



Digital Accelerator

Company Social Responsibility

Code of Conduct

Informations sur le document :

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1	30/11/2021	Settings
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3	21/11/2022	Update coordinators

Sujet

The code of conduct describes all of AMA's values and commitments in terms of business ethics, working conditions and human rights. This code is sent to AMA's critical suppliers as a sign of approval of these principles.

Champs d'application

AMA Group

Liste de distribution

AMA Critical suppliers

Références

None

#We Care4OurPlanet
AreSocial
AreResponsible



This [Code of Conduct and Social Responsibility](#) is intended to promote and ensure the highest integrity of our business relationships. It is aimed to clearly establish the principles of compliance and ethics to which all AMA Partners must adhere.

However, if your company already has a code of conduct, we would be happy to see it. After validation by our CSR department, it can serve as proof of your commitment and will exempt you from signing the AMA code of conduct.

If not, take the time to read this code carefully and understand it. No code can answer all your ethical questions and concerns. However, this document provides a solid foundation to help you make ethical decisions.

Our Purpose « raison d'être »

At AMA, It combines our business with a social and environmental contribution

➔ Enhance professional's life while preserving the planet

This is "the raison d'être" that has been shaped and chosen by AMA.

Enhance professional's life: Our job as software solution developers, passionate about innovation, has the ambition to bring a real improvement to the daily life of professionals in the field. It is a performance lever that allows them to communicate in real time with remote teams.

While preserving the planet: Another benefit of using our XpertEye solution is the reduction of travel, and consequently of CO2 emissions, through the collaboration of remote professionals.

Our commitment targets

In 2021, our first actions were

- The creation of a dedicated team, supported by 9 coordinators, members of the teams in France and in the subsidiaries
- A carbon assessment
- Joining the UN [Global Compact](#) community, which advocates respect for human rights, labor laws and a commitment to fight corruption. Our first report was released on [March 7, 2022](#).
- The selection of 6 Sustainable Development Goals
- Joining the responsible purchasing program of our chamber of commerce in Rennes
- The drafting of a code of good conduct

Our CSR diagnosis, the definition of our raison d'être and the prioritization of our CSR issues have enabled us to define 4 main areas of commitment that we want to achieve in terms of CSR.



By signing this Code of Conduct, AMA and its Business Partners agree to comply with and enforce the following requirements:

The first principle is **to comply with all applicable national, federal, state, international and local laws, and regulations** in the countries in which each company operates.

Good Social Practices

Discrimination

Do not discriminate because of race, gender, religion, ethnic origin, nationality, sexual orientation and/or political opinion. We have zero tolerance for discrimination.

Salaries and Benefits

Employees recruited and retained by AMA and its Business Partners must be suitable for the position. AMA and its Business Partners are committed to the principles of the ILO (International Labor Organization) Declaration on Fundamental Principles and Rights at Work. **Working hours and compensation shall be fair and equitable and shall comply with applicable laws.** In addition, AMA and its Business Partners **shall provide the benefits required by the law** of the country of origin of the employment contract.

Modern Slavery and Child Labor

The human rights of all people are defined in the Universal Declaration of Human Rights and the United Nations Guiding Principles. We will not tolerate any violation of these rights in the activities and production of products for us. Therefore, we require that **our partners or their subcontractors never use slavery or forced, bonded or indentured labor.** Likewise, our Business Partners and their subcontractors may not employ **persons under the minimum age requirement as defined by local law.** In the absence of local law, AMA and its Business Partners may not employ people **under the age of 15** or, in developing countries with an exception under ILO Convention 138, may not employ people under the age of 14.

Freedom of Association

This consists of granting employees the right to associate, organize and negotiate collectively and freely within the legal framework of the country concerned.

Health and Safety

This means providing a safe working environment for its employees. Applying local safety guidelines and complying with laws.

Remaining vigilant, controlling the impacts of your activities and the use of your products and services in terms of public health and remedying them if necessary.

Human Rights

Do not violate basic human rights, namely the rights to life, freedom, and security.

Any brutal or inhumane treatment, including sexual harassment, sexual abuse, corporal punishment, physical or mental coercion, or verbal abuse of workers is not acceptable. **AMA has made the prevention of all forms of harassment a major project for 2022** and the CSR and HR teams are working together with the referents appointed to the social and economic committee (CSE = the company's employee representation body name).

Environmental Good Practices

Regulations

Ensure compliance with all applicable local, national, and international regulations relating to environment protection in the countries where you operate.

Resource Management

The use of limited resources must be managed responsibly.

Waste Treatment

Your waste produced by all your activities must be identified, controlled, and treated. Waste management should promote waste prevention, recycling, or reuse.

CO2 Emissions

It is recommended to act to reduce and even prevent the sources of emissions generated by your activities. AMA publishes its carbon footprint every year and is committed to the Science Based Target community participating in the fight against global warming.

Ethical Business Practices

Anti-Bribery Policies

In accordance with the anti-bribery laws of the countries in which AMA and its Business Partners operate, Business Partners are not permitted to give or offer "anything of value" to a foreign official or employee of a government-owned enterprise, including gifts or hospitality.

This notion of value can include bribes, commissions, gifts, invitations, and donations to a charity supported by a foreign official. The fight against corruption is one of the principles of the UN Global Compact community, of which AMA is a member since March 8, 2021.

Antitrust and Trade Laws

Comply with all applicable antitrust and competition laws that prohibit agreements or activities that may unreasonably restrain trade, take the form of deceptive or misleading practices, or otherwise unreasonably restrain competition without benefit to consumers.

Price fixing, bid rigging (collusive bidding) and market or customer allocation are strictly prohibited.

Privacy

Maintain the privacy of all agreements and information relating to AMA customers, including preferential pricing, and marketing practices and AMA branded product features.

Respect the privacy of our customers and not disclose personally identifiable information about our customers.

Intellectual and Confidential Information

AMA expects its Business Partners to respect intellectual property rights, including those of AMA. Appropriate measures must be taken to prevent any disclosure or use of AMA's confidential information made available to them.

Contact Data

AMA Business Partners protect the personal data of AMA employees and use such data only for legitimate and permitted business purposes. They shall clearly indicate when and how they collect, use, or disclose personal data. They shall implement appropriate security measures to protect the data.

Business Partners with questions about personal data should immediately report them to AMA at rgpd@amaxperteye.com.

Compliance with international trade regulations

Never seek to illegally or improperly evade or avoid the payment of import duties, taxes or other charges and never engage in activities designed to evade the legal requirements of international traffic and commerce.

Trading Partners must know the individuals with whom they are dealing and must not engage in or promote activities with entities or individuals prohibited by law. In addition, they are required to be aware of and comply with restrictions on doing business with entities and individuals located in countries subject to trade embargoes or economic sanctions imposed by the United States and other countries in which we operate.

Management System

Our relationships must be based on honesty and fairness.

They should be guided by the following principles of conduct:

- AMA will not pay Business Partner employees money to obtain preferential rates or business opportunities.
- AMA will not disclose any confidential information about a Business Partner, including its pricing or technology, without prior written permission.
- AMA will not make any false or misleading statements to third parties about Business Partners, their products, or services.
- AMA will hold its Business Partners to the same standards as it holds its own employees and operations and will have the same expectations of them.

Reporting Violation

If Business Partners become aware of an unlawful or unethical situation involving or relating to the sale of AMA products or services, they must notify AMA immediately at legal@amaxperteye.com and provide all information in their possession regarding the incident or situation.

Information provided to AMA by Business Partners must be accurate to the best of their knowledge, and AMA relies on their assistance in any investigation by AMA of a situation or incident they have reported to AMA. Providing false information to AMA may result in the termination of any business relationship between AMA and Business Partners and the termination of all contracts entered in connection with such relationship.

AMA declares that it complies with all the principles mentioned in this Code of Conduct and Social Responsibility.

We [Business Partner] declare that we have received, read, and fully understood the entire AMA Code of Conduct.

We are committed to the fundamental principles set forth in this Code of Conduct.

We [Trading Partner] also declare that we comply with all applicable laws of the countries in which we operate.

Company [Trade Partner] :

Name :

Position :

Date :

Signature :

This Code of Conduct and Social Responsibility contains the general requirements applicable to all Business Partners of AMA Group subsidiaries. Specific, more stringent contractual provisions supersede these general requirements. In the event of a conflict between the law and this Code of Conduct and Social Responsibility, the law shall apply.