

# Ethical Charter

At the heart of human connections



**NICOMATIC**  
**GROUP**

# Table of contents



→ Preamble	3
Fundamental Principles	3
<b>Adhere and Embrace Virtuous Behavior</b>	
▪ Professional Conduct – Integrity and Responsibility	
▪ Relationships with Clients and Partners	
▪ Collaboration and Mutual Respect	
▪ Diversity	
▪ Equity	
▪ Internal and External Communication: Transparency	
▪ Access to Information	4
<b>Decision Making and Responsibility</b>	
▪ Decision-Making Process	
▪ Conflicts of Interest	
▪ Confidentiality	
▪ Compliance with Laws and Regulations	
▪ Social and Environmental Responsibility	6
<b>Actions and Awareness</b>	
▪ Reporting and Management of conduct	
▪ Training and Awareness	
▪ Reviews and Updates	7
<b>Adoption and Commitment</b>	7



# Preamble

→ Nicomatic Group operates across all continents. This ethical charter serves as a framework for our organization. As such, our charter binds all our employees, leaders, managers, directors, board members and administrators, as well as our ecosystem: clients, suppliers and partners. This ethical charter aims to formalize the core values and principles of Nicomatic Group. By emphasizing integrity, responsibility and transparency, we commit to fostering a culture of mutual trust, respect, diversity and equity within our organization and in our interactions.

## Fundamental Principles and Company Values

### Integrity

Act with honesty and uprightness in all circumstances

### Responsibility

Fully assume our actions and their consequences, sustainably

### Transparency

Ensure clear, open and honest communication

### Mutual Respect and Trust:

Treat all individuals with dignity and consideration

### Diversity

Value a harmonious multicultural group and promote unified human values

### Equity

Ensure fair and impartial treatment for all



# Adhere and Embrace Virtuous Behavior

## Professional Conduct – Integrity and Responsibility

- Maintain a high level of professionalism in all circumstances.
- Demonstrate loyalty to Nicomatic Group and uphold our values.

## Relationships with Clients and Partners

- Provide accurate and comprehensive information about our products, services, and practices.
- Establish relationships based on trust and transparency.
- Promote Nicomatic's ethics and values within our ecosystem and among our partners.

## Collaboration and Mutual Respect

- Foster a respectful and collaborative working environment.
- Encourage open communication and exchange of ideas.
- Act against any forms of discrimination.

## Internal and External Communication: Transparency

- Communicate clearly and honestly with all members of the organization and external partners.
- Regularly publish reports detailing our activities, results and objectives.

## Diversity

- Recognize the uniqueness of everyone, encourage the communication and sharing of different perspectives.
- Foster diversity and inclusion, which are essential to a balanced life, well-being and working together within our organization.

## Equity

- Ensure equity for all: training and continuous improvement.
- Provide workplace resources to all according to their needs for the common interest.

## Access to Information

- Ensure equitable access to relevant information for all group members and partners.
- Implement platforms and tools facilitating information dissemination.
- Exercise vigilance regarding all sensitive organizational data and ensure cybersecurity.



→ **Decision Making  
and Responsibility**

# Decision Making and Responsibility

## Decision-Making Process

- Involve relevant persons in the decision-making process.
- Document and justify irreversible decisions to ensure traceability and accountability.
- Every decision is based on our ethical values, regardless of systemic opportunities.

## Conflicts of Interest

- Immediately declare any potential or actual conflict of interest.
- Take appropriate measures to avoid situations where personal interests could compromise objectivity and professional integrity.

## Confidentiality

- Protect confidential and sensitive information of the organization, our suppliers, our clients and our partners.
- Use personal and professional data ethically and in compliance with applicable laws.

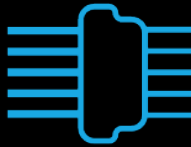
## Compliance with Laws and Regulations

- Comply with all applicable laws, regulations and standards in each country worldwide.
- Adhere to industry best practices and ethical guidelines.
- Our commitments:
  - Fight against insider trading,
  - Respect antitrust and anti-corruption laws,
  - Control imports and exports,
  - Protect the environment, health and safety,
  - Fight against human trafficking and slavery,
  - Ensure human rights are upheld.



# Social and Environmental Responsibility

- Promote sustainable development both internally and with our partners.
- Reduce our ecological footprint and strive towards a regenerative system.
- Raise awareness and engage our ecosystem towards greater sustainability.
- Ensure respect for fundamental freedoms and human rights.



# Actions and Awareness

## Reporting and Management Process

- Establish secure and confidential mechanisms for reporting violations of the ethical charter
- Investigate all misconduct promptly and impartially and take appropriate measures following mediation.

## Training and Awareness

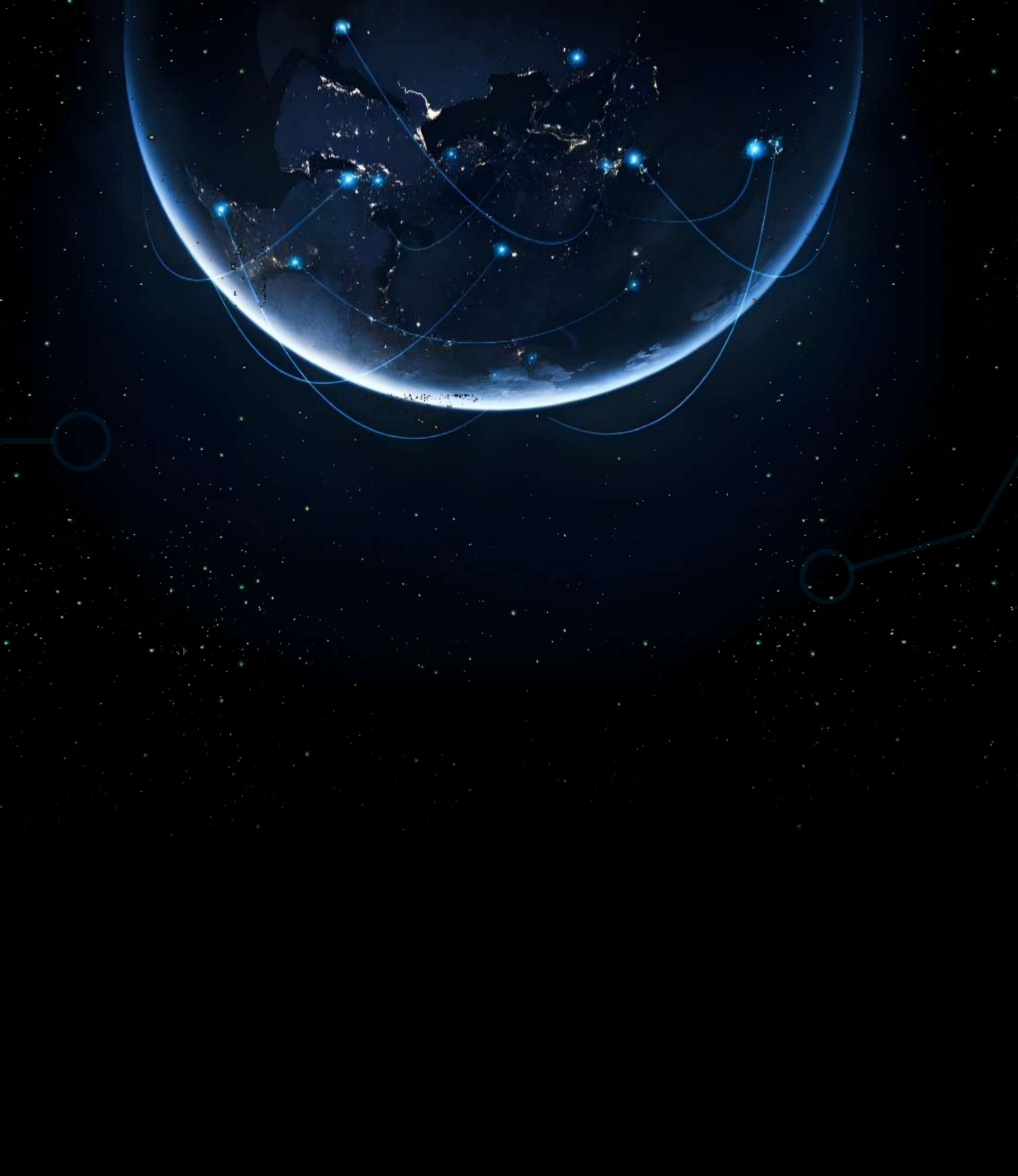
- Provide regular training programs on all ethical values.
- Encourage continuous awareness of the organization's ethical values and principles.

## Reviews and Updates

- Regularly review the ethical charter to ensure its relevance and effectiveness.
- Update the charter based on legislative, technological, environmental and societal developments and changes.

# Adoption and Commitment

Every member or partner of Nicomatic Group commits to respecting and promoting its principles and values, with a particular focus on fostering virtuous behavior within our ecosystem, contributing to an ethical and responsible working environment.



# NICOMATICGROUP

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