



Code of conduct



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The purpose of our Code of Conduct is to specify the ethical rules upheld by the company and to formalize the ethical and legal reference framework within which Etix Everywhere and its employees, whatever their status, carry out their day-to-day professional activities, whatever their hierarchical position and function.

This document does not replace the regulations of the countries in which Etix Everywhere operates, but constitutes a global framework for all the company's employees. It supplements the company's internal regulations and is given to each employee on recruitment.

Corruption, influence peddling and commercial relations

Corruption consists of offering, promising or giving an advantage in order to obtain a personal benefit or favour. It is an offence punishable by law.

1. Gifts & invitations

Employees must neither receive nor offer gifts as part of a business relationship, unless they are symbolic and are not intended to change professional behaviour.

Gifts are authorized only if they comply with the following conditions:

- Reasonable value
- No consideration is given in exchange for the gift
- They have not been solicited
- Reasonable frequency

In all cases, employees must inform their manager.

2. Conflict of interest

Employees ensure that no personal interests interfere with their relationship with Etix Everywhere. They inform their superiors of any risk of conflict of interest.

Nos partenaires commerciaux veillent à ce qu'aucun intérêt personnel ne vienne interférer dans la relation avec Etix Everywhere.

3. Money laundering

It is forbidden to carry out cash transactions and to accept payments from bank accounts that do not belong to listed suppliers.

4. Competition

Etix Everywhere employees undertake to comply with competition rules and do not enter into any agreements with the Company's competitors.

5. Suppliers

Etix Everywhere has a Responsible Purchasing Charter describing the social, societal and environmental principles expected of its suppliers and service providers

Working conditions

Etix Everywhere is committed to respecting the fundamental principles and rights at work defined by the International Labour Organization, namely the prohibition of child labour, respect for freedom of association and the prohibition of all forms of forced labour and discrimination in employment.

1. Child and forced labour

Etix Everywhere prohibits the employment of children (under the age of 15) in all countries where it operates.

It is also forbidden to use forced (coerced or threatened) or concealed (undeclared) labour.

2. Non-discrimination

Etix Everywhere prohibits any discrimination on the grounds of gender, age, religion, social and ethnic origin, nationality, language, sexual orientation, state of health or individual characteristics.

The Company and its employees are committed to adopting an inclusive approach that respects the diversity of its teams and stakeholders and to applying equal treatment.

3. Health & safety

In accordance with the French Labour Code, Etix Everywhere implements all necessary measures to protect the health and safety of employees, improve working conditions and promote well-being at work in all countries where the Company operates.

Etix Everywhere enables everyone to achieve a balance between their professional and personal lives by complying with the laws applicable to working hours and bank holidays.

4. Harassment

Moral harassment takes the form of repeated and hostile behaviour, words or actions that undermine an employee's dignity, integrity or professional future.

Sexual harassment is the repeated imposition on a person, of either sex, of comments or behaviour with sexual or sexist connotations that undermine their dignity by being degrading or humiliating or that create an intimidating, hostile or offensive situation.

Moral or sexual harassment, whether intentional or not, is absolutely prohibited.

Any employee who is the victim of, or witnesses, behaviour that could constitute harassment must immediately report it to their line manager and to the Harassment Officer or the Human Resources Department, which will take the necessary steps to put an end to the situation.

Protection of assets and data

In the course of their professional activities, employees come into contact with a great deal of information that may seem trivial. However, this information must be treated with the appropriate level of confidentiality and rigour, as its inappropriate use can have serious consequences.

1. Social goods

Each employee is responsible for the business use of Etix Everywhere's assets and resources (in particular business information, equipment, assets and financial resources).

As Etix Everywhere is ISO 27001 certified, its use of IT equipment is specified in the IT Charter and Information Security Policy given to each employee on recruitment.

2. Confidentiality

All information relating to the Company's operations, organization and products may be used by our commercial partners. It is important to maintain confidentiality as far as possible, even after termination of the employment contract.

3. Personal data

The General Data Protection Regulation of 27 April 2016 ("GDPR"), applicable in the European Union, provides a framework for the processing of personal data and ensures that it is adequately protected.

In particular, it is prohibited to:

- collecting sensitive information without the consent of employees
- storing personal data without a legal basis
- leaving personal information accessible
- using personal data for a purpose other than that for which it was collected

4. Communication

Employees adopt a loyal stance towards the company in their communications and specify whether they are expressing themselves in a personal or professional capacity. In the latter case, communications must at least be validated by the manager.

Environnement

Etix Everywhere, in line with its decarbonization strategy, aims to limit its impact on the environment. This approach involves the commitment of its employees to integrate these issues into their activities.

Whistleblower

If you observe a situation or conduct that is contrary to the Code of Conduct or applicable laws and regulations and it appears impossible to put an end to it, you must report it to your manager and/or by e-mail to compliance@etixeverywhere.com.