

# Making a report

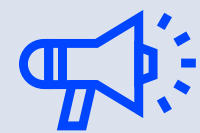
We are **all responsible** for  
upholding our ethical standards.  
If we are faced with a situation  
that goes against these standards,  
**we must report it.**



## 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?

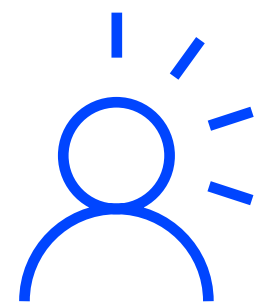


The procedure for handling reports is designed to guarantee impartiality, fairness, speed and confidentiality of information.



## You can get help

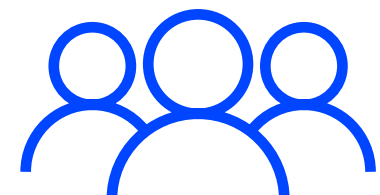
As a whistleblower, you have the right to be helped, for example, by a colleague, a trade union representative, a lawyer, an association, etc.



You



Case Manager



Dedicated teams,  
supported if necessary  
by external experts

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

cegid

**Learn more:**

Whistleblowing procedure >

Anti-Corruption >

Ethics Charter >

E&C policies >

**Contact:**

Group Compliance  
Officer  
**Alexandra Boisson**

[aboisson@cegid.com](mailto:aboisson@cegid.com)

ILA  
Compliance Officer  
**Martina Hoyos Gamez**

[mhoyos@cegid.com](mailto:mhoyos@cegid.com)

Your Compliance Officer

Human Resources