

# Making a report



We are **all responsible** for upholding our ethical standards. If we are faced with a situation that goes against these standards, **we must report it.**



## Making a report

"Report information concerning a violation of laws and regulations or a **threat to the public interest**, or an attempt to conceal such facts."

# Who can make a report and why should they?



Making a report is a way for all of us to promote our ethical standards on a daily basis.

## Who can make a report?

**Any employee** of Cegid, its subsidiaries and the companies it controls, whether permanent or temporary, internal or external and regardless of the type of employment contract.

**Former employees and job applicants.**

Members of Cegid's **governance bodies.**

**Employees of our co-contractors:** suppliers, customers, etc.



## You're protected

When you file a report, we guarantee the **confidentiality** of your identity, the individuals targeted by the report, and the information reported. You are **protected against any form of retaliation**, as long as the report has been made in good faith, even if it turns out to be unfounded.

## A report must be made when we become aware of violations of:



### Business ethics

*Corruption, influence peddling, embezzlement, fraud, violations of competition law, etc.*



### Human rights

*Discrimination, harassment, safety or health violations, illegal work, etc.*



### The environment

*Violation of environmental law, damage to biodiversity, etc.*



### IT security

*Violation of privacy, breach of data security, etc.*

# How to make a report



The use of the whistleblowing system is a right.  
It's your way of protecting the business.

## There are two ways to make these reports

### Speak

- To your direct or indirect line **manager**
- To the Group's **Chief Compliance Officer**:  
Alexandra Boisson; or the ILA Chief  
Compliance Officer: Martina Hoyos
- To your **Compliance Officer**
- To your **HR Department**

Your managers and senior management are  
the first and best way to make your voice heard.

### Use the online platform

[cegid.integrityline.org](https://cegid.integrityline.org)

This platform is:

- secure
- accessible 24/7
- available in English, French, Spanish  
and Portuguese.



### You can report anonymously

Select the option in the  
"Personal details" section.  
However, we encourage  
you to reveal your identity  
to make it easier to  
process your report.

## Include all information necessary to process the alert

- a detailed description of the events
- the identity of the people involved  
and their role
- any relevant element, regardless  
of its form or medium

Formulate your report objectively  
and as explicitly as possible.



**NB:**

Misusing or using the whistleblowing  
system in bad faith may expose you  
to disciplinary or legal sanctions.

# What happens after I make a report?



The procedure for handling reports is designed to guarantee impartiality, fairness, speed and confidentiality of information.



## You can get help

As a whistleblower, you have the right to be helped, for example, by a colleague, a trade union representative, a lawyer, an association, etc.



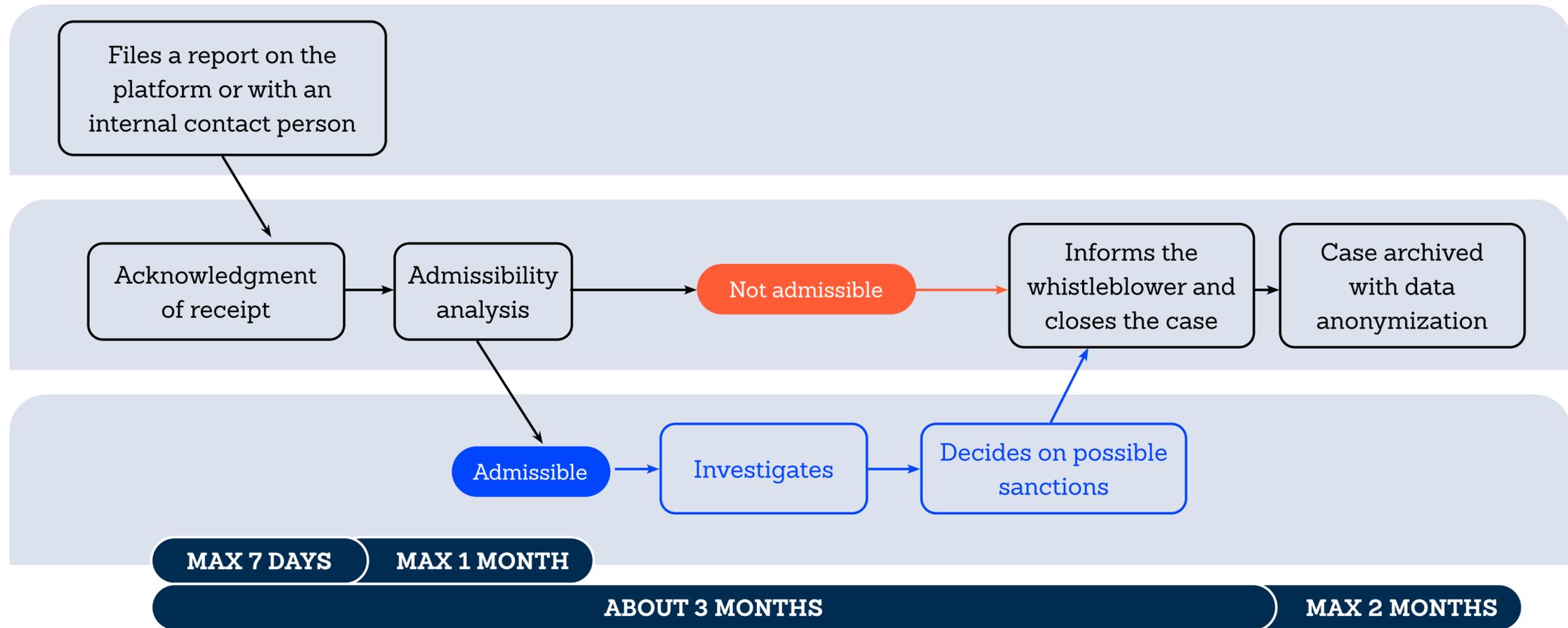
You



Case Manager



Dedicated teams, supported if necessary by external experts



## Learn more:

[Whistleblowing procedure >](#)

[Anti-Corruption >](#)

[Ethics Charter >](#)

[E&C policies >](#)

## Contact:

Group Compliance  
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Your Compliance Officer

Human Resources