

# Group Code of Conduct



## A word from the CEO

"Thanks to its dynamic and continuous growth, Autajon Group is today one of the world leaders in its field.

This success is the result of committed teams, who are living our values, with recognized know-how and interpersonal skills.

Proud of our products and our Company, serving our customers, we make it a point of honor to work with integrity, respect for people, the environment, laws and regulations.

Our code of conduct is a reminder of these principles, that each of us must know, understand and apply on a daily basis.

**Gérard AUTAJON**





## Scope?

This Code of Conduct applies to all our employees including subcontractors and any person acting on behalf of Autajon regardless of employment agreement or status position.



## How to use this Code of Conduct?

Shared and explained to each employee when they are hired and when they discover the company, this code should enable us to ask ourselves the right questions facing uncertain or doubtful situations and thus ensure that we make the right choices. In addition to this document, we can rely on specific policies and question the Group referents for each function or for each country.



It is possible that the guidance given in this code may differ from the legislation of a country. In this case, the highest level of rule will prevail.



## How to report a problem?



If an employee is faced with a problem or believes in good faith that the code is not being respected, he or she must report it in the way that seems most appropriate to him or her.

To this end, he or she may alert his or her direct manager, Human Resources manager or employee representatives where they exist.

Each whistleblower acting in good faith may not be punished, discriminated against or retaliated against, even if the facts reported prove to be inaccurate.



## **Respect and protection of people and environment:**

Our employees are our most precious resource and in accordance with the Universal Declaration of Human Rights and the International Labour Organisation (ILO) Conventions, we recognize the importance that all employees should respect their colleagues. We won't allow any kind of discriminatory behavior, harassment or victimization. Employees should conform with our equal opportunity policy in all aspects of their work, from recruitment and performance evaluation to interpersonal relations.

In addition, prohibit any conduct that would violate a person's dignity and promote equal opportunities;

Do not tolerate any form of harassment or discrimination, prohibit child labour or forced labour;

Guarantee the safety and protection of our employees and promote the creation of a good working environment;

Protect our employees' personal data and process them only within the limits of the law in force.



As a responsible company, we use goods and resources to minimize the environmental footprint of our products and activities throughout the value chain.



## **Integrity in the conduct of business:**

Autajon Group must maintain the trust it has created with its partners, customers and suppliers, through its professionalism and honest and ethical business management:

We compete fairly, in accordance with international trade law and antitrust laws;

We avoid and manage potential conflicts of interest. Each employee must work solely for the Group's interests, without being inappropriately influenced by personal interests.

For example, it is prohibited to accept money, gifts, entertainment or benefits with more than a low value from the Group's competitors, customers or suppliers. It is prohibited to use company property or reserved information for personal purposes or for outside activities. It is prohibited to carry out a professional or advisory activity with a competitor, supplier or customer.



We prohibit bribes for the benefit of any external or internal party or corruption;

We use the Company's assets and resources responsibly.

In addition, all employees are responsible for protecting these assets and resources against loss, theft, unauthorized use, damage or destruction. It is prohibited to use these assets or resources against the interests of our Group.

All employees are required to comply with current policies regarding the use, access and security of computer data and professional information systems.

## **Integrity in the use of Company information:**

**O**ur commitment is to maximize the Group's value creation and development over the long term, in the interest of all concerned. Thus, we must ensure that we protect and preserve our competitiveness, reputation and image:

**E**ach of us must strive to protect sensitive data and information and reject anything that could harm our Group. In particular, employees are asked not to leave documents accessible or computers unlocked, to make the necessary backups to ensure that the Group properly capitalizes on knowledge and to protect information systems in accordance with our IT charter.

**W**e must maintain our positive image and reputation with our customers, employees and candidates. Thus, employees must use social media (private or professional) in a responsible and appropriate way. Only authorized employees may communicate about the Group, its activities or products.

**T**he Autajon Group's Code of Conduct recalls principles that have always been present in its DNA and highlights the rules that are important to it. However, it does not answer all cases and does not replace the common sense of each person in the face of delicate situations. In any case, each employee must ask questions in case of doubt about how to respond to these situations.

*These are the ingredients of our "Success Story".  
Much more than an impression, this Alchemy rhymes with Passion!*