

Making a report

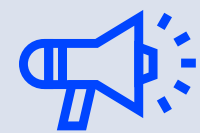
We are **all responsible** for
upholding our ethical standards.
If we are faced with a situation
that goes against these standards,
we must report it.



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

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?

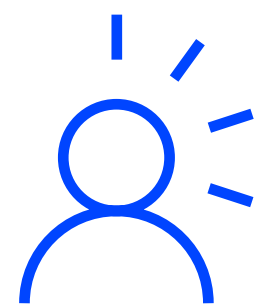


The procedure for handling reports is designed to guarantee impartiality, fairness, speed and confidentiality of information.



You can get help

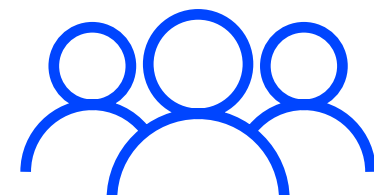
As a whistleblower, you have the right to be helped, for example, by a colleague, a trade union representative, a lawyer, an association, etc.



You



Case Manager



Dedicated teams,
supported if necessary
by external experts

Files a report on the
platform or with an
internal contact person

Acknowledgment
of receipt

Admissibility
analysis

Not admissible

Informs the
whistleblower and
closes the case

Case archived
with data
anonymization

Admissible

Investigates

Decides on possible
sanctions

MAX 7 DAYS

MAX 1 MONTH

ABOUT 3 MONTHS

MAX 2 MONTHS

Learn more:

Whistleblowing procedure >

Anti-Corruption >

Ethics Charter >

E&C policies >

Contact:

Group Compliance
Officer
Alexandra Boisson

aboisson@cegid.com

ILA
Compliance Officer
Martina Hoyos Gamez

mhoyos@cegid.com

Your Compliance Officer

Human Resources