceptance of conditions).
- For other suppliers, by signing and returning the certificate of receipt, (model attached in Appendix 1).

Note: Current Suppliers will also be invited to approve this Charter in the SRM or will receive a message inviting them to sign and return the aforementioned certificate of receipt.

Signed certificates should be returned to the e-mail address of the sender.

By validating or signing this Charter, suppliers commit to work in accordance with the principles set out below, during the entire qualification procedure, purchasing procedure and contractual relationship.

The Supplier also commits to share and ensure compliance with the rules defined in this Charter by all of its employees, including temporary and interim staff, partners, Suppliers and subcontractors.

In regard of its relations with Lectra, the Supplier undertakes to comply with the following rules:

### 2.1 Business ethics

Supplier undertakes to comply with all applicable laws, regulations and standards relating to business ethics.

These commitments are detailed below.

#### 2.1.1 Fight against corruption and influence peddling

- Any form of corruption or influence peddling is strictly prohibited. Suppliers must not offer or accept any advantages and must actively prevent such

practices. For all principles related to integrity and business ethics, suppliers are required to refer to Lectra's [Code of Ethics](#).

### **2.1.2 Gifts and Hospitality**

- In accordance with the [Code of Ethics](#), any gift offer from a partner must systematically be reported to the Compliance Officer.

### **2.1.3 Prevention and management of conflicts of interest**

A conflict of interests is a situation where (i) a Supplier's employee or representative may be or may appear to influence Supplier's ability to act objectively towards Lectra, (ii) to be in a potential or actual conflict with Lectra's interests, (iii) a Supplier's employee, associate, or representative has a personal interest of any kind in the Supplier's business or with its employees, associates or representatives, or (iv) Supplier entertains relationships with Lectra's competitors that may influence or appear to influence Supplier's ability to act objectively towards Lectra.

Supplier undertakes to avoid such situations of conflicts of interest that may prevent its employees from behaving objectively and impartially while undertaking their functions and responsibilities.

Supplier undertakes to inform Lectra of any risk of conflict of interest, whether actual or potential, to allow Lectra to review them. To this end, Supplier shall fill in a Conflict of Interests' Declaration form, the model of which is herein attached as **Exhibit 2** to inform the Purchasing Department.

### **2.1.4 Financial Records and Accounts**

Supplier must maintain all financial books and records in conformance with generally accepted accounting principles.

All business dealings shall be transparently performed and recorded accurately in Supplier's books and records.

### **2.1.5 Fair competition**

All commitments made by Lectra employees, as well as the expectations regarding fair competition applicable to its suppliers, are detailed in the Code of Ethics.

### **2.1.6 Compliance with regulations on economic sanctions**

Supplier agrees to refrain from any activity that would violate applicable international and national economic sanction laws, regulations and standards, including international trade controls, export controls, embargoes and other trade restrictions. This obligation applies throughout the duration of the contractual relationship and takes into account the evolution of applicable laws, regulations and international and national standards.

### **2.1.7 Conflict minerals**

Supplier and subcontractors must comply with applicable laws and regulations relating to the supply of minerals from conflict or high-risk areas (tin, tantalum, tungsten and gold). They must ensure through all relevant measures that the minerals used in the products they manufacture, or in the service they provide to Lectra, are appropriately sourced and do not contribute, directly or indirectly, to the financing of armed groups that commit serious human rights abuses and must implement due diligence procedures to this end.

### **2.1.8 Money laundering**

Money laundering is the process of hiding illegal funds or making them look as though they are legitimate. It also covers the use of legitimate funds to support crime or terrorism.

Supplier commits not to implement or participate in any practice aimed at laundering property, income or capital and to conduct appropriate due diligence aiming at verifying the origin of funds.

### **2.1.9 Confidential Information**

Confidential Information shall mean all information of whatever kind or nature, which belongs to Lectra and is not disclosed to the public, and relates to technology, information and processes, including for example, know how, Intellectual property or trade secrets, customer related information, strategic, financial and business plans, promotion and marketing, finance and other activities. Confidential Information may include confidential or proprietary information of third parties.

As part of its relationships with Lectra, Supplier may be granted access to such confidential information. Supplier undertakes to use appropriate security measures to protect this information and shall provide access only to those employees with proper authorization and legitimate business needs.

Loss or unauthorized access of confidential information should be immediately reported to Lectra's Legal Department, at the following email address: [ethics.compliance@lectra.com](mailto:ethics.compliance@lectra.com).

#### **2.1.10 Data protection and security**

Personal data refers to any information that can be used to identify an individual, whether directly or indirectly. For instance, name, date of birth, social security number, photograph, location data, email address, IP address are personal data.

Supplier shall operate in a manner that is consistent with applicable data protection laws, including privacy and security protections that are appropriate to the sensitivity of the personal information collected or otherwise processed by the Supplier on behalf of Lectra and to cross-border data transfers applicable rules. Supplier shall have appropriate organizational and technical structures and procedures to ensure the protection of personal information against accidental, unauthorized or unlawful loss, destruction, alteration, disclosure, use or access.

#### **2.1.11 Protection of Intellectual Property Rights**

Protection of Lectra's intellectual property (IP), such as copyrights, industrial designs, trademarks, patents, or even trade secret protection, is key for Lectra.

Supplier shall respect any IP rights and ensure that any technology and/or know-how that Lectra may transfer them are appropriately protected.

Any unauthorized use or misuse of our IP must equally be reported to Lectra's Legal Department, at the following email address: [ethics.compliance@lectra.com](mailto:ethics.compliance@lectra.com).

## **2.2 Fundamental human rights**

Lectra favors the selection of its contractors and suppliers on the basis of their ability to comply with Human Rights commitments.

Supplier undertakes to comply with all internationally recognized laws, regulations and standards relating to human rights, fundamental freedoms, respect for human dignity and health and safety, and in no case shall Supplier not comply at least with the laws and regulations applicable in its country of incorporation.

### **2.2.1 Diversity, equal opportunity and respect for individuals**

Lectra requires all its suppliers to strictly respect fundamental human rights, ensure decent and safe working conditions, and prohibit any form of forced labor or child labor. They must also promote diversity, equal opportunity, inclusion, and the absence of any discrimination. These obligations reflect the ethical and social expectations applicable to suppliers, as defined in Lectra's [Code of Ethics](#).

Suppliers commit to applying these principles across all their sites, employees, subcontractors, and partners.

### 2.2.2 Working conditions

Suppliers must ensure safe, healthy, and legally compliant working conditions, particularly regarding working hours, compensation, health, and safety. They must prevent any occupational risks and guarantee a respectful and protective environment. These requirements are aligned with the principles relating to workers' rights and health and safety as defined in Lectra's [Code of Ethics](#).

## 2.3 Environmental Rights

Supplier undertakes to:

- Reduce the environmental impact of its sites, products, services and activities, as well as contribute to reducing its greenhouse gas emissions;
- Prevent pollution from its activities;
- Support the low-carbon economy;
- Preserve natural resources and biodiversity;
- Control the risks associated with the use of chemicals and hazardous materials (such as compliance with applicable laws and regulations with respect to chemical products, hazardous substances and sound disposal of waste electrical and electronic equipment, in particular REACH and ROHS in the European Union);
- Promote the circular economy, reduce waste to a minimum and maximize recycling.
- Offer Lectra, as far as possible, eco-designed products, notably products that help reduce the use of fossil resources, favor recycled materials, help reduce GHG emissions, and are recyclable and upcyclable at the end of their lifecycle.

Finally, Lectra encourages its Suppliers to use an Environmental Management System and to obtain the ISO 14001 certification.

## 2.4 Audits

Supplier is encouraged to provide Lectra with the sustainability certification they may have obtained if any (certifications, labels, ESG assessment reports from renowned specialized organizations, etc.).

Supplier authorizes Lectra and/or service providers appointed by Lectra to carry out audits at least once a year, and shall make its best efforts to implement any action plans thereafter required by Lectra.

## 2.5 Suspension and Termination

Supplier undertakes to notify Lectra quickly and in writing of any event or element that could lead to non-compliance with the terms of the present Charter.

Supplier acknowledges and accepts that his declarations and commitments of compliance to the present §2 of this Charter are an essential and determining condition for Lectra without which they would not have referenced them.

If Supplier's non-conformance to this Charter is identified, in particular through an audit conducted in application of § 2.4 here above, Lectra shall attempt to work with said Supplier to correct the situation. At that time, the Supplier shall develop a corrective action plan to reach the standards of this Charter in order for Lectra to be able to continue to work with them. If a supplier does not develop such a plan or fails to implement it, Supplier recognizes and acknowledges that under such circumstances, Lectra may decide to either suspend or terminate the business relationship. Lectra may also terminate the business relationship in case of in material cases, in particular forced or child labor.

## 3. EVALUATION AND PROGRESS PLAN

Lectra gives priority to environmentally and socially committed Suppliers and tends to award its contracts to companies committed to supporting its Responsible Purchasing Policy.

Lectra uses an external assessment tool that enables an independent evaluation of both its suppliers' ESG performance and its own maturity. This tool analyzes environmental, social, ethical, and responsible purchasing practices in order to identify risks, highlight best practices, and monitor progress over time. Suppliers are encouraged to disclose their assessments and commit to a continuous improvement process consistent with Lectra's sustainability requirements.

As part of the selection process, Lectra will consider the following criteria:

- **Suppliers' sustainability Commitments**
  - a. Existence of a sustainability policy covering social, environmental and economic aspects and adapted to the size and nature of the Supplier's business.
  - b. Existence of business ethics policy covering corruption, antitrust, international sanctions, money laundering, conflict minerals, data and IP rights and adapted to the size and nature of the Supplier's business.
  - c. Commitment to comply with sustainability guidelines, notably the UN Global Compact, as part of its own initiative or through initiatives undertaken by its sector or industry.

- d. Adoption of sustainability standards (ISO 26000, etc.) or associated reporting (GRI, etc.).
- **Environmental Policy**
    - a. Definition of an environmental policy covering the use of raw materials, energy consumption, greenhouse gas emissions (GHG<sup>a</sup>) and waste management.
    - b. Implementation of an eco-design approach.
    - c. Adoption by the Supplier of an environmental management standard such as ISO 14001, EMAS (Eco Management Audit Scheme) or equivalent, to monitor the progress of its environmental strategy, and the relevant certifications.
    - d. Solutions offered by the Supplier to help Lectra combine its economic objectives with its environmental objectives (development of technologies that respect the environment, notably with regard to the reduction of GHG emissions, energy saving and recycling).
  - **Social responsibility and the fight against discrimination**
    - a. Existence of a proactive policy in terms of working conditions, health and safety at work, equal opportunities, prevention of discrimination and inclusion.
    - b. In particular, a policy that encourages the employment of persons with disabilities.
    - c. Supplier's commitments or the relevant labels or certifications obtained (such as the AFNOR Diversity Label or the AGEFIPH agreement in France).
  - **Supplier's Purchasing Policy**
    - a. Definition of a responsible purchasing policy with its own suppliers.
    - b. Approach taken by the Supplier to encourage its own suppliers, subcontractors or distributors to respect the rules set out above.

### 3.1 ESG Risk Mapping

Lectra is currently mapping the countries and purchasing categories most exposed to ESG risks. This mapping makes it possible to prioritize Supplier evaluations and to decide if additional risk remediation actions are necessary. It is revised periodically.

### 3.2 Supplier ESG Performance Evaluation

Lectra first ensures that the Charter is signed by the Supplier.

Lectra also uses audits to make sure the Supplier respects the rules defined in this Charter.

Suppliers considered as "high ESG risk" are the subject of an investigation either through:

- A third-party assessment (certifications, Ecovadis ratings, etc.)
- A specific ESG evaluation questionnaire
- Audits

### 3.3 Progress Plan

If the investigation shows that the Supplier does not properly manage the identified risk, Lectra requires the Supplier to provide the Company with a specific Progress Plan.

### 3.4 Indicators

- Number of Suppliers assessed and number of Suppliers meeting the evaluation criteria.
- % of purchasing (expenditure) covered by ESG assessments, overall and for certain purchasing categories.
- % of Suppliers not meeting the evaluation criteria and required to provide a Progress Plan.

### Appendix 1

#### Certificate of acknowledgement

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[Supplier] acknowledges that they have received and read Lectra's Charter for Responsible and Sustainable Purchasing.

[Supplier] understands that the standards set in this Charter represent policies of Lectra and work, as a Supplier, in accordance with said policies.

Date \_\_\_\_\_

Name of Supplier

Signature \_\_\_\_\_

Name of contact at Supplier's \_\_\_\_\_

## Appendix 2

## Declaration of a Conflict of Interests Situation

<b>Name of Supplier</b>	
<b>Name of contact at Supplier's</b>	
<b>Describe contractual relationship of Supplier with Lectra and whether it affects the beneficial owners, the management or an employee</b>	
<b>Describe the situation of conflict (actual or potential)</b>	
<b>Describe how the Supplier intend to act in view of said situation:</b>  <ul style="list-style-type: none"><li>- Avoid: the conflicted person is relieved of his or her mission</li><li>- Information sharing: disclosure of the situation to all stakeholders; causes of the conflict, measures put in place, evolution of the causes until extinction</li><li>- Withdrawal from decision-making: the conflicted person exposed to a conflict of interest refrains from any decision but remains in the matter for the implementation of decisions made</li></ul>	





**LECTRA**

We pioneer. You lead.