Invitations and gifts

- Under no circumstances may Group employees accept money from suppliers.
- All Group employees must abstain from directly or indirectly soliciting or receiving any personal advantage or interest from a supplier, whatever the form: gifts, discounts, commissions, invitations, travel, etc.
- Some supplier-provided, unsolicited gifts (including promotional or advertising materials) may however be tolerated if and only if the following conditions are met:
  - The gifts are offered openly and at the workplace.
  - Their monetary value is negligible and in line with common-sense rules of acceptance.
- All dining, event or travel invitations must be presented to the employee’s hierarchy. This latter will consider the potential interests for and of the Group before providing approval.
- Travel that is not predominantly focused on meetings or visits of a business or technical nature must be excluded. This also holds true for any event that is not clearly and concretely linked to the Group’s activities.
- When confronted with the need to refuse an offer made by a supplier, Group employees must do so with courtesy, explaining that accepting the offer would be in conflict with the Group’s internal transparency and ethics rules.

Meetings and correspondences

- Meetings, correspondences and other exchanges with suppliers, whatever their form may be, must remain within the strict boundaries of the professional mission; under no circumstances may they occur in a personal, intimate or confidential fashion.
- Any engagements with a supplier-contracts, letters of intention, orders and open orders, etc.-must be prepared, negotiated and validated with and by the concerned procurement service and respect Group procedures. Any exception must receive an exemption and a formal mandate from the Group Procurement Department.