



# Ethics charter

*Our values, our commitments !*

# Forewords

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Our values are passion, transparency, professionalism and living together, our ethical principles are integrity, respect and responsibility.

The Emitech Group expresses through this Ethics Charter its commitment to responsible and exemplary behaviour in order to establish a climate of trust with its employees, customers, shareholders, suppliers, competitors and all its partners.

In an increasingly complex and global world, we have developed a set of rules and procedures to ensure that our activities are conducted with integrity, in accordance with our values, fundamental principles and the laws in force. These rules and procedures are useful references for all members of our company and all our partners.

This commitment is carried at the highest level of our company, as shown by the signature of this Ethics Charter by the entire Management Committee.  
This Ethics Charter is also made available to all employees.

Thus, whatever their function or hierarchical level, each employee must constantly adopt a behaviour marked by integrity and must respect the rules of conduct described in this Ethics Charter. The reputation of our company and its performance depend on it.

**Matthieu COGNET**  
President

**Julie CHATAIS - SELIGMANN**  
Group Human Resources Director

## COMPLIANCE WITH LAWS

The Emitech Group conducts its business with respect for human rights and fundamental social rights in all the countries in which it operates. Each employee of the company is committed to respecting the laws and regulations of the country in which they work.

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## RESPECT OF THE EMPLOYEE AND HIS ENVIRONNEMENT

The Emitech Group is committed to maintaining harmonious human relations. Special attention is paid to the respect of human rights and fundamental labour rights.

### Fundamental Human Rights

Each employee contributes to the company's commitment to respect fundamental human rights. Specifically, they commit to not using child labour, not using any form of forced labour and allowing freedom of association and representation.

### Prohibition of Discrimination and Harassment

Each employee undertakes not to discriminate on the basis of gender or age, racial, social, cultural or national origin, trade union activity, sexual preference, disability, political or religious opinion. They shall treat with respect their team members, other employees of the company and any person with whom they have a professional relationship.

Each manager shall ensure that the private sphere of his or her employees is respected.

### Health and Safety Rules

The Emitech Group is committed to taking the necessary measures to ensure that the working conditions of its employees are safe and healthy. Each employee knows, respects and enforces the applicable safety rules.

### Professional fulfilment

The company promotes professional development, in particular through an appropriate professional training policy, and encourages initiative and creativity.

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## RESPECT FOR THE COMPANY

Each director, manager and employee is the carrier of the company's image. In all situations, they must behave responsibly and ethically and contribute to the positive reputation of the company. They shall refrain from any action likely to damage the reputation and image of the company.

### Protection of Assets

The company's intellectual property rights (patents, know-how, manufacturing secrets, industrial concepts...) are the main assets and as such are protected by law. The company's employees have a duty to help protect and preserve the company's assets against any damage, theft or misappropriation, and in particular not to use them for personal purposes..

### Conflict of interest

Employees of the company may be confronted with situations in which their personal interest (or that of someone close to them) may conflict with the interests of the company. Such situations should be handled and discussed in full transparency with Management.

### Corruption

Company personnel should not demand or accept a bribe or any other advantage for the sole purpose of obtaining or maintaining a business transaction.

## RESPECT FOR THE CUSTOMER AND THE SUPPLIER

The business relationship with the customer and the supplier must be based on principles of integrity, loyalty, professionalism and the interest of the company.

The customer's trust is acquired and maintained through strict respect of rights, the safeguarding of his interests and a constant concern for commitments that can be kept.

### Quality of the commercial Relationship

We believe in the importance of the commercial relationship, both in terms of negotiation and execution of contracts concluded with our clients, with the utmost integrity and the highest ethical standards. The Emitech Group and its employees are committed to providing customers with only verified and truthful information.

### Data Confidentiality

Each employee undertakes to comply with the laws and regulations on the protection of personal data of customers and/or prospects and suppliers.

### Quality of the supplier relationship

Each employee undertakes not to use services and/or products of suppliers in an illegal manner (e.g. downloading software) and which have not been the subject of a contract between the Emitech Group and the supplier.

## Confidentiality

Employees are responsible for the confidentiality of the information at their disposal. They shall not disclose privileged, sensitive or confidential information outside the company or to internal persons not authorized to know such information.

## Political and religious activities

Each employee who engages in political and/or religious activities does so in a private context, outside the workplace and working hours. Furthermore, the company does not contribute to the financing of political parties or religious institutions.

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## SOCIETAL AND ENVIRONNEMENTAL RESPECT

The company's employees are committed to integrating social, environmental and economic concerns into their actions by taking into account the interests of all stakeholders (employees, customers, suppliers, shareholders, etc.).

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## ETHICS GOVERNANCE, DUTY TO WARN AND ACT

The body responsible for the governance of Ethics within the Emitech Group is its Management Committee.

For any question relating to the application of these rules, the employee may ask his/her line manager for clarification. If these are not sufficient, the employee may request a member of the Management Committee.

Also, if an employee feels that one of these rules is not being respected, he/she should not hesitate to exercise his/her right to alert and inform his/her hierarchy or one of the members of the Management Committee. The Management Committee undertakes to maintain the confidentiality of an employee's exercise of his/her right to alert and undertakes to examine and process the information reported via appropriate measures.

Any information given in the course of an investigation will only be communicated to those who have a need to know and no disciplinary action will be taken by the Emitech Group against an employee who has in good faith reported an ethical concern or failure.

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# Your commitment

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## COMMITMENT TO IMPARTIALITY

Mr/Mrs \_\_\_\_\_  
will in all cases respect his/her commitment to impartiality in all matters relating to the Emitech Group's business.

Mr/Mrs \_\_\_\_\_  
shall perform his duties in accordance with the rules of ethics applicable in the company. He/she must refrain from any act that could compromise his/her impartiality, from soliciting or accepting any advantage from a third party in exchange for the performance of an act that falls within his/her duties or is facilitated by his/her duties, or from using his/her influence improperly.

Mr/Mrs \_\_\_\_\_  
undertakes to inform his/her line manager if he/she becomes aware of a situation that could confront him/her or the Emitech Group with a conflict of interest.

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Done at \_\_\_\_\_,  
on / \_\_\_ / \_\_\_ / \_\_\_

Signature  
Mr/Mrs \_\_\_\_\_

Document to be completed and returned to the Human Resources Department