



## BPI ethical guidelines

BPI Group goals are founded on values shared by all employees.

BPI Group ensures that the conduct of business complies with high standards of independence, integrity, confidentiality, discretion, and professional excellence in the respect of the law and the people.

By upholding these values the Group will remain worthy of the trust placed in it by its clients, personnel, shareholders, and all of its partners.

The rules outlined below are not intended to take the place of, or to revise the laws and regulations in force, but rather to provide points of reference and guidance for all, executives, shareholders or partners, in the conduct of their professional duties.

These ethical guidelines set forth the principles and standards common to the Group as a whole, so that everyone in the Group may refer to them under all circumstances.

### Behaviour outside the group

#### Upholding the law

In all the countries in which the Group operates, its personnel must uphold the laws in force. Under no circumstances may a Group employee accept active or passive corruption.

#### Integrity

BPI is a Group that is not subject to any external influence, be it political or religious or other.

Group employees may under no circumstances damage its reputation or its integrity, nor that of their customers and must ensure themselves that partners and subcontractors share this rule.

No one may propose or award such gifts or benefits with a view to obtaining a contract, nor accept customer's or supplier's gifts in the conduct of their professional duties.

Paid work of any type that personnel may have outside their job must not cause a conflict of interest with their duties inside the Group.

#### Behaviour towards clients

"Consulting is our duty" is the counselling posture recommended inside the BPI Group. In this way, employees are listening to their client and may define with them an intervention process the most adapted to their needs in order to ensure success. They must concentrate all their efforts in order to reach the goal fixed in common with the client.

They will also be a loyal partner, on the side of their client, while at the same time, maintaining a necessary exteriority for a consulting posture.

BPI Group guarantees employees and consultant's professionalism. This professionalism is attested by an annual individual interview with their hierarchical authority, to take note of their skills, knowledge, practices and means to progress.

Lastly, as an institution, BPI Group, and each BPI employee, promotes operations, actions or strategies taking into account social, economical and environmental protection, towards a goal of sustainable development.

#### Protecting the confidential nature of information

The Group undertakes to keep confidential information.

Group employees and partners undertake to respect professional secrets and use obtained information only in the course of their mission.





## **Behaviour inside the Group**

### **Respect for people**

BPI Group operates its duties in respect of law and people.

No attacks to people's dignity and equality according to their ethnic origin, nationality, sex, age, sexual orientation or religion is admitted inside the Group

BPI Group and Group employees undertake to respect dignity and private life in compliance with the law in force. Furthermore one of the Group's key values is to create the necessary conditions for everyone to achieve fulfillment in their professional life :

- A relationship of confidence between colleagues, hierarchical authority and employee,
- Courtesy and mutual respect,
- Refusal of discrimination, harrasment, physical, verbal or moral violence.

People's safety, health and physical integrity are prime objectives of all executive and Group employees.

As a matter of principle the Group guarantees equal opportunity for all its employees.

Recruitment and promotion are based exclusively on professional qualities.

Hierarchical authority may not be used for any other purpose than ensuring the proper running of the company.

It must be exercised with restraint and discernment, and must not lead to any form of abuse or harassment.

A harassment process is in force inside the Group and action can be undertaken by any employee according to the rules allowed in this case.

### **Compliance with ethical guidelines**

If an operation seems to be not in accordance with the present ethical guidelines, Group employees and partners must consult their hierarchical authority.

BPI Group undertakes to respect the present ethic guidelines and to respect it for each employee.

The Group brings the contents of these ethical guidelines to the attention of each employee, requiring his or her compliance.

In the event of doubt about the appropriate conduct, it is up to each employee to immediately consult their trade union, a superior or directly to the BPI Group's Chairman.

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