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CHARTER FOR SUSTAINABLE DEVELOPMENT FOR ATOUT PROCESS

INTRODUCTION

Sustainable development is a driver of Atout Process's strategy. It means strongly and actively responding to Atout Process's stakeholders' social needs and expectations and anticipating new environmental, social and economic developments.

Atout Process is committed to the highest standards of business conduct and ethics, which are summarised in Atout Process's Charter, available on the Atout Process website:

http://atoutprocess.com/public_wp/wp-content/uploads/2013/10/AtoutCharter.pdf

The Charter provides the reference for proper conduct in day-to-day business for every employee of Atout Process.

In addition, Atout Process has implemented a sustainable development policy having sourcing as one of its key components. Atout Process therefore requests its staff, suppliers and contractors to take part in this initiative by committing themselves in a continuous improvement approach towards the principles listed in this Charter for Sustainable Development.

PRINCIPLES

1- LABOUR STANDARDS

Atout Process will in particular comply with the following:

- Elimination of all forms of illegal, forced or compulsory labour;
- Elimination of child labour: Atout Process's Staff, suppliers and contractors will not employ persons not having reached the minimum age required for work and will never support the use of child labour, except as part of an official government approved educational youth training scheme;
- Elimination of discrimination of any kind in respect of employment and occupation;
- Compliance with applicable laws and regulations related to maximum working

- hours and minimum days of rest;
- Compliance with applicable laws and regulations related to the minimum level of wage;
- Respect for freedom of association for their employees, in compliance with applicable laws;
- Compliance with applicable laws and regulations related to layoff.

2- ETHICS

Atout Process will strictly comply with all applicable legal requirements related to their activities and business environment and with Atout Process's commitments to international conventions.

In particular, in relation to the following fields, Atout Process has the following requirements from its staff, suppliers and contractors:

- Competition: compliance with all applicable laws and regulations related to fair competition.
- Corruption: compliance with all applicable laws and regulations on corruption, bribery and extortion. Notably, Atout Process's staff, staff, suppliers and contractors must not offer on their own behalf or on behalf of Atout Process, directly or indirectly, any pecuniary or other advantage to Atout Process employees, a public official, a political party, an employee or agent of a customer in the public or private sectors, with a view to obtaining or retaining business or securing any facility or favour that infringes regulations.
- Money laundering: compliance with all laws related to money laundering. Atout Process's staff, suppliers and contractors will not be involved in, or support money laundering practices.
- Conflicts of interest: avoidance, identification and disclosure of situations where there is an actual or potential conflict of interest with Atout Process employees or their relatives that could adversely affect their business actions or decisions.
- Gifts and hospitality: refraining from offering gifts and hospitality. Atout Process will refuse all gifts and hospitality that are not of reasonable, modest and symbolic value, nor occasional, transparent and cannot be reciprocated.

3- ENVIRONMENT

Atout Process's staff, suppliers and contractors will implement and/or pursue initiatives that contribute to the preservation of the environment and mitigation of their impact on natural resources to the maximum possible extent.

Atout Process's Staff, suppliers and contractors will limit the amount of waste material generated from their operations and ensure the disposal of such waste in a manner that is respectful to the environment.

Atout Process's Staff, suppliers and contractors will avoid the use of toxic substances wherever possible. In the event no alternative is available, Atout Process's Staff, suppliers and contractors will minimise the use of toxic substances and ensure their safe handling and disposal. In relation to any other hazardous substances, elements



or wastes that are restricted, Atout Process's Staff, suppliers and contractors will strictly comply with all applicable law.

Atout Process's Staff, suppliers and contractors will promote the development of environment friendly technologies (e.g. controlling pollutant, CO2 emissions, etc.) as well as energy saving and recycling solutions, and implement logistics strategies that minimise environmental impact (notably with respect to storage, transshipment and transportation).

4- OCCUPATIONAL HEALTH AND SAFETY

Atout Process's staff, suppliers and contractors will ensure that their activities are safe for the health of their employees, their own contractors, the local community and the users of their products.

Atout Process's staff, suppliers and contractors will adopt a proactive attitude to health and safety issues. Risks linked to their activity will be identified, evaluated and either eliminated or mitigated. Atout Process's Staff, suppliers and contractors will take appropriate measures to limit and, where practicable, avoid such risks.

Atout Process's staff, suppliers and contractors will avoid substances dangerous to their employees' health and safety. These include, but are not limited to, Carcinogenic, Mutagenic and toxic to Reproduction (CMR) substances.

Atout Process is working actively to continuously improve the safety of all people working on its sites or the site of its customers. When performing work at sites, Atout Process's staff, suppliers and contractors are expected to achieve high standards of occupational health and safety, because people's physical integrity (safety) may be at stake. In this respect, Atout Process's staff, suppliers and contractors are responsible for immediately notifying the existence of any abnormal situation observed to the relevant managers at the affected site.

When a contract involves high-risk activities, Atout Process's staff, suppliers and contractors will commit to meet the specific safety requirements provided by Atout Process or the site manager.

5- PRODUCTS AND SERVICES

Atout Process's staff, suppliers and contractors will integrate environmental, health and safety criteria into the development of their products and services in order to eliminate or mitigate negative environmental, health and safety impacts from their products during their total life cycle, while maintaining and/or improving the quality of usage of their products.

Atout Process's staff, suppliers and contractors will never use asbestos in any equipment and packaging supplied.

Atout Process's staff, suppliers and contractors are encouraged to propose eco-designed, environmentally friendly and socially responsible products and services.



IMPLEMENTATION AND CONTINUOUS IMPROVEMENT

This Charter for Sustainable Development constitutes an integral part of all contractual documents entered into between Atout Process and its staff, suppliers and contractors.

Atout Process requires its staff, suppliers and contractors to hereby represent and warrant to cascade the principles contained in this Charter for Sustainable Development to their own staff, suppliers and contractors and to implement a similar continuous improvement and compliance approach.

By adhering to this Charter for Sustainable Development, each supplier and contractor of Atout Process accepts to be assessed or audited by Atout Process or by a third party mandated by Atout Process on the above-mentioned principles.

Compliance and improvement towards the above-mentioned principles is part of Atout Process's staff, suppliers and contractors overall assessment.

Since Atout Process aims to improve continuously its relationship with its staff, suppliers and contractors, Atout Process may support its staff, suppliers and contractors in the definition and implementation of action plans aimed at improving their performance in the fields envisaged by this Charter for Sustainable Development.