

CIM'S CODE OF ETHICS

1. **GENERALITIES**

This Code of Ethics applies to everyone in CIM's group and those who conduct business on behalf of CIM (Compagnie Internationale de Maintenance). Employees and agents are expected to assume personal responsibility for performing their duties with integrity, to adhere to the provisions of this Code of Ethics. Every employee within CIM, and agents acting on its behalf must be vigilant in preventing, detecting and responding to any potential violation of this Code of Ethics. CIM's reputation is built on its respect for laws, regulations and other requirements that apply to the conduct of business in all countries in which it is conducting business. It is the personal responsibility of CIM's employees to know the laws, regulations and requirements relating to their functions within CIM. Any breach of these laws may lead to civil and criminal prosecution. Any activity which could involve CIM in unlawful practices is prohibited. Moreover, no performance objectives should be imposed or accepted if they can only be achieved by compromising our ethical standards. To ensure CIM's high ethical goals, CIM requires compliance with certain standards that exceed those required by applicable law. Among other things, CIM is attached to the spirit and the letter of laws governing human rights and labour, health and safety standards, environment protection, prevention of corruption, fair competition, and taxation. CIM complies with the guiding principles of the OECD, the principles of the Global Compact and those of the International Chamber of Commerce (ICC).

2. FUNDAMENTALS

2.1. Prevention of corruption and bribery: CIM's policy is to prohibit all unlawful payments and practices (including so called "facilitation payments" used to facilitate mandatory administrative procedures and formalities normally carried out through the proper legal channels in certain countries). CIM is fully committed to avoid corruption and bribery in its business transactions, and it complies with all applicable laws in the countries where it is present. CIM's companies, officers, directors, employees and agents must not offer or provide, directly or indirectly, by requesting assistance from a third party, any pecuniary or other advantage to any person (including without limitation: public or government officials, agents, employees, or representatives; any political party or political party officials, agents, employees or



representatives, candidates for public or political party office, members of public assemblies, officials and employees of international organizations, judges or officials of international courts, government controlled administrations' and state owned companies' employees, employees or agents of a customer in the public or private sectors or employees or agents of a lending agency or bank) in violation of any legal requirements or CIM's ethical principles, with a view to obtaining or retaining business or securing any facility or favour that infringes any regulations. CIM companies, officers, directors and employees must not offer or provide any advantage or respond to solicitations from any party claiming real or implied influence on an agent in the public or private sector and offering to use that influence to obtain any favourable decision or market share.

- 2.2. Fair competition: Competition laws must be complied with at all times. Severe civil and criminal sanctions can be imposed on the company and on individuals if such laws are broken. CIM employees must not participate in any agreement with competitors that has the intent or effect of fixing prices, distorting a bidding process, dividing a market, limiting production or boycotting a customer or supplier. CIM employees must not exchange sensitive information with competitors in infringement of competition laws.
- 2.3. Procedure: Employees who have reason to suspect a violation of anti-corruption or competition laws and regulations should report the matter to [indicate email] and inform the President of CIM. Every measure will be taken to respect employees' wishes for confidentiality. CIM shall honour its commitment that no employee will suffer retaliation of any kind as a result of disclosing information in good faith.

3. RELATIONSHIPS WITH BUSINESS PARTNERS

3.1. Customers: CIM is committed to providing customers with quality products and services that meet their needs. CIM gives detailed information on its products and services in its advertising and individual offers to customers. Employees who negotiate contracts must ensure that any statements, communications and presentations made to customers are accurate and truthful. Customer confidential, sensitive or private information will not be disclosed by a CIM employee to any person except as required or permitted.



- 3.2. Suppliers and sub-contractors: Purchasing decisions are based on objective assessment of the supplier's or sub-contractor's reliability and integrity and on the overall value of the offering in view of short and long-term considerations and objectives. For the interest of CIM, the purchase of goods and services is based on the merits of price, quality, performance, delivery and suitability. CIM endeavours to ensure that suppliers and sub-contractors are not put in situations of dependence, and can therefore develop credible alternatives. Care must be taken to avoid conflicts of interest and any appearance of partiality. Kickbacks are prohibited. CIM requires its suppliers and sub-contractors to strictly comply with all applicable legal requirements related to their activities and business environment. CIM requires its suppliers and sub-contractors to respect ethical rules related to anti-corruption and fair competition, environmental protection and compliance with applicable laws and regulations. CIM will take all necessary steps to ensure that these commitments are met, both during the selection process and during contract performance.
- 3.3. Contracts with public entities and Governments or State owned entities: CIM observes the laws and regulations that govern the acquisition of goods and services by governments in all of its markets, including laws prohibiting efforts to influence government officials. CIM is committed to competing fairly, to being truthful and accurate and, when awarded, to perform contracts in accordance with all contractual and legal obligations. Where government contracts involve the possession, use of, or access to classified or otherwise restricted information, it is essential that the employees involved strictly follow the security procedures applicable to such information. In order to prevent conflicts of interest, special care must be given to the hiring of a former or current government employee. This needs to be carefully reviewed and approved internally.
- 3.4. Export controls and trade restrictions: CIM companies that are exporting goods and services or performing services outside their own countries (including technical assistance or training), must strictly comply with all applicable export control laws of the country in which they are present. Employees involved in international trade must ensure they comply with the latest applicable regulations. Failure to observe these laws and regulations could expose both the Company and the employees involved to severe penalties, including prohibition of future exports.



- 3.5. Money laundering: Money laundering is the processing of criminal proceeds in order to disguise their illegal origin. In compliance with all laws related to this matter, CIM conducts business with reputable partners. Employees need to be cautious with the way payments are made, in order to detect if irregularities may exist, and with partners who demonstrate suspicious behaviors in their operations.
- 3.6. Conflicts of interest: CIM employees must avoid any situation that involves or may involve a conflict between their personal interests (or those of family members or relatives) and those of the company. To protect employees and CIM from actual or apparent conflicts of interest, employees must not make or hold any investments in a supplier, customer, competitor, consulting company or any business partner if the nature of such investments might affect a business decision taken on behalf of CIM. Employees must not deal directly with a business partner that can be a customer, a supplier, an agent, a consultant or any other third party, if they or their family members or relatives have an interest in such third parties. If such situations arise, employees must firstly obtain written approval to proceed. Employees must refrain from accepting outside work from a supplier, customer or competitor and should not be involved in any outside work that may adversely affect their performance or judgement in conducting their activity for CIM. Employees must disclose any outside employment to CIM, if any.
- 3.7. Gifts and equivalent: CIM aims to ensure that any business decisions taken by its employees, customers or suppliers are made solely and fundamentally based on competitiveness, performance and the quality of the products and technologies it offers and are not driven by any form of personal improper advantage or conflict of interest. In some cultures, good business relations may sometimes involve the exchange of symbolic gifts and hospitality. Employees must not offer, accept or authorize a family member or relative to accept gifts, money, loans, invitations or any other form of special treatment from anyone involved in business dealings with CIM. However, employees may accept or offer, on behalf of CIM, an occasional business meal invitation or an occasional non-pecuniary symbolic gift of low value if it can be reciprocated on another occasion. Any employee required to offer or accept a gift or invitation of value as a result of protocol, courtesy or other reasons must first inform his or her manager.



4. OTHER RESPONSIBILITIES

- **4.1. Environment:** CIM designs its equipment and manufacturing process considering energy consumption, avoidance of hazards and recycling. CIM considers environmental impact when making major decisions.
- 4.2. Political contributions and activity: CIM's policy is not to make contributions, financial or in kind, to political parties or organizations, or to individual politicians. CIM respects the rights of its employees to participate as individuals in their community and civic affairs. This must be done at a personal level, in their own time and at their own expense. CIM's stationery, funds and other property must not be used for personal political activities. Employees need to carefully separate their own political activities from CIM activities and avoid any conflict of interest.

5. **HUMAN RESOURCES**

- 5.1. CIM applies a human resources policy based on fair treatment and respect for individuals, their dignity, rights and individual liberties, and promotes their involvement in company life. CIM encourages all forms of dialogue with both individual employees and their representatives.
- 5.2. Health and safety: CIM is committed to providing a safe and healthy working environment at all its sites, offering the same high standards consistent with applicable laws. Measures to offset any risk related to health and safety issues are applied at all sites and throughout projects. These measures are implemented in partnership with the relevant bodies and committees. Employees are responsible for reporting any hazardous situations they may witness, or any incidents indicating such risks, and for helping to implement preventive measures. Safety guidelines must be strictly adhered to.
- **5.3. Security of employees:** CIM does its utmost to protect its employees, wherever they are working. CIM strives to issue regular instructions to inform people of risks and to set out procedures to be followed. All employees should familiarize themselves with these instructions, particularly with regard to business travel.



- 5.4. Social relations: CIM respects the right of all employees to form and join trade unions and workers' organizations of their choice and to organize and bargain collectively. The social relations policy recognizes that differences are a source of strength. CIM respects the role and responsibilities of the social partners and commits to communicating and negotiating openly to address issues of collective interest.
- Equal opportunity and diversity: CIM employees are required to comply with all 5.5. laws and regulations forbidding any discrimination with respect to age, race, gender, ethnic origin, nationality, religion, health, disability, marital status, sexual orientation, political or philosophical opinions, trade-union membership or other characteristics protected by applicable law. CIM does not tolerate any form of harassment, sexual, physical or psychological, coercion or bullying. If employees observe or experience any form of abuse, they can report it to their human resources management. No adverse action can be undertaken against employees making such a good faith report. The recruitment process is exclusively based on the applicant's qualifications and skills. Remuneration is determined on the basis of the employee's contribution to the company. The recruitment, training and personal development of employees from different backgrounds is an important asset for CIM. CIM seeks to recognize and value these differences by building teams that reflect the markets and communities in which it operates. CIM does not communicate personal information to third parties, except to the extent necessary and permitted by applicable laws or regulations.
- 5.6. Protecting CIM's assets: CIM employees should do their utmost to protect CIM's assets. CIM's funds and assets must not be used for illegal purposes or for purposes not related to CIM's activities. Employees should not appropriate any of CIM's assets for their own use or make them available to others for a non-CIM use. Employees must not use CIM's assets for personal gain or personal business, nor may they allow any other person not employed or authorized by the company to use them. Misappropriation or theft of these assets may give rise to sanctions and may constitute a violation of law, giving rise to civil or criminal prosecution. CIM's assets are not only physical or tangible items (such as funds, supplies, patented inventions, or computer and telephone networks); they also include intangibles (such as ideas, concepts or know-how) which employees develop in the course of their work for CIM.



In addition, assets cover customer/supplier lists and other market data, along with any information to which employees have access as a result of their work responsibilities.

- Respecting confidential information: Employees who may have access to 5.7. confidential and proprietary data relating to CIM's business activities, including information on customers and suppliers must only be those whose function and responsibility specifically include the handling, use and communication of such data. The right of access is restricted according to the nature and scope of the individual function and responsibility. Moreover, any employee who comes into possession of confidential or proprietary information must keep such information confidential and use it only for authorized purposes. Examples of confidential information include, but are not limited to, results, forecasts and other technical or financial data, human resources and personal data, information with respect to acquisitions and divestitures, new products and orders. Examples of proprietary information include, but are not limited to, business strategies, product improvements, technical information, systems, inventions, trade secrets or know-how developed or acquired by CIM. This definition includes matters covered by secrecy agreements. Employees who are not sure whether they may properly disclose or act on information in their possession should seek guidance from their manager. Employees' obligations with respect to such information continue beyond their term of employment.
- 5.8. Intellectual property: CIM's intellectual property rights which include among other things patents, know-how, trade secrets, trademarks, domain names, industrial designs and copyrights, are one of its most valuable assets, and are therefore protected by law, whenever possible. Employees have a duty to safeguard these assets. CIM ensures that valid intellectual property of others are respected and not infringed by its employees.
- 5.9. Using Group communications resources: CIM's communications resources email, voicemail, internet, telephone (including mobile phone) and other means of communication are the property of CIM and are to be used for professional purposes. Their use for private purposes is based on the recognition that private and business lives are closely linked and that the right balance between the two is beneficial to CIM and its employees. However, such use should be limited to what is reasonable and necessary in the circumstances. Employees are strictly forbidden from



using the CIM email system or the internet or any other means of communication for any improper purpose, and must avoid the transmission or receipt of messages or images that may be viewed as insulting, offensive or demeaning to any individual.

- **5.10. Communication with the media:** Unless approved in advance internally, employees are not authorized to represent CIM on internet social networking platforms like social forum web sites, blogs or chat rooms.
- 5.11. This Code of Ethics is available to all CIM employees and signed by all new employees. All employees are personally responsible for ensuring that their conduct and that of those reporting to them fully complies with this Code of Ethics. Where circumstances warrant, CIM may seek civil or criminal prosecution and apply relevant internal measures.