



# SELI-LOGIFI Group – Ethics Charter



# CONTENTS

Foreword by Laurent Pizzamiglia, the SELI-LOGIFI Group CEO

SELI-LOGIFI Organisation Chart

## 1. THE SELI-LOGIFI SPIRIT

- Working together
- Respect of Human Rights

## 2. RESPECTING OUR COMMITMENTS AS AN EMPLOYER

- Employee safety
- Integration of young employees
- Moral and sexual harassment
- Diversity, discrimination
- Child labor, forced labor

## 3. RESPECTING OUR COMMITMENTS AS A COMPANY

- Suppliers
- Corruption
- Confidentiality and data security
- Respecting privacy, personal data and business data

## 4. ENVIRONMENTAL POLICY

## 5. PRINCIPLES OF IMPLEMENTATION

## Foreword by Laurent Pizzamiglia, the SELI-LOGIFI Group CEO

Our family founded the Group in 1987, bringing its vision, principles and ethics.

Throughout the subsidiaries of the SELI-LOGIFI Group, we are committed to key principles which we have preserved and upheld for 30 years.

Our strategies and decisions have always been guided by this DNA. These core principles forge our structure, our backbone.

We believe that the people we employ must share these fundamental principles.

Only by sharing the same values as us can they find their place and thrive in our organisations.

In a world of turmoil where fundamental values such as human rights, individual freedom and integrity are trampled upon, we believe it is important to formalise our values and ethics through this document, and thus provide our employees with a formal guide.

Contrary to many companies who prefer to use their code of ethics as an external communication tool with little regard for upholding their commitments, we act on our words. We rethink our organisation on a regular basis to further embody the notion of 'acting well to feel well'.

This ethics charter lays out our actions and we ask all our employees to fully and unreservedly accept its principles, as a code of conduct and a code of honour.

The signature of this charter by all employees formalises this engagement and will represent a moral contract between us.

We must be able to feel proud of what we do and how we do it.

A handwritten signature in black ink, appearing to be "Laurent Pizzamiglia".

**Laurent PIZZAMIGLIA**  
**SELI-LOGIFI Group CEO**



## 1. THE SELI-LOGIFI SPIRIT

### ▪ Working together

Our wish is that all our employees and all our subsidiaries work together, openly and with respect for one another. Proximity management is our chosen approach.

We encourage team work and share in our successes and failures.

We must:

- Acknowledge other people's ideas and contributions.
- Listen and share information freely, in accordance with the Group's confidentiality rules.

We must not:

- Disrespect others, in particular through abusive language, inappropriate gestures or racist comments.
- Abuse hierarchical power.
- Belittle our colleagues, our customers or our suppliers.

Our wish is to uphold our corporate culture which is based on honesty, integrity, trust, solidarity and team spirit.

## 2. RESPECTING OUR COMMITMENTS AS AN EMPLOYER

### ▪ Safety

Any individual working for or with the Group is entitled to a healthy, risk-free working environment. Work safety is everyone's concern; it is therefore essential that safety rules are strictly adhered to by all, whether employees, customers or suppliers.

We must:

- Take all the necessary measures to maintain a safe and risk-free working environment.
- Be aware of what to do in the event of an emergency in the workplace.
- Notify our supervisor of any accident or form of behaviour, even minor, or any installation or situation that may pose a risk to our working environment.
- Ensure transporters comply with the rules related to driving time or overloads, etc.
- Do not hesitate to warn a colleague who may be putting themselves at risk.
- Refer regularly to the occupational risk evaluation document (DUERP), in countries where it is applicable.

We must not:

- Ignore safety rules in our workplace.
- Expose anyone to a risk, in particular a subordinate.

### >> Let's speak openly

If you or one of your colleagues is facing a safety issue, do not keep it to yourself. Speak to your direct supervisor, to your HR Business Partner or General Management, who will provide their support and assistance.

#### ▪ **Integration of young employees**

At SELI-LOGIFI's, we foster the integration of young people via work-study programmes and long-term internships.

The apprenticeship and professionalisation scheme is a strategic tool of our HR policy.

#### ▪ **Moral and sexual harassment**

We are all entitled to respect and human dignity. Any form of behaviour in breach of these rights, in particular in the form of moral or sexual harassment, is unacceptable.

We must:

- Support and foster the Group's commitment to creating a work place free of any form of moral or sexual harassment.
- Show respect for everyone, and treat our colleagues, customers and suppliers as we would like them to treat us.

We must not:

- Intentionally harm, offend or lead others into fault.
- Continue with inappropriate behaviour if we are told it is unwelcome.

#### ▪ **Diversity, discrimination**

We are committed to complying with labor regulations and therefore to treating all workers equally and fairly. We shall not engage in any kind of discrimination with regards to wages, hiring, access to training, promotion, maternity protection and dismissal, based on sex, race or ethnic origin, religion, age, disability, sexual orientation, political affiliation, union membership, nationality, gender identity or social background.

#### ▪ **Child labor, forced labor**

As we do not tolerate illegal, undeclared, clandestine employment, we will not tolerate child nor forced labor.

### >> Let's speak openly

If you or one of your colleagues are experiencing moral or sexual harassment, discrimination, bullying, or are unable to speak out in safety, do not keep it to yourself. Speak to your direct supervisor, to your HR Business Partner using the dedicated reporting channel ([ethique@logifi.fr](mailto:ethique@logifi.fr)) or General Management, who will provide their support and assistance.

### 3. RESPECTING OUR COMMITMENTS AS A COMPANY

#### ▪ **Suppliers**

In the Group, we know that success depends not only on our teams, but also on our strategic suppliers with whom we form partnerships.

We must:

- Ensure that the whole of our suppliers share a set of common rules, practices and principles in particular with regards to ethics, social responsibility and protection of the environment thus respecting our CSR commitments and our core values.
- Help our suppliers to meet the Group's requirements.
- Pay our suppliers in accordance with the agreed lead time and terms, except if there are legitimate grounds for non-payment.

We must not:

- Impose abusive terms on our suppliers with regard to payments or lead times.
- Continue working with a supplier who would not respect our CSR commitments and core values.
- Issue instructions which are contrary to the legislation in effect (e.g. driving time, overload, etc.).

#### ▪ **Corruption**

Corruption is unacceptable and incompatible with the spirit of the Group.

Gifts and invitations can contribute to enhancing business relations, but can also lead to conflict. It is therefore important to comply with the following rules.

We must:

- Inform our line manager or general management of any gift or invitation received.
- Inform our line manager or general management of any event or attempt at corruption, a request for illegal payment or any other act of corruption.

We must not:

- Give, offer, promise or request, either directly or indirectly, a sum of money or the provision of services with a view to illegally obtaining or maintaining an order, compensation or competitive advantage.
- Receive or give cash or a gift of disproportionate value with a view to obtaining orders or any other form of benefit.

- **Confidentiality and data security**

All employees in the Group must ensure the protection of insider information. The disclosure of insider information can lead to a loss in value and may be prejudicial for the Group.

We must:

- Ensure that any information which is not public remains confidential.
- Limit the disclosure of confidential information to those having a legitimate need to know and in the interest of the Group.
- Protect confidential or insider information obtained in the exercise of our role and ensure that such information is not disclosed in an informal context.
- Remain vigilant with regard to the use of IT resources and data, and apply in-company security standards.

We must not:

- Disclose insider information without authorisation.

- **Respecting privacy, personal data and business data**

Personal data protection is a fundamental right. All employees and stakeholders with whom the company has dealings are entitled to the respect of their private life. We undertake to protect personal data.

We must:

- Collect only the personal data that is strictly necessary for the execution of our tasks.
- Store personal data in complete security.
- Internally transmit personal data solely to those who have a legitimate need of such data.
- Protect our customers' business data from external sources, in particular their competitors.

We must not:

- Transmit personal data to anyone outside of the Group, except in the event of legal obligation or if the person in question has provided their consent.
- Collect 'sensitive' data without the consent of the person in question or solely in the event of a legal requirement.
- Spread rumours about employees or colleagues.

**>> Let's speak openly**

If you or one of your colleagues is facing a dilemma regarding the choice and the handling of suppliers, gifts and invitations, corruption, confidentiality, respect of privacy, or personal and business data, do not keep it to yourself. Speak to your direct supervisor, to your HR Business Partner, using the dedicated reporting channel ([ethique@logifi.fr](mailto:ethique@logifi.fr)), General Management, or, if necessary, the Data Protection Officer ([rgpd@seli.fr](mailto:rgpd@seli.fr)), who will provide their support and assistance.

## 4. ENVIRONMENTAL POLICY

The commitment of all the Group's employees is to ensure a reduction in the negative impacts of their activity on the environment, and thus guarantee sustainable development for the company.

Keeping this in mind, in 2021 we conducted a carbon footprint audit in order to assess our environmental impact, identify and prioritise the most significant sources of emissions and thus establish an action plan for their control and reduction.

Given that travel represents the highest source of CO2 emissions with an 87% share, of which 79% is attributed to work-home commutes, we have decided to:

- Proceed with the renewal of our vehicle fleet by opting for more energy-saving models for each changeover.
- ➔ **Aim for 2030: A fully renewed fleet**
- Prioritise rail transport for business travel
- Implement a Remote Working Charter for all the Group's support departments (administration, HR, secretarial, IT) located in France.
- ➔ **Aim for end 2023: implementation of the Charter for all employees concerned.**

Keeping this in mind, we have published our guide to eco-friendly behaviours, because the smallest gestures can make a difference, such as:

- Switching off lights when they are not needed and when we leave the office,
- Avoiding over-heating the premises and using heating and air conditioning reasonably,
- Making sure electric devices are switched off, and air conditioning or heating levels are lowered at the end of the day.

We also undertake to:

- Raise awareness among employees about the reasonable use of email (clearing, printing, addressees, etc.)
- ➔ **Aim for end 2023: 100% of employees trained**
- Renew office lighting with low-energy light bulbs.
- ➔ **Aim for end 2023: 100% of the Group's premises equipped, including all subsidiaries.**
- Ensure that all purchases of domestic electric devices comply with class A or B energy consumption criteria.

➔ **Aim for 2030: achieve a 40% reduction in energy use (tertiary decree aim)**

- Raise awareness of certain environmental recommendations among transporters, via the drivers' manual, and the promotion of the EVE scheme by ADEME: Objective CO2
- ➔ **Aim for end 2023: 100% of our permanent transporters informed.**
- ➔ **Aim for end 2024: 100% of periodical transporters informed.**

Because waste management is an integral part of this commitment, all our sites are affiliated with service providers dedicated to this activity and equipped with waste sorting flow facilities for optimal recycling. The publication of our eco-friendly behaviours guide in addition to waste sorting recommendations issued by the service providers, are essential tools to raise awareness and remind employees of good practices.

Our activity involves the use of large amounts of paper; we therefore make every effort to limit our use of paper, either through re-use, or, where possible, through the electronic management of documents (HR, accounting, operations).

Employee awareness concerning the use of printers has been initiated with the aim of halving paper use per employee by 2025.

The same principle applies to computer equipment, for which, in association with our dedicated subsidiary, we implement a policy of extended life-cycle through repair and/or replacement of spare parts wherever possible. Henceforth, consumption must be integrated as a fundamental criterion in our subsidiary's purchasing policy for computer equipment.

In awareness of our environmental impact, we contribute to the reforestation of the Aquitaine region.

Every shipment entrusted to us helps the forest to grow. As part of a shared and sustainable approach, for every 100 tonnes transported, we undertake to plant a pine tree to offset a part of CO2 emissions. A dedicated counter can be found on our website at [www.seli.fr](http://www.seli.fr).



This policy, which has been developed, implemented and monitored by management and the head of CSR, must form a core concern for all teams. To achieve this, the Group undertakes to raise the subject of CSR at all its executive committee meetings.

## 5. PRINCIPLES OF IMPLEMENTATION

The aim of the present Ethics Charter is to ensure the efficient and fair operation of the SELI-LOGIFI Group.

This Ethics Charter, transmitted throughout the Group, must be read, accepted and applied coherently by all our companies and subsidiaries: LOGIFI, SELI, SELI OVERSEAS, SELTI, LOTRAFF, LOTRAFF France, SELI WOOD, PIING, MyBen and all our property-management companies, and by all those to come, in all countries in which we operate, in compliance with international standards, legislation and local regulations.

This Charter and its principles, which should not be considered as exhaustive, must be complied with by all employees of the Group, who commit to include environmental, social and societal concerns in their actions while taking into account the interests of all stakeholders (employees, customers and suppliers).

It will be revised at least once a year in the form of versions.