

## INTRODUCTION

We are committed to conducting our business lawfully and ethically. We promote a culture in which our values are clearly visible to all and our actions are uncompromised. We believe it is essential for each of our directors, officers, employees and other representatives to act at all times with honesty and propriety, to exercise good judgment and to conduct business in a manner that such action can be supported without reservation or apology.

This Code is applicable to all employees, each of our directors, officers and other representatives such as contractors. All employees have the right and responsibility to ensure that SYLEX's business is conducted to high ethical and legal standards.

### 1. Employees

- ▲ Discrimination or harassment of any kind will not be tolerated.
- ▲ We undertake necessary steps to ensure the health and safety of our employees in their workplace.
- ▲ We must all comply with the hygiene, health and safety rules and help our colleagues and service providers to do the same.
- ▲ In order to support the potential of each employee and to share best practices, we offer our employees access throughout their career to the training necessary for them to perform their job properly and to ensure their employability.
- ▲ We are committed to all decisions regarding recruitment, compensation, promotions and job security of our employees being based on skills, aptitudes and results. There must be no discrimination on the basis of skin colour, religion, sex, age, national origin, sexual orientation, marital status, disability, political or philosophical opinions, or union membership.

## 2. Honest Business (Business Conduct)

- ▲ Our policy is to operate within applicable laws. Compliance with laws and regulations of the countries in which we operate is an obligation without exceptions.
- ▲ No bribes shall be given or received. When we offer gifts, we must remain within reasonable limits as defined by applicable laws and customary commercial practice. We do not accept any gifts that could influence our judgment. We never accept gifts in cash.
- ▲ Conflicts of interest must be avoided. A conflict of interest can arise when social, economic or political activities of employees, or those close to them, influence or could influence their objectivity and loyalty to SYLEX.
- ▲ We must all act with integrity, vigilance and common sense to ensure that the SYLEX's resources and opportunities are not misappropriated or wasted. These resources include work time, intangible assets and confidential information.
- ▲ Intellectual property, industrial know-how, strategic analyses and plans, financial, technical and commercial information and all confidential information are highly valuable assets and SYLEX could suffer considerable damage if they were disclosed without authorization.

## 3. Commercial Partners

- ▲ We respect the property rights and confidentiality of entrusted information of our commercial partners.
- ▲ We ensure that any statements, communications and presentations that we make are accurate and reliable.
- ▲ We treat our customers with honesty and fairness whatever their size.
- ▲ We act in accordance with the principles of fair competition. No one should have relations with a competitor who can be qualified as an illegal agreement or arrangement.

## 4. Environment

- ▲ We support a precautionary approach to environmental challenges, undertake initiatives to promote greater environmental responsibility and encourage the development and usage of environmentally friendly technologies.

- ▲ We act in ways that minimize the impact of our activities on the environment through risk and accident prevention measures, by controlling our consumption and decreasing, treating and recycling our waste and what we discard.

## 5. Communities and Government

- ▲ We aim to be a responsible partner within our local communities and make positive contributions to the community by creating wealth, jobs and developing skills.
- ▲ None of us should directly or indirectly make a payment or gift, or officially or secretly grant any other advantage in order to influence an agent of a public or governmental authority.
- ▲ As a matter of policy, we do not make donations to political parties or organizations or committees.

## 6. Human rights

- ▲ We support and respect the protection of internationally proclaimed human rights, eliminate all forms of forced or mandatory labour and reject children labour.
- ▲ We make sure that our activities are not complicit in human rights abuses.