

Ethics Charter



cegid

Introduction

Dear employees and partners,

Digital technology offers tremendous opportunities for businesses, and many of tomorrow's professions will be closely connected to it.

As a leader in digital transformation, a pioneer in new technologies, and a creator of cloud-based management solutions, we are committed to making digital technology more ethical, more responsible, and more inclusive at Cegid.

We are an innovative company focused on the future. Our pursuit of excellence goes hand in hand with strong ethical principles and compliance standards. These principles are deeply rooted in our history and values. They must be continually reinforced and reaffirmed, as they form a common foundation that will endure through our growth and the challenges ahead.

This Ethics Charter sets out our principles. It serves as a guide to ensure that we all act with commitment to people, the planet, and society in all our activities and on behalf of our company.

We expect you to know and uphold these principles, comply with laws and regulations in an exemplary manner, apply zero tolerance toward any breach of integrity, and protect our professionalism and reputation.

Ethics is everyone's responsibility. By respecting and promoting the commitments outlined in this Charter, we collectively contribute to the company's future.

If you have any questions about this Charter or how to apply it, please take the time to seek advice from the people identified in this document.

Together, we will ensure that we are recognized not only for our expertise, our capacity for innovation, and our operational performance, but also for our lasting ethical commitment.

Bruno Vaffier
General Manager, Cegid





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About us

Our mission



To develop ethical, inclusive, and sustainable digital technology for our employees, our customers, and our ecosystem.

Our customers hold critical roles within their organizations. They face complex strategic decisions every day. Our goal is to provide them with the management tools they need to make the right choices quickly and unlock their full potential.

With Cegid, they gain the technical edge and leadership status required to deliver high-value contributions and actively participate in strategic business discussions.

Our management solutions are practical because they are designed around customer needs, and often co-created with them. Our solutions are innovative, leveraging the latest technologies to adapt to new challenges and emerging business models.

Our values

Inspired by our customers

Understanding our customers is just the beginning. We draw inspiration from their challenges, questions, and best practices to imagine and build tomorrow's solutions.

Always exploring

To remain at the forefront of industry needs, we foster a culture of openness, a culture in which we continually challenge ourselves, one of trial and error, innovation and risk-taking.

Committed together

At every level, our employees are passionately committed, both individually and collectively, to delivering on our promises to our customers. It is thanks to them that Cegid continues to move forward across industries.

5 areas of expertise

Finance, ERP, Cash Flow, Taxation

Payroll & Talent Management

Small businesses

Accounting expertise

Retail



Why an ethics charter?



Acting ethically is at the heart of our identity. This Charter serves as a guide to help everyone make the best possible decisions every day.

The Ethics Charter aims to:



define Cegid's standards and expectations in terms of ethical behavior and responsible business practices;



provide answers to questions through recommendations and points of contact;



support employees and everyone else to whom it applies in making the right decision in any situation;



explain alert mechanisms and how to report concerns in the case of violations of our principles.

This document is **public and shared with our stakeholders**. It is accessible on Cegid's website and intranet.

Compliance with laws



We are committed to complying with all applicable laws and regulations, wherever we operate.

We fight corruption and adhere to international conventions from the United Nations and the OECD¹ on this matter, as well as France's Sapin II law, the US FCPA², and the UK Bribery Act³.

We uphold the principles of the Universal Declaration of Human Rights and comply with ILO⁴ conventions and national labor laws in every country where we do business.

Some countries where we operate may have stricter requirements, practices, or laws than those outlined in this Charter. **In every case, you must comply with the most stringent rule.**

1. Organisation for Economic Co-operation and Development
2. Foreign Corrupt Practices Act
3. United Kingdom Bribery Act
4. International Labour Organization



Who does this Charter apply to?



Ethics is a shared responsibility. This Ethics Charter applies to everyone acting on behalf of or under the direction of Cegid.

This Charter applies to all **Cegid employees**, regardless of location, hierarchical level, contract type, or contract duration. This includes, for example, board members, Executive Committee members, interns, permanent employees in France and abroad, consultants, and temporary workers.

This Charter also applies to employees of companies newly acquired by Cegid. We assess their compliance during the acquisition phase and seek to build together a group of integrity in which everyone upholds our ethical commitments.

Employees must:



know, understand, and follow the ethical framework and rules set out in this Charter, as well as applicable procedures;



complete required training;



remain vigilant every day;



promote our social, societal and environmental commitments;



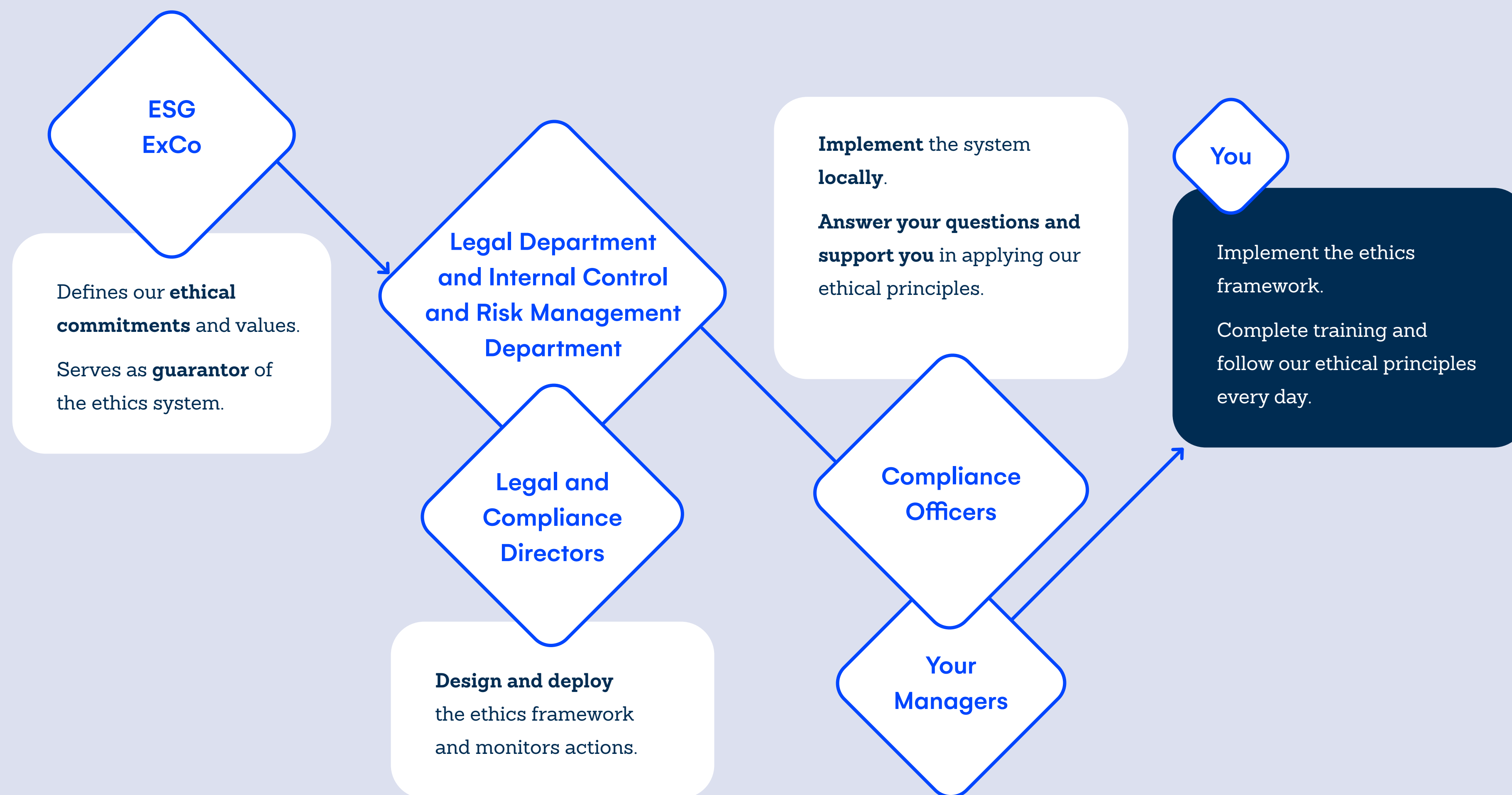
raise concerns and contact the appropriate people in case of doubt or any situation that violates our principles.

Responsibilities

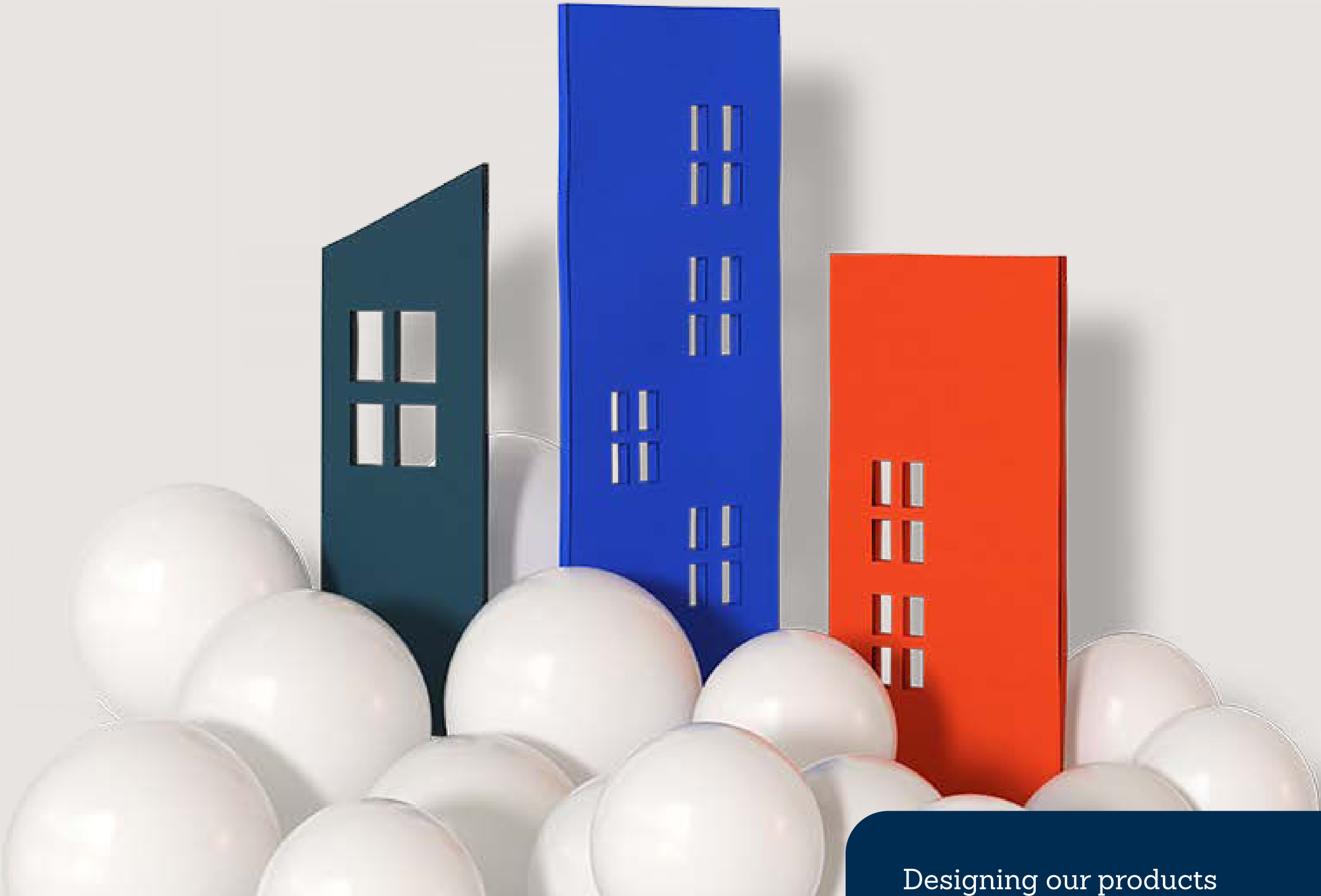
Managers and the leadership team play a special role in ethics They must act as drivers and guardians, lead by example, and support their teams in adopting ethical practices, showing that achieving objectives must always respect our values and ethical standards.

This Code also applies to all our stakeholders (consultants, suppliers, distributors, integrators, associations, etc.). Their actions reflect on us, and we require them to know and adhere to the same ethical standards.

Ethics governance at Cegid



Our commitments to society



Driven by an industrial culture and a constant desire to innovate, we strive to be useful to our customers. We continuously evolve without compromising our obligations or our commitments to sustainability and integrity.

Our aim is to be a responsible corporate citizen. We conduct our business ethically so that, together, we can have a positive impact on society as a whole.

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Designing our products ethically

 Innovation is at the heart of our identity. We create solutions that are useful for our customers, with a strong commitment to complying with regulations and integrating our ethical principles from the very start of the design process.

By nature, our products and services play a key role in managing not only financial flows for our customers but also the people behind them.

So we strive to design software that is **useful for our customers** and promotes **respect for individuals, rights, environmental responsibility, and financial and business integrity** through three main areas:

- 1.**

We **are expanding our solutions** to support our customers' environmental, social and governance initiatives.
- 2.**

We develop software **that complies with regulations** in every country where we operate, particularly in terms of personal protection, labor laws, transparency obligations, the fight against fraud, international sanctions, etc.
- 3.**

We work to minimize our environmental footprint through **eco-design principles**. We are also mindful of preventing and controlling the risks posed by Artificial Intelligence (AI) models, and we are transparent in this regard.

IN PRACTICE

 I get involved in professional organizations and contribute to research in my field.

 I take part in training offered to me, especially on eco-design.

 When I participate in software design, I aim to:

- > eliminate unnecessary interactions;
- > develop a model that consumes as little energy as possible;
- > minimize the amount of computing resources required.

 I develop software that is accessible to everyone.

 When developing an AI model, I am careful to:

- > combat discriminatory bias;
- > ensure the confidentiality of information;
- > guarantee the reliability of results.

 I consider product usage in advance to prevent fraudulent or improper use.

Learn more

- Responsible Purchasing Charter >
- Cegid CSR brochure >
- CSR Department >
- R&D Department >



Protecting the environment



We strive to reduce our environmental impact in our operations and across our value chain.

As Cegid continues to grow both internally and externally, we adjust our carbon footprint annually and follow action plans to reduce greenhouse gas emissions.

IN PRACTICE



I follow eco-design rules for software (see p.9).



I apply and promote eco-friendly actions daily, such as reducing my electricity use, recycling, and carpooling, etc.



I include environmental performance in my criteria when selecting new suppliers, subcontractors, or partners.



I make sure that the partners I work with adhere to and follow the environmental requirements of our Supplier Code of Conduct.



I complete training on this topic and apply the measures from action plans that concern me.

We are reducing our impact in four ways.



Optimizing our infrastructure.

We work with leading experts in the field to better control and optimize the use of our infrastructure, particularly in the cloud. We continuously adjust them on demand to moderate our energy consumption.



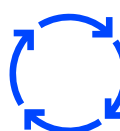
Promoting eco-design.

We integrate environmental considerations into the design of our software by seeking simplicity, frugality and relevance for our solutions.



Demanding the same level of commitment from our partners.

We ask our suppliers to eliminate or minimize their environmental risks. We support them in improving and optimizing their environmental performance.



Encouraging our employees and partners to limit their waste production.

We promote the use of recycled or recyclable materials and seek to prevent waste.

Learn more

[Responsible Purchasing Charter](#) >

[Supplier code of conduct](#) >

[Cegid CSR brochure](#) >

[CSR Department](#) >



Responsible use of new technologies



As a leader in cloud-based management solutions, we must be exemplary in our use of new technologies.

We have a responsibility as software publishers (see p.9), but also as users of external digital tools. We seek to behave responsibly **on social media and in our use of digital tools, particularly Artificial Intelligence (AI).**

This means, for example, that:

-  we seek to **identify, prevent and limit the risks** that these tools may pose;
-  we protect the **confidentiality** of information;
-  we preserve the rights and dignity of individuals, for example by protecting **their right to privacy or their right to disconnect**;



we uphold **Cegid's** reputation;



we ensure **that our AI use in decision-making processes** is traceable and transparent.

We apply **rigorous cybersecurity standards** and train our employees in best practices in this area.

IN PRACTICE



I take cybersecurity training courses and apply all the relevant rules.



I remain vigilant on a daily basis to prevent phishing⁵ attempts and cyberattacks.



When I use AI tools:

- > I prioritize tools recommended by Cegid, where the risks, particularly in terms of information security and discriminatory bias, are more limited;
- > I never include confidential or personal data in a prompt to public AI;
- > I check AI-generated information and recommendations before applying them;
- > I use AI proportionately and only for what is necessary;
- > I am transparent about my use of AI in my work.



On social media:

- > I only speak on behalf of Cegid with approval from management and the communications team;
 - > I clearly distinguish my personal opinions from Cegid's commitments;
 - > I do not share information or content (photos, videos, etc.) involving colleagues without their consent.
-  I do not post defamatory content about Cegid and report any such content that I encounter.

5. Phishing is a type of online fraud where someone pretends to be a known person or organization to trick someone into revealing personal information, such as passwords, bank details, and more.

Learn more

- IT Charter >
- Responsible communication policy >
- Information Systems Security Department >
- Communication Department >
- Data Protection Officer >



Doing business and competing with integrity

 As an international group experiencing strong growth, especially externally, we are committed to respecting all rules that guarantee market integrity and promote ethical business practices.

We respect fair competition rules.

As a company, we like to win, but we value merit and making a difference through the quality of our services, the work of our teams, and our capacity for innovation.

We do not engage in illicit agreements, and prohibit the exchange of confidential strategic information, such as pricing, with our competitors. We strive to maintain **fair and balanced business relationships** with our partners.

We respect international sanctions.

International sanctions are measures taken by a state or a group of states against individuals, organizations, or countries to sanction them economically. Examples include restrictions on exports, or freezing a person's assets, etc.

We **identify risks and establish control procedures**, in particular regarding partners, to comply with the sanctions imposed by the European Union and the United States.

We fight money laundering and terrorist financing.

Money laundering involves concealing the criminal origin of funds to integrate them into the legal economy. We maintain **constant vigilance to prevent and detect** any financial flow that could be related to money laundering or terrorist financing.

IN PRACTICE

 I know, understand, and apply Cegid's rules on these topics, as set out in procedures and training.

 In my dealings with potential competitors, I ensure that strategic information is kept confidential and that competition law is respected.

 If a conversation with a competitor becomes sensitive, I end it and report it.

 I am particularly vigilant when making cash transfers to identify unusual, atypical, or complex transactions without clear justification, or that could be illegal.

 I justify and document all financial transactions and verify the actual recipients.

 I check information on regions subject to international sanctions and Cegid's policy to ensure compliance within my scope.

- Learn more
- Anticorruption code of conduct

>
- Competition procedure

>
- Third-Party Assessment Procedure

>
- Purchasing Department

>
- Legal Department

>
- Internal Control and Risk Management

>



Chapter 2

Our commitments to people

Attention to people has always been one of our core values. We are committed to being a responsible employer and doing everything possible to ensure our employees are respected, supported, and valued for their skills and their work.

We guarantee the rights of our employees but also of all the people we interact with, like our customers, suppliers, subcontractors, experts, partners, among others.

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Respecting people



We maintain a responsible employment policy, fight discrimination, respect fundamental human rights, and strive to enable all our talent to reach their full potential.

As we continue to grow, we are convinced that diverse teams make us more **innovative, high-performing, and competitive**. Diversity, equity and inclusion are at the heart of our **corporate social responsibility**. We want every employee to **have equal access** to professional opportunities, regardless of gender identity, cultural or social background, age, health status, or sexual orientation.

We **raise awareness among our teams** to foster a work environment where everyone feels included,

valued, and encouraged to give their best.

In particular, we take action on:

- > developing skills and providing training;
- > employing and including people with disabilities;
- > gender diversity and access for women to tech roles;
- > pay equality;
- > gender balance and diversity in leadership positions.



I follow the training courses offered by Cegid on diversity.



I treat colleagues fairly and report any discrimination I witness.



I recruit and make HR recommendations based solely on skills and potential.



I take care of the people I work with and contribute to a pleasant, inclusive work environment.

IN PRACTICE



I remain vigilant with my external contacts and report any human rights violations I witness.

We do not tolerate any violation of human rights or fundamental freedoms

In **our activities and through our value chain**, we fight against all forms of illegal work, forced labor and child labor. We guarantee respect for union rights and fair, decent pay for our employees.

We require the same level of commitment from our partners and suppliers.

Learn more

International charter for diversity and inclusion >

Human Resources Department >



Ensuring a safe and healthy working environment

 We take care of each other and ensure a working environment that protects the physical and mental health of our employees.

We are pursuing a **"zero accidents" objective** at all levels of the company.

We all have a role to play and we share the responsibility to protect our health, safety and that of our colleagues.

Harassment violates a person's rights and dignity and impacts their physical and mental health.

We prevent and fight against all forms of harassment, whether it is:

- > **moral**: derogatory comments or behavior, humiliation, bullying, insults;
- > **sexual**: repeated remarks or behavior of a sexual nature, degrading or humiliating, creating an intimidating, hostile, or

offensive environment, or pressure, even if not repeated, on a person with the aim of obtaining an act of a sexual nature.

We promote a **caring and respectful work environment**, enabling each person to flourish and develop. We encourage management based on trust and recognition, promoting **open and constructive dialogue**.

IN PRACTICE

 I know, understand and apply Cegid's rules on health and safety and the fight against harassment, as set out in procedures and training.

 I immediately report any danger to my health and safety or that of my colleagues.

 I am attentive to discomfort or signs of harassment and I report them immediately to HR or my manager.

 I communicate in a caring, inclusive, and constructive manner with my internal and external contacts.

 I share my ideas for improving the working environment.

-  As a manager:
- > I promote dialog and respect within my team;
 - > I respect and ensure respect for my team's right to disconnect and to achieve a work-life balance;
 - > I value everyone's work fairly.

Learn more

- International charter for diversity and inclusion >
- Human Resources Department >



Protecting personal data



In accordance with our "Privacy by design" policy, we guarantee the confidentiality of personal data in our processes and in the products we develop.

Personal data protection guarantees **respect for the privacy** of every individual, whether they are **customers, employees, candidates** or **partners**. This is a fundamental right of individuals, governed by **GDPR**, which establishes strict rules for the collection, use and storage of this data.

Personal data is information relating to a person that allows them to be directly or indirectly identified. Some personal data is said to be **sensitive** if it reveals information that could be a source of discrimination.

Due to the nature of our business, we handle a large amount of personal data. We are committed to:

- > ensuring its **security and confidentiality**;
- > **not selling it** to third parties or appropriating it for ourselves;
- > implementing **appropriate technical and organizational measures** to protect it against destruction, loss, alteration, disclosure, or unauthorized access;
- > **designing software** that incorporates and facilitates privacy;
- > respecting **individuals' rights over their data**, including the right to access, rectify, erase, and be informed about how their data is processed, etc.



I know, understand, and apply all rules related to personal data protection, as set out in procedures and training.



I check that the personal data I collect is necessary for a specific purpose.



I ensure that the people concerned by this data are informed and have consented to its collection and processing.



I apply all cybersecurity rules to protect the confidentiality of personal data to which I have access.



I do not give access to data to anyone who does not have a legitimate need for it.

IN PRACTICE



I redirect requests relating to personal data to Cegid's DPO (Data Protection Officer), in particular requests to exercise rights.



I do not transfer any personal data to third parties without receiving written notice from the DPO or HR.



In the event of a data leak or loss, I immediately contact Cegid's DPO and ensure the traceability of the incident.

Learn more

- IT Charter >
- Cegid's privacy policy >
- Data Protection Officer >

Our commitments to Our ecosystem



We want to have a positive impact on our ecosystem and build balanced, respectful and fair relationships with our stakeholders.

To this end, we act responsibly in our markets and have zero tolerance for business integrity violations.

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Maintaining data security and confidentiality

 Ensuring the security of information systems is essential to the sustainability of our business. Knowing and applying best practices in cybersecurity is everyone's responsibility.

Cybersecurity is now a vital issue for all companies, especially those like Cegid that operate in the technology sector and handle sensitive, personal, and confidential information.

Information is confidential when it is not publicly disclosed. This may include, for example, information relating to intellectual property,

new product launches that could influence stock market prices, pricing structures, HR data, etc. We must take care to protect all confidential information to which we have access, **whether it concerns Cegid, its employees, its customers or its partners.** We therefore have a set of technical, human, organizational and legal measures to:

- > **prevent, detect and react** to malicious or negligent activities;
- > **ensure** the confidentiality, integrity, and availability of systems and data.

IN PRACTICE

 I know, understand and apply the rules set out in our IT Charter and those in training courses on the subject.

 I make sure that I do not give access to confidential information without having been authorized to do so, whether internally or externally.

 I follow the company's rules on passwords.

 I enable strong authentication (MFA) when this option is available.

 In the event of a data leak, even accidental, I will immediately contact the DPO at dataprivacy@cegid.com,

as well as Cegid's IT Security Manager at securityteam@cegid.com.

 If I am the target of a phishing attempt, I report it as soon as possible, either in Outlook using the "Report Message" feature or by contacting Cegid's IT Security Manager.

 If I am traveling or working outside the office, I will ensure the confidentiality of the information I handle by following the security guidelines established for mobility and remote working.

Learn more

- IT Charter >
- Head of the Information Systems Security Department >
- Cybersecurity team >



Building trust-based relationships with our business partners

 Cegid is committed to responsible purchasing. We offer our suppliers fair treatment, transparent selection, and healthy, balanced business relationships.

We require our partners to adhere to ethical standards comparable to our own. We ensure that they **respect human rights, offer fair and decent working conditions to their employees, fight unfair commercial practices and corruption, and take environmental issues into account** in their processes.

We select our partners fairly, based on **professional and objective criteria**. Our buyers and specifiers

have an obligation of neutrality. Before entering into a relationship with Cegid, all suppliers must sign our GTC (charter for compliance with our conditions) and adhere to our **Responsible Purchasing Charter**.

We seek to build relationships with our partners based on **trust, transparency, and loyalty**. We implement continuous monitoring

and auditing processes to ensure that they comply with their legal and contractual obligations.

IN PRACTICE

 I report any conflict of interest with a current or potential partner of Cegid.

-  If I am participating in a partner selection process:
- > I guarantee all companies sufficient and identical response time;
 - > I define objective criteria and a single assessment grid for all companies;
 - > I share the same level of information with all companies;
 - > I protect the confidentiality of the information provided by the companies.

 I refuse all gifts or entertainment from a partner

during a strategic period (call for tenders, contract negotiation, contract renewal, etc.).

 I establish a respectful and constructive dialog with the partners with whom I interact.

 I am vigilant during the relationship with a partner to identify anything that may alert me to their integrity.

 I report a change in a partner's situation to the Purchasing Department.

Learn more

- Responsible Purchasing Charter >
- Third-Party Assessment Procedure >
- Supplier code of conduct >



Fighting against fraud



We do not tolerate any form of fraud and are vigilant and transparent in order to ensure the integrity and security of Cegid on a daily basis.

Acts of fraud, both external and internal, represent a **major risk to Cegid's security and reputation**. This can result in heavy penalties for the company and individuals, and undermine the trust of our stakeholders.

Fraud is an intentional act intended to obtain an unfair advantage, whether material or immaterial, through unfair means. It can take different forms, i.e. document falsification, embezzlement, identity theft, etc. **Cegid does not tolerate any form of fraud** and has control

mechanisms in place to prevent and detect any such acts. We guarantee rigorous management of our accounts and financial transactions and have control and transparency processes in place in our relationships with our stakeholders.

Preventing fraud is a collective responsibility. Each of us is aware of this and must be vigilant on a daily basis.

As software publishers, we are committed to designing products that meet our integrity standards and limit the risk of fraud.



I immediately report any suspected fraud to my manager.



I maintain vigilance on a daily basis in my interactions with others, particularly via digital communication systems (messages, emails, etc.) and in the event of unexpected or urgent requests, or those coming from senior figures within the company.



I comply with financial procedures and do not carry out any transactions without verification.



I do not share any confidential data with unverified parties.

IN PRACTICE



When I contribute to design of new software, I assess the risks of fraud and try to prevent them as much as possible.



I secure all my computer access.



I use company assets responsibly and only in a professional context.



I know, understand, and apply the company's anti-fraud rules, as set out in procedures and training.

Learn more

- Legal Department >
- Internal Control and Risk Management >
- Golden rules of internal control >



Fighting corruption and influence peddling

We have zero tolerance for corruption or influence peddling in any form. We demonstrate integrity and transparency in all our business decisions.

Corruption is the act of **offering or accepting an unfair advantage** (money, gift, invitation, service rendered, etc.) **in exchange for a favorable decision or action**. **Influence peddling** is when an unfair advantage is offered or accepted in exchange for the use of someone's **real or perceived** influence over a third party.

Acts of corruption and influence peddling violate the principles of fairness, free competition and transparency. They are punishable by numerous laws around the world

and can result in **severe penalties** for companies and individuals.

We are committed to developing and maintaining **specific internal policies, procedures and controls to prevent and detect corruption and influence peddling**. This applies in particular to our exchanges of **gifts or hospitality**, our **sponsorship**⁶, **philanthropic** or **lobbying**⁷ actions, as well as preventing conflicts of interest, etc.

We set an **example in our dealings with public officials** and prevent facilitation payments. A **facilitation**

payment is the act of offering an unfair advantage to a public official to expedite or facilitate an administrative procedure.

6. Financial or material support provided by a company to an activity, event, or person in exchange for visibility or image enhancement.

7. All actions taken by an organization or private actor to influence political, legislative, or regulatory decisions with the aim of defending its interests or promoting specific objectives.

IN PRACTICE

- I know, understand, and apply the rules set out in our Anti-Corruption Code of Conduct and in the relevant procedures and training.
- I make professional and business decisions based on objective, transparent and fair criteria.
- I declare any potential or actual conflict of interest and withdraw from any situation in which the impartiality of my judgment could be questioned.

- I make sure that any gifts or entertainment I offer or receive are declared and do not unduly influence or appear to influence business decisions.
- I immediately report any proposal or situation that presents a risk of corruption or influence peddling.

Learn more

- Anticorruption code of conduct >
- Legal Department >
- Internal Control and Risk Management >

Chapter 3

Using this Code

Ethics is a shared responsibility and commitment. We rely on each and every one of you to exercise your sense of professional integrity on a daily basis and to raise the alarm if you find yourself in a situation that goes against our principles.



Ask yourself the right
questions

22

Making a report

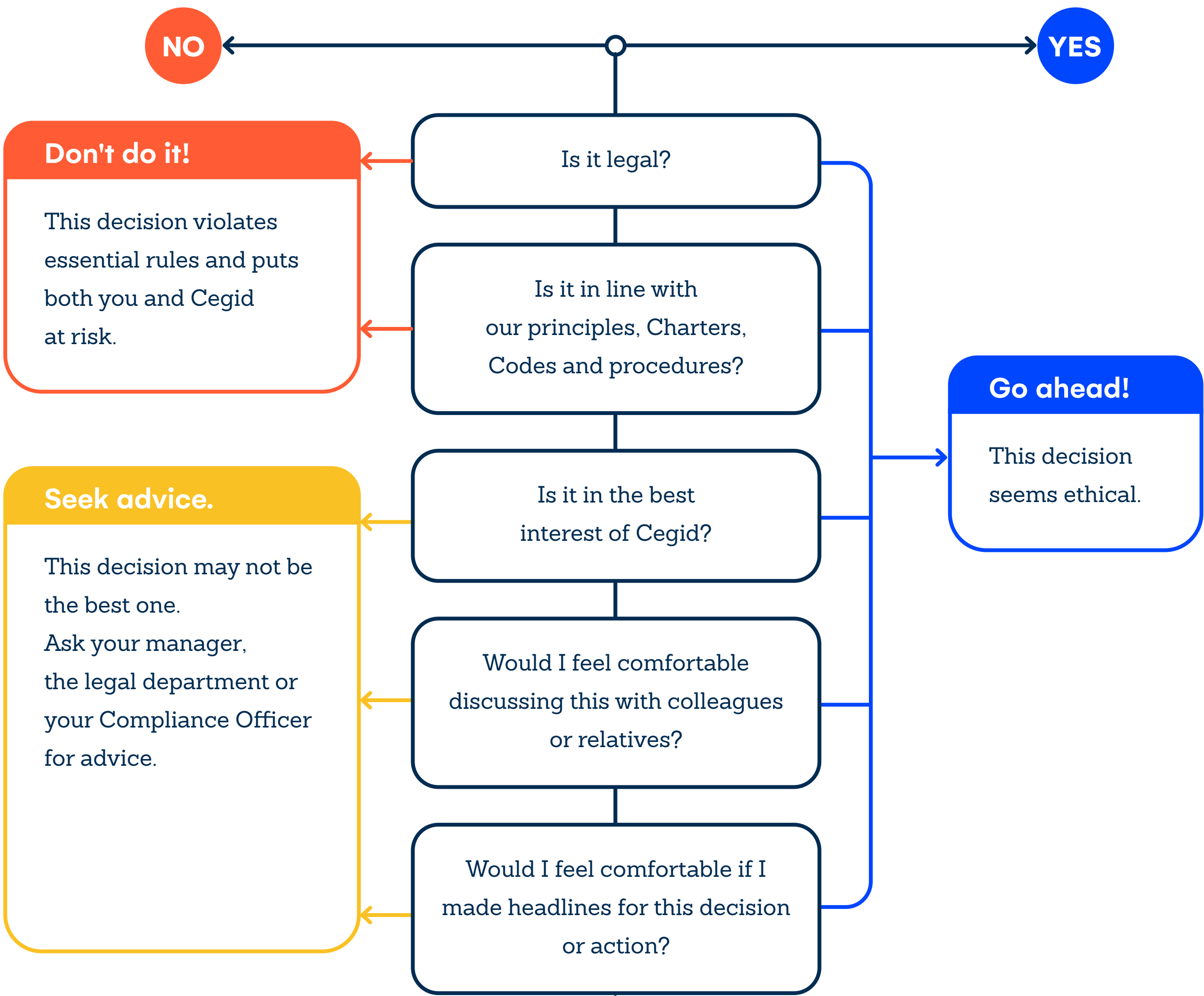
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Ask yourself the right questions



This charter is a guide to help you act ethically on a daily basis. However, we cannot cover every situation we may encounter



If you aren't sure, speak up!

Seek advice from:

- > your manager;
- > Legal and Compliance Directors;
- > your Compliance Officer;
- > the Human Resources Department.

They are there to help and support you in carrying out our work ethically.



Making a report



If we encounter a situation that goes against our principles, we must report it. This is how each of us helps ensure our principles are upheld and our commitments remain effective.

Cegid has implemented an internal whistleblowing system. This system is **open to all employees**, regardless of their status, subsidiary, or location. It is also open to **former employees, job applicants, and employees of our partners**. It makes it possible to alert Cegid to **breaches of our ethical principles, laws or regulations**.



Talk about it

- > To your line manager or another manager;
- > To the Group Legal and Compliance Directors;
- > To your Compliance Officer;
- > To your HR department.



Use the online platform: cegid.integrityline.org

This platform is:

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

PROTECTION AGAINST RETALIATION

Reports can be made anonymously using the online whistleblowing system.

In all cases, when you file a report, we guarantee the **confidentiality** of your identity, the individuals targeted by the report, and the facts reported.

You are **protected against all forms of retaliation**, even if your report proves to be unfounded, as long as you filed the report in **good faith**.

Acknowledgment of receipt

Admissibility analysis

Further investigation

Corrective measures if necessary

Informing the whistleblower of the action taken

Case archiving with data anonymization

MAX 7 DAYS

MAX 1 MONTH

ABOUT 3 MONTHS

MAX 2 MONTHS

Learn more

Internal whistleblowing procedure



