

Ethics Charter

Civipol has founded its development on strong values that guide our actions every day to such an extent that we now see them as self-evident.

Our purpose in drawing up this Ethics Charter is to list, defend and promote these values.

This document enables our employees to adopt an individual ethical approach while acting in accordance with our values. It also enables our clients to understand the principles of professional ethics that inspire our actions in all circumstances and in all the countries in which we operate.

By remaining faithful to these principles, we will continue to deserve the trust of our clients, partners, shareholders and employees.

1. Compliance with the legal framework

Our activities are governed by numerous regulatory and standard-setting provisions. In all circumstances and in all the countries in which we operate, our company and our employees must comply with applicable laws, regulations and rules of ethics.

This presupposes a full knowledge of regulations and any developments thereof, in addition to constant verification of compliance with same, both at our corporate level and at the level of our subcontractor. As far as possible, we fulfil our duty of vigilance. In the event of failure, we implement a rapid treatment process for any deviations observed.

Thus, all employees must refrain from any behaviour that could lead them or others to adopt illegal or unfair practices.

2. Fighting against corruption

The phases of tendering, negotiation and performance of contracts shall not give rise to conduct or acts that constitute or amount to active or passive bribery, trading in influence or favouritism.

None of our employees shall grant to any third party or solicit, directly or indirectly, any undue advantages of any kind and by any means whatsoever for obtaining preferential treatment.

Any employee solicited with the risk of their integrity being called into question must refer the matter to his/her superiors, who shall then take measures to put an end to this situation.

Gifts may be offered or accepted only when their value is in accordance with custom and regulations and provided they do not call into question the honesty of the donor or the impartiality of the beneficiary. In case of doubt, it is necessary to comply with the opinion of Management.

3. Preventing conflicts of interest

Civipol guarantees its clients and suppliers that the selection rules implemented in the “purchasing” department are transparent and that the company shall properly apply negotiated terms, in particular as regards payment deadlines and intellectual property rights.

Performing “purchasing” functions demands the greatest integrity on the part of our employees and the absence of any conflicts of interest. In this regard, they undertake to protect the confidentiality of information, in particular of a technical, financial and commercial nature, to which their functions give them access. They shall refrain from using same for their own benefit or disclosing them to third parties.

Each of our employees is bound by a duty of loyalty. They therefore ensure that they do not directly or indirectly engage in any activities or make statements likely to give rise to conflicts between their personal interests and those of Civipol.

4. Respecting human rights

Among our core commitments is respect for Human Rights as set out in the UN Universal Declaration of Human Rights dated 10 December 1948 and its additional protocols.

Aware of our responsibility in this field, we are committed to respecting Human Rights in our sphere of activities with respect to our clients, the countries where we work and our employees.

We take care not to violate or be complicit in any violation of these Rights.

5. Maintaining a protective and fulfilling work environment

As part of our commitment to acting as a responsible employer, we comply with labour law and are committed to respecting the conventions of the International Labour Organisation. We ensure that fundamental labour rights are respected, in particular freedom of association, the right to collective bargaining and to social dialogue within the company.

Every person working for us is entitled to working conditions that preserve their health and safety in terms of physical and moral well-being. We are active in the prevention of any form of pressure, pursuit or harassment of a moral or sexual nature. We will not tolerate and will sanction any acts of this kind.

Interpersonal relationships shall be guided by the principles of trust and mutual respect, each decision being made with the aim of treating everyone with care and dignity.

We are attentive to the serenity of everyone at work and committed to complying with the laws and regulations governing the protection of our employees’ personal data and promoting a harmonious balance between private and professional life.

6. Combating all forms of discrimination

We are committed to enhancing the diversity of career paths, cultures and origins of our employees. We prohibit any direct or indirect discrimination based on unlawful motives such as gender, age, morals, origin, nationality, disability, religion or political opinions.

This determined approach to combating discrimination applies to hiring and to working relationships throughout the career path. Our staff are recruited and promoted on the basis of their own qualities in accordance with our policy of developing a culture of diversity, integration, promotion and equal opportunity.

We expect our employees to act in accordance with this principle of non-discrimination. Relations between employees must be based on mutual trust and respect as well as the concern to treat each person with dignity.

7. Adopting the highest standards of behaviour

It is first and foremost by the exemplary nature of individual behaviour that we convey the ethical message to our employees. They are the ones who embody the values of Civipol and our ethical principles on a day-to-day basis throughout their employment. Abroad, they shall refrain from offending the political, cultural or religious practices of the countries in which they may travel.

Thus, it is up to each of us, permanently and in all circumstances, to adopt behaviour that complies with the values of honesty, integrity and transparency, i.e. the values of our company.

Our employees shall refrain from behaviour prohibited by competition law. They shall not use unlawful or unfair actions to collect information about a competitor or to denigrate their work or reputation.

Each of our employees shall demonstrate irreproachable behaviour in every place and on every occasion. In the event of unethical action, the employee shall be subject, as appropriate, to disciplinary, administrative, civil or criminal sanctions, within the framework of regulations in force.