

**LEGRAND GROUP  
PURCHASING  
SPECIFICATIONS**

**PRODUCTION ARTICLES**

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B	02/01/2007	Change: Sustainable development: entirety of sustainable development Updating of the list of industrial units	4, 5, 6, 7, 8, 18
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## Group Purchasing Management

### 1. PURPOSE AND SCOPE OF APPLICATION

These Purchasing Specifications set out the general requirements governing the relationship between a LEGRAND industrial unit and its Supplier in terms of:

- Legal and regulatory requirements
- Sustainable development
- Quality
- Procurement
- Logistics.

These Purchasing Specifications apply to the supply of the following products or articles:

- Materials
- Components, parts, subassemblies
- Subcontracted Finished Products
- Subcontracted manufacturing operations

delivered to a LEGRAND industrial unit or to other units on behalf of the LEGRAND Group.

“LEGRAND industrial unit” refers to any LEGRAND Group plant or subsidiary.

The special characteristics of each industrial unit together with supplements to these Specifications are set out in the “Unit supplements” and prevail over these Purchasing Specifications.

The Purchasing Specifications and the Unit Supplements are completed by the technical specifications drafted as product-related or product family-related drawings or purchasing specifications.

### 2. LEGAL AND REGULATORY REQUIREMENTS

#### 2.1 General requirements

Products are to be manufactured in compliance with the laws in force in the Supplier’s country of manufacture.

The transport of products under the responsibility of the Supplier is to be carried out in compliance with the relevant transport regulations in force, particularly in terms of the rules and regulations for road haulage in the countries crossed and the destination country.

The product and its packaging are to meet the legal and regulatory requirements of the user country.

The Supplier ensures compliance with these requirements throughout the supply chain of which it is in charge.

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At the request of LEGRAND, and for articles subject to CE marking, the supplier shall provide the CE certificate of conformity and the related Test Reports.

## 3. SUSTAINABLE DEVELOPMENT

### 3.1 Environment

#### 3.1.1 Requirements applicable to industrial units

Any LEGRAND industrial unit can request that the Supplier forwards it all licenses and authorisations applicable to its production and storage facilities, together with their validity date. LEGRAND recommends that the Supplier implements a regulatory watch procedure so that it can identify all applicable requirements, either currently in force or pending, and make sure they are complied with. LEGRAND industrial units can also request a certificate of conformity.

#### 3.1.2 Environmental protection commitments

LEGRAND strongly encourages the Supplier to demonstrate an active commitment to environmental protection.

LEGRAND strongly encourages the Supplier to commit to international standard ISO 14001 certification for Environmental Management Systems unless certification was a prerequisite for approval.

If the Supplier decides not to commit to certification, it is advisable for it to formalise its commitment towards environmental protection in an environmental policy implemented at the organisation's highest levels.

LEGRAND strongly encourages the Supplier to implement a continuous improvement policy. The Supplier agrees to cooperate in all progress actions launched and communicated by LEGRAND Group industrial units.

LEGRAND strongly encourages the Suppliers to maintain up-to-date environmental performance indicators and forward the results to the relevant LEGRAND industrial unit.

LEGRAND, together with the Supplier, may organise audits at the Supplier's premises to ensure the effectiveness of the environmental provisions implemented by the latter.

#### 3.1.3 Requirements applicable to products and packaging

Unless otherwise specified in Legrand's technical specifications, the supplier undertakes to deliver products or sub-assemblies that comply with the restrictions on hazardous substances outlined in European Directive 2002/95/EC.

Directive 2002/95/EC (ROHS) concerns restrictions on the use of certain hazardous substances in electrical and electronic equipment: lead, mercury, cadmium, hexavalent chromium, polybrominated biphenyls (PBB) or polybrominated diphenyl ethers (PBDE).

The enforcement of these requirements is evidenced by a certificate or any other form of proof provided by the Supplier.

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At the request of the relevant LEGRAND industrial unit, the Supplier of the product or article agrees to answer any questionnaire or forward any other information required by LEGRAND to assess or have assessments made on the environmental impact of the product or article throughout its life cycle (from extraction of raw materials to its end-of-life).

At the request of the relevant LEGRAND industrial unit and according to the template provided, the Supplier shall fill in the “Product Environmental Profile” (PEP).

At the request of the LEGRAND industrial unit, the Supplier shall take account of the dismantling and recycling of products at their end of life when manufacturing said products, in compliance with the technical specifications detailed in Annex II of European Directive 2002/96/EC on waste electrical and electronic equipment.

The Supplier is to provide a certificate or any other manner of proof to certify its application of these requirements.

### Packaging

At the request of the relevant LEGRAND industrial unit, packaging suppliers are required to provide their declaration of conformity with the requirements of European Directive 94/62/EC on the design and manufacture of packaging, packaging materials and packaging components.

If concerned, the Supplier is required to apply standard NIMP15/ISPM15 for mandatory phytosanitary measures to reduce the risk of introduction and spread of quarantine wood pests associated with untreated softwood and hardwood packaging material used in international trade. Products that are made using these materials (e.g. pallets, blocks) are to be identified in compliance with the abovementioned standard.

Reducing packaging and packaging recyclability should be an ongoing concern for our Supplier.

Legrand strongly encourages the Supplier to propose a packaging recovery system to the LEGRAND industrial unit to promote recycling or reuse and therefore reduce the disposal of used packaging.

### 3.2 Safety

Legrand strongly encourages the Supplier to implement an occupational risk prevention policy by applying International Labour Office guidelines (ILO-OSH 2001) concerning occupational health and safety management systems.

At the very least, it is advisable for the Supplier to transcribe this policy into a document signed at the organisation's highest levels, to evaluate the occupational risks that cannot be avoided and to set up the necessary measures for controlling these risks as part of a continuous improvement policy.

Legrand strongly encourages the Supplier to measure its occupational health and safety performance using meaningful indicators, and to communicate them at the request of a Legrand unit.

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Legrand, together with the Supplier, may organise audits at the Supplier to ensure the effectiveness of the provisions implemented by the latter in terms of occupational health and safety.

#### 3.2.1 Chemical hazards

The Supplier shall provide a Material Safety Data Sheet (MSDS) for all products that come under the classification of hazardous preparations and substances, together with any other items required to ensure compliance with Regulation (EC) No. 1907/2006 of the European Parliament and of the Council dated 18 December 2006 concerning the registration, evaluation, authorisation and restriction of chemicals (REACH).

It is to be dated and drafted in the language of the product user country. Products are to be labelled in the language of the user country.

It is to be provided to the relevant LEGRAND industrial unit free of charge:

- as soon as possible to enable planning ahead for the implementation of suitable prevention means, at the very latest with the first delivery,
- and thereafter, following any revision involving important new information on the product, its properties or any precautionary measures to be taken during handling.

Substances and preparations not yet approved by a Legrand unit and meeting category 1, 2 or 3 classification criteria, i.e. carcinogenic, mutagenic or toxic for reproduction, may not be approved, unless there is no substitute product and the Supplier indicates in the MSDS effective risk control measures in the product's conditions of use by the Legrand unit.

#### 3.2.2 Hazards related to loading, unloading and other handling operations

Products must be loaded in such a way as to safeguard:

- the safety of persons and property during transport and unloading operations
- the quality of the products during transport and unloading operations.

Packing is to be such that no potentially harmful part of the product can become accidentally exposed during transport, loading, unloading and handling for storage operations.

Suppliers using their own means of transport and delivery may be summoned by a LEGRAND industrial unit to define and draft a document setting out the conditions for intervention in terms of risk prevention (Safety protocol).

Should this case arise, the Supplier agrees to comply with said Safety protocol.

In any case, the carrier is to comply with the safety instructions in force at the delivery site.

#### 3.2.3 Hazards associated with mineral fibres

The Supplier shall under no circumstances use any type of asbestos in any form whatsoever in the production of preparations, materials, subassemblies and/or products supplied to LEGRAND, regardless of any local regulations.



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The Supplier undertakes to take any appropriate measures to protect its workers and prevent the hazards inherent to breathing in asbestos dust.

The Supplier takes full responsibility for non-compliance with the aforementioned provisions, and for all consequences of such non-compliance.

This also applies to the use of refractory ceramic fibres.

### 3.3 Social issues

LEGRAND expects the Supplier to comply with all laws and regulations in force at its product manufacturing sites concerning social and labour laws, and also with the principles stated in the following international instruments:

Conventions Nos 29 and 105 of the ILO (Forced or compulsory labour)

Convention No. 87 of the ILO (Freedom of association)

Convention No. 98 of the ILO (Right to collective bargaining)

Conventions Nos 100 and 111 of the ILO (Equal pay for equal work between men and women; Discrimination)

Convention No. 135 of the ILO (Workers' Representatives Convention)

Convention No. 138 and Recommendation No. 146 of the ILO (Minimum age and Recommendation)

Convention No. 155 and Recommendation No. 164 of the ILO (Occupational health and safety)

Convention No. 159 of the ILO (Vocational rehabilitation and employment [Disabled persons])

Convention No. 177 of the ILO (Home work)

Universal Declaration of Human Rights

United Nations Convention on the Rights of the Child

United Nations Convention on the elimination of all forms of discrimination against women.

Generally speaking, LEGRAND expects the Supplier to demonstrate ethical conduct and socially responsible business practices, especially concerning child labour, forced labour, disciplinary practices and all forms of discrimination, which LEGRAND strictly forbids.

The Supplier agrees to make sure that its employees are aware of the requirements of these specifications, and to train them or have them trained accordingly.

### 3.4 Responsible sourcing

Legrand, including its subsidiaries, undertakes to purchase from responsible and reliable sources, and prohibits any sourcing of minerals that contribute to armed conflict or to human rights violations conflict-affected and high-risk areas, including the Democratic Republic of Congo (DRC) and adjoining countries.

To this end, all suppliers concerned by conflict minerals, as defined in the process, are requested to comply with Legrand's policy on this topic, that is to say:

- 1) To refrain from sourcing gold, tungsten, tantalum, tin, cobalt, or mica directly or indirectly from any area affected by conflict minerals and considered as high-risk;
- 2) To promote traceability and transparency throughout their supply chains, by completing on an annual basis in SVM the templates designed by the Responsible Minerals Initiative (RMI), i.e.:

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- CMRT (Conflict Minerals Reporting Template) for gold, tungsten, tantalum and tin;
- EMRT (Extended Minerals Reporting Template) for mica and cobalt.

### 3.5 Global Compact

Legrand has signed the United Nations Global Compact concerning human rights, labour rights, environmental protection, and the fight against corruption within our business scope.

Legrand strongly encourages its suppliers to make a similar commitment.

### The ten principles:

#### ■ Human rights

1. Businesses should support and respect the protection of internationally proclaimed human rights within their business scope, and
2. Make sure that their own subsidiaries or establishments are not complicit in human rights abuses.

#### ■ Labour standards

3. Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining,
4. The elimination of all forms of forced or compulsory labour,
5. The effective abolition of child labour, and
6. The elimination of discrimination in respect of employment and occupation.

#### ■ Environment

7. Businesses should support a precautionary approach to environmental challenges,
8. Undertake initiatives to promote greater environmental responsibility, and
9. Encourage the development and diffusion of environmentally friendly technologies.

#### ■ Anti-corruption

10. Businesses should work against corruption in all its forms, including extortion of funds and bribery.

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### 4. QUALITY

#### 4.1 General information

The Supplier must be able to demonstrate that its organisation is capable of reaching the level of Quality required.

LEGRAND favours certification of the Supplier's organisation, preferably to the international standard ISO 9001 for Quality Management Systems (or equivalent, such as ISO/TS16949).

#### 4.2 Technical documentation

The products purchased are defined by technical specifications including, for example, drawings, technical data sheets, and references to standards.

The technical specifications will be defined, managed and circulated by the LEGRAND industrial unit using the product.

The Supplier is to confirm that it has received the documentation by returning the acknowledgment of receipt provided or equivalent.

If the documentation is changed, LEGRAND will send the Supplier an updated version.

The updated version will supersede the previous version.

The Supplier is responsible for taking account of this change.

#### 4.3 Qualification

The technical departments of the LEGRAND industrial unit using the product will implement for all products a conformity assessment referred to as "qualification".

The qualification status is declared for a typical batch (sample or special order).

The relevant LEGRAND industrial unit then notifies the Supplier of the decision taken and authorizes mass product delivery.

#### 4.4 Change management

The Supplier will submit prior notification to the LEGRAND industrial unit using the product of any planned changes affecting the specified requirements, be they:

- technical, e.g. change to the product, material, or manufacturing process, or
- organizational, e.g. change in manufacturing site, subcontracting, or supplier change.

The LEGRAND industrial unit will then decide whether to carry out a new Qualification of the changed product.

The relevant LEGRAND industrial unit agrees, for its part, to notify the Supplier of any change having to be made to the product/process, by previously providing it with an updated version of the technical documentation corresponding to said change.

#### 4.5 Conditions of acceptance on receipt

All products delivered are to conform to all technical specifications as well as to the Purchasing Specifications defined herein.

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### 4.5.1 General terms and conditions

The relevant LEGRAND industrial unit reserves the right to perform inspections on each delivery covering:

- identification of the reference number of the delivered article against the order
- the delivered quantity
- condition of the packaging
- check of packaging characteristics and technical data, as well as any other necessary tests according to the intended use of the article.

### 4.5.2 Special case (Product Quality Assurance, PQA)

LEGRAND may propose the start-up of a PQA procedure. This process is designed to strengthen the partnership between LEGRAND and the Supplier.

The terms and conditions of this collaborative action are set out in the PQA agreement.

#### 4.6 Deviation request

The Supplier is to submit any deviation requests to the Quality department of the relevant LEGRAND industrial unit. Samples will be provided where necessary.

The Supplier will be informed in writing if the deviation is accepted. The Supplier will then attach this deviation to the relevant batch.

#### 4.7 Processing non-conformities

The Supplier will be notified of any non-conformity with technical or purchasing specifications identified on or following reception as soon as they are detected. The relevant LEGRAND industrial unit is to confirm the non-conformity in a non-conformity report.

The Supplier undertakes to take charge of processing and analysing the cause of the non-conformity, and implementing the relevant corrective action.

The Supplier will notify the relevant LEGRAND industrial unit by returning the non-conformity report, or any related documents, within the time limit indicated.

The response time and relevance will be taken into account in the Supplier's performance assessment.

Non-conform batches may be:

- returned carriage forward following agreement from the Supplier
- collected by the Supplier from the delivery address within the time limit indicated, in which case the Supplier will inform the LEGRAND unit of their coming
- destroyed, following written agreement from the Supplier at its own cost
- sorted or reworked by the relevant LEGRAND industrial unit, at the Supplier's cost, following agreement between the two parties



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- used if a deviation is issued, with any resulting compensation claims validated by the Operational Buyer.

Batch taking-back or refusal will incur the issuing of a debit note and possibly a replacement order.

#### 4.8 Traceability

When required in the technical specifications, the Supplier is to guarantee traceability in line with this specification.

#### 4.9 Certificate of conformity or report

At the request of the LEGRAND industrial unit using the product, the Supplier agrees to issue a certificate of conformity or report declaring that the product conforms to the technical specifications and/or reference standards.

This document will be drawn up in compliance with the terms and conditions agreed upon with the relevant LEGRAND industrial unit.

It will be forwarded along with the delivery or before.

#### 4.10 Quality monitoring and performance rating

At the request of a user unit, the Supplier agrees to provide a description of the quality control structure and inspection plan implemented to meet the specified requirements. This inspection plan is to include the inspection recording criteria and all associated files.

The LEGRAND Group reserves the right to conduct assessment audits at the Supplier's site in order to make sure that the provisions taken do indeed guarantee compliance with the specified requirements. These audits will be conducted in partnership with the Supplier.

The Supplier will be regularly subject to a rating based on the following criteria: Conformity with specifications, -Lead times,-Relevance of corrective actions.

In addition, and depending on product flow levels and criticality, the Supplier will also be given an annual rating based on criteria including Quality-Safety-Environmental measures, Lead times, Development and Industrialization, and Purchasing.

The calculation rules and the targets to reach will be detailed with the results of the rating process.

The Supplier agrees to implement a formalized improvement plan should performance levels regress.

Reaction capability is a key issue to future progress in relations between the two parties.

#### 4.11 Products Supplied by LEGRAND (either made available or sold)

When such an arrangement has been defined between the Supplier and the relevant LEGRAND industrial unit, the Supplier shall make sure that the product conforms with the specified criteria.

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It is the Supplier's responsibility to ensure that products supplied by Legrand are correctly stored and protected.

The relevant LEGRAND industrial unit is to be notified of any non-conformity identified.

## 5. PROCUREMENT

### 5.1 Triggering modes

A LEGRAND industrial unit has several possible triggering modes, including for example:

- A firm order specifying lead time and quantity, where necessary completed by a forecast procurement plan
- An open order covering a defined period and a forecast procurement plan; each procurement is then triggered:
  - o by a delivery call
  - o by sending of a production plan
  - o by the supplier identifying the need
- A just-in-time order (sent by e-mail, fax, etc.), following a previously issued forecast procurement plan.

The rules and parameters for procurement are defined jointly between the Supplier and the relevant LEGRAND industrial unit depending on the chosen triggering mode.

### 5.2 Content of the orders

Each LEGRAND industrial unit directly sends its orders to the Supplier. As a minimum requirement, these orders must display:

- The contact details of the LEGRAND industrial unit placing the order
- The invoicing address
- The name of the supplier
- The delivery address
- The order number of the LEGRAND industrial unit placing the order
- The article reference number of the LEGRAND industrial unit placing the order
- The product description
- The quantity ordered and the order amount for firm orders
- The delivery date
- The supplier's reference number, if any.

The order can also refer to technical documentation and the purchasing specifications defined herein.

The Supplier is to make sure that the order data is consistent with the documents in its possession.

If there is any doubt concerning the contents of an order, the Supplier will ask the relevant LEGRAND industrial unit for the necessary details.

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### 5.3 Acknowledgement of receipt (A/R)

The Supplier is to confirm its agreement to the order on reception by returning the Acknowledgement of Receipt slip.

If the Supplier does not return the Acknowledgement of Receipt, the order will be deemed contractual.

### 5.4 Order amendments

The LEGRAND industrial unit can request a change to an order that has already been delivered to the Supplier.

In this event, this request will be formalized by an amendment to the order to be forwarded following agreement from the Supplier.

### 5.5 Compliance with lead times

The Supplier is expected to comply with its commitments: a quantity per delivery date requested, or maintenance of a stock (e.g. kanban, basic stock).

Compliance with these components forms part of the supplier performance rating calculations.

The Supplier will immediately warn the relevant LEGRAND industrial unit of any problems encountered that are likely to affect its ability to meet its commitment.

### 5.6 Invoicing

Each delivery shall have its own invoice carrying at least the following details:

- The order number
- The reference number of the article delivered
- The quantity
- The invoiced price.

An invoice can cover several deliveries (e.g. monthly invoicing) following agreement between Legrand and the Supplier.

The terms of payment, the International Chamber of Commerce Incoterm in force and applicable insurance are all defined in the purchasing agreement or sales agreement drawn up between the Supplier and LEGRAND.

## 6. LOGISTICS

The special features of each individual LEGRAND industrial unit are set out in the Unit Supplement.

### 6.1 Type of delivery vehicle

Products shall be delivered in vehicles suited to their packaging and to the infrastructures of the LEGRAND industrial unit.

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Measures are to be taken to ensure that the vehicle provides for appropriate conservation and protection of the products.

Containers are only to be delivered on container carrier vehicles.

In cases where deliveries are made by tanker, as the product is sensitive to humidity and impurities, the tank must be dry and clean.

## 6.2 General information

Packaging, palletizing and identifications of purchased products shall be designed so as to:

- guarantee the protection of the products and the persons handling them,
- conserve product quality as far as the user manufacturing station,
- prevent any error of usage or product loss,
- and do so throughout internal or external logistics operations (handling, storage, delivery).

Products delivered to LEGRAND Group industrial units must comply with the packaging and handling requirements given in the Unit Supplements and the technical specifications of the relevant industrial unit(s).

Any change to any packaging factor is to be submitted to approval from LEGRAND.

Legrand reserves the right to make the supplier contribute to any costs of cleaning packaging that has been soiled by the delivered product due to poor packaging.

## 6.3 Packaging Units

### 6.3.1 General information

Packaging units (bags, boxes, cases, trays, containers, etc.) shall meet the following conditions at the least:

- One single article type per packaging unit
- Packaging units intended for manual handling shall comply with labour regulations, European Directives, and the Labour Code, and be suited to the infrastructures (warehouses, workstations). Target level is 10 kg maximum.
- It is recommended to use Galia-standard cartons.
- The fixed quantity per container is requested.
- Packaging is to be sealed by gluing, or else taped. Staples and metal ties may only be used with the agreement of the relevant industrial unit.

### 6.3.2 Identifying packaging units of products other than Finished Products

Each packaging unit is to be identified by a label (or equivalent) indicating the following in either English or the local language of the user unit:

The LEGRAND reference number for the product (1)

- A description if possible
- The quantity per packaging unit

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- The name of the supplier
- The manufacturing batch number and manufacturing date, if required by the specifications
- Expiry date (for perishable products).

(1): For Supplier-referenced standard articles, the LEGRAND article code does not have to figure on the packaging unit; however, it must carry the Supplier reference.

The label dimensions and content should aim at complying with the GALIA/ODETTE standard.

Product identification is to be attached to the packaging unit in such a way as to be readable.

When there is no packaging unit, the information is to figure on the handling unit.

It is strongly encouraged to use barcodes to improve the reception and inspection of goods. Aim for ODETTE/GALIA or EAN standard requirements.

### 6.3.3 Identifying packaging units of Finished Products

Identification will be detailed in the product's technical specifications.

## 6.4 Handling Units

### 6.4.1 General information

The handling units and the palletizing are to be sufficiently strong to prevent any risk of collapse during transportation, unloading, handling and storage.

Each handling unit is to be strapped with plastic and/or film-wrapped.  
With the exception of metal materials, strapping with metal is prohibited.

Several handling units can be stacked provided there is no risk of the crushing or deterioration of the articles.

### 6.4.2 Identifying the handling unit

Each handling unit is to be identified by a label indicating the following in either English or the local language of the user unit:

- The LEGRAND reference number for the product (1)
- A description if possible
- The name of the supplier **except for FINISHED PRODUCTS**
- The quantity per handling unit
- The pallet number over the total number of pallets
- The manufacturing batch number and manufacturing date, if required by the specifications
- The order number where possible

(1): For Supplier-referenced standard articles, the LEGRAND article code does not have to figure on the packaging unit; however, it must carry the Supplier reference.

The label dimensions and content should aim at complying with the GALIA/ODETTE standard.

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If one pallet contains several references, specify the number of packages and the quantity per reference.

The label is to be attached to the handling unit in such a way as to remain visible and readable at a 1-metre distance during unloading and handling.

### 6.5 Delivery documents

The delivery is to include:

- a referenced delivery note, written either in English or in the local language of the user country and indicating the following elements:
  - The name of the supplier
  - The order number
  - The delivery address and the delivery dock if specified on the order
  - The product reference
  - The product description where possible
  - The number of pallets
  - The total quantity delivered as well as the quantity per pallet in its unit of measurement
  - The quantity per reference for a single pallet (pallets containing several references)
  - The shipping date.
  
- all transportation mode and Incoterm-related documents, to enable customs clearance, payment of taxes, release for free circulation, and import of the goods into the countries crossed as well as the destination country (e.g. document of title, certificate of origin, fumigation certificate where required, etc.).

### 6.6 Delivery times

#### 6.6.1 Delivery to the ordering LEGRAND industrial unit

The working times are given in the Unit Supplement attached to the Purchasing Specifications or the order. For any urgent deliveries or pick-ups outside of these time slots, the carrier shall fix a delivery time with the warehouse manager of the relevant LEGRAND industrial unit.

#### 6.6.2 Delivery to the Verneuil-en-Halatte International Distribution Centre (CDI)

The Supplier shall contact the CDI “palletizables” reception department or the “lengths” reception department to set a delivery time. Tel.: (+33).3.44.28.40.42

#### 6.6.3 Delivery to the La Valoine Logistics Services Centre

Business hours: Monday, Tuesday, Wednesday, Thursday: 7.30 a.m. to 4.00 p.m.  
Friday: 7.30 a.m. to 3.30 p.m.  
Tel.: + (33).5.55.06.87.63

The Supplier shall contact the Reception department to make an appointment for delivery.