**INTRODUCTION**

Orange is committed to conducting its activities with integrity; we have a zero tolerance policy against corruption and influence peddling in all our activities, and we expect our business partners to comply with applicable anti-corruption laws and share our commitment to conducting business with integrity.

As such, we review our existing and potential partners to ensure that they meet our requirements in terms of integrity, ethics and compliance. It is in this context that we ask you to complete this questionnaire and we thank you for your cooperation.

1. **PROJECT DESCRIPTION**
	1. Name of the project: Click here to enter text.
	2. Summary description of the project: Click here to enter text.
	3. Number of target beneficiaries/individuals: Click here to enter text.
	4. Project location: Click here to enter text.
	5. Project start date: Click here to enter text.
	6. Project end date: Click here to enter text.
	7. Key stages of the project: Click here to enter text.
	8. Project budget in euros: Click here to enter text.
	9. Financial support requested in euros: Click here to enter text.
	10. Other support requested: Click here to enter text.
	11. Use of requested support: Click here to enter text.
	12. Other financial partners of project: Click here to enter text.
	13. Comments: Click here to enter text.
2. **ORGANISATION**
	1. Name of organisation : Click here to enter text.
	2. Type of organisation / ownership structure : Click here to enter text.
	3. Mission of the organisation: Click here to enter text.
	4. Country of establishment: Click here to enter text.
	5. Date the organisation was created: Click here to enter text.
	6. Number of employees: Click here to enter text.
	7. Number of volunteers: Click here to enter text.
	8. Website: Click here to enter text.
	9. Official government registration number of the organisation (e.g. SIRET in France) and regulatory body under which the organisation is registered: Click here to enter text.
	10. Address of organisation: Click here to enter text.
	11. List the members of the board of directors / trustees: Click here to enter text.
	12. Previous partnerships with Orange Group entities: Click here to enter text.
3. **SIGNATORY OF THE AGREEMENT**
	1. Title and full name: Click here to enter text.
	2. Role: Click here to enter text.
	3. Contact’s address: Click here to enter text.
	4. Telephone number: Click here to enter text.
	5. Contact email address: Click here to enter text.
4. **BANK ACCOUNT**
	1. Account name : Click here to enter text.
	2. Bank name : Click here to enter text.
	3. Bank address : Click here to enter text.
5. **ECONOMIC SANCTIONS**
	1. Is your organisation (or any of its affiliated entities) listed on any UN, US, EU or UK sanctions list?

[ ]  Yes If yes, please provide the name(s) of those entities and sanctions list: Click here to enter text.

[ ]  No

* 1. Are your organisation’s executive officers, directors, trustees and/or members of the senior management team listed on any UN, US, EU or UK sanctions list?

[ ]  Yes If yes, please provide the name, first name, role and sanction: Click here to enter text.

[ ]  No

* 1. In the scope of the project with Orange, will your organisation be involving third parties e.g. consultants, suppliers, sub-contractors?

[ ]  Yes

[ ]  No

 If Yes:

 5.3.1 Are any of these third parties listed on any UN, US, EU or UK sanctions list?

[ ]  Yes If yes, please provide the name(s) of those entities and sanctions list: Click here to enter text.

[ ]  No

[ ]  N/A

1. **CONFLICT OF INTERESTS**

*\** ***Conflict of interest is a situation that arises when the independent, impartial and objective performance of a person’s duties is likely to be influenced by another public or private interest'***

* 1. Will any former employees of Orange be involved in the project with us?

## [ ]  Yes If yes, please provide full name and their current role:

##  Click here to enter text.

[ ]  No

* 1. Are you aware of any potential conflict of interest*\** (or undue influence) between any person acting on your behalf and Orange or any of its employees?

[ ]  Yes If yes, please provide full name, current role and details of the potential conflict of interest:

Click here to enter text.

[ ]  No

1. **ETHICS & COMPLIANCE**

*\* A* ***Politically Exposed******Person*** *is someone who, through their current or former prominent position or influence, is more susceptible to being involved in bribery or corruption. In addition, any close business associate or family member of such a person will also be deemed as being a risk, and therefore could also be added to the PEP list*

* 1. Does your organisation have links to a government or a state?

## [ ]  Yes If yes, please explain Click here to enter text.

[ ]  No

* 1. Is there a member of government or a state on the organisation's executive committee, board of directors or trustees?

## [ ]  Yes If yes, please explain Click here to enter text.

[ ]  No

* 1. Is there a PEP (Politically Exposed Person\*) involved in the organisation?

## [ ]  Yes If yes, please explain Click here to enter text.

[ ]  No

* 1. Does your organisation have an ethics and compliance program?

[ ]  Yes If yes, please detail or attach policies, procedures, written compliance statements, etc.:

Click here to enter text.

[ ]  No

## If Yes:

## 7.4.1 Does your organisation’s ethics & compliance program cover the following areas?

[ ]  Bribery

[ ]  Gifts & hospitality

[ ]  Public relations and event communication

[ ]  Fraud

[ ]  Conflict of Interests

[ ]  International Economic sanctions

## Does your organisation have a code of ethics/business conduct?

[ ]  Yes If yes, please provide a copy: Click here to enter text.

[ ]  No

## Does your organisation have a whistleblowing mechanism to report allegations of non-ethical behaviour, fraud and/or corruption?

[ ]  Yes If yes, please provide details: Click here to enter text.

[ ]  No

## Does your organisation measure the efficiency of its ethics & compliance program?

[ ]  Yes If yes, please provide details: Click here to enter text.

[ ]  No

## Has your organisation conducted training and awareness sessions on its ethics & compliance program?

[ ]  Yes If yes, please provide details: Click here to enter text.

[ ]  No

##

## If your organisation uses, or plans to use, third parties e.g. sub-contractors in the scope of the project with Orange, do you perform compliance due diligence on these third parties?

[ ]  Yes If yes, please provide details on the process used for this due diligence:

Click here to enter text.

[ ]  No

[ ]  N/A

## Does your organisation include a compliance clause in the contracts with each third party they work with?

[ ]  YesIf yes, please provide details*:* Click here to enter text.

[ ]  No

[ ]  N/A

1. **LITIGATION**

## 8.1 Is your organisation or any member of your senior management team the subject of any ongoing investigation or legal process regarding bribery, compliance with economic sanctions or fraud?

## [ ]  Yes If yes, please provide details: Click here to enter text.

[ ]  No

1. **COMMENTS**

## Do you have any comment on this questionnaire or any additional information to provide in relation to this due diligence? If yes, please include below. Click here to enter text.

**Documents to attach (mandatory):**

* Articles of Association (statutes)
* Annual report and balance sheet of the structure for the previous year
* Auditors report of the structure for the previous year

Signed as duly authorized representative of the Organization in the following text :

Name: Click here to enter text.

Function: Click here to enter text.

Date: Click here to enter text.

Signature:

**PERSONAL DATA PROTECTION**

*How do we use the personal information gathered in this questionnaire?*

By providing the information in this questionnaire, you are informed that any personal data that you provide and/or we may collect will be processed by Orange in order to ensure compliance with legal and regulatory obligations, as well as to ensure the respect of our internal governance and good business practices, with regards to Due Diligence.

For the performance of any contract or service that we may enter into with your organisation, we may process personal data which will be processed in compliance with applicable data protection laws, and used for the following purposes only: :

* assessing existing and prospective partners being engaged by Orange for compliance risks ;
* ensuring compliance with legal, regulatory and corporate governance obligations and good practice;
* generally, engaging with and managing partners.

**END**