

<b>ALKIMIA Group</b> Société Chimique ALKIMIA ALKIMIA Packaging Les Tataouine de Tataouine	<b>THE CODE OF ETHICS</b>	Code:	ETHICAL CODE
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# THE CODE OF ETHICS

*I agree with it*



## Core Values

Belonging  
 Cohesion  
 Credibility  
 Excellence  
 Innovation & Creativity  
 Staff Involvement  
 Social Responsibility & Environment  
 Transparency

الانتماء  
 اللحمة  
 المصداقية  
 الامتياز في العمل  
 التجديد و الابتكار  
 شراكة الأعوان في اتخاذ القرار  
 المسؤولية المجتمعية  
 الشفافية

## COMPLIANCE WITH THE LAW, STANDARDS AND REGULATIONS APPLICABLE TO OUR BUSINESS

The ALKIMIA Group and all its staff are committed to complying with all applicable laws and regulations, including relevant international laws and regulations such as those relating to trade sanctions, export controls, reporting obligations, data protection and antitrust laws.

## STAFF

The fundamental position of the ALKIMIA Group is that all employees must treat their colleagues with respect. The ALKIMIA Group Companies do not discriminate or harass and do not allow their employees to engage in this type of behaviour. Any form of retaliation against an employee who reports actual or suspected discrimination or harassment is prohibited.

Staff are subject to the application of the Collective Establishment Agreement. He must behave in an exemplary manner that embodies our values.

The recruitment, employment and promotion of staff shall be carried out solely based on the qualifications and skills required for the function to be performed.

At ALKIMIA Group, we are committed to ensuring that our employees have working conditions that do not endanger their health and safety. We do not use any form of forced or compulsory labour or child labour.

We are committed to ensuring that in their work, our employees can progress and develop their skills and abilities and operate in an environment where employees' legal rights to freedom of association and collective bargaining are recognized and respected. Employees must not be intimidated or harassed in exercising their legal right to join or refrain from joining an organization.

We respect the dignity of the individual and the right of our employees to freedom of association.

We maintain good communication with our employees through the information and consultation procedures provided for within each Company.

Confidential information, know-how and intellectual property, all information provided during our dealings that is not in the public domain is considered confidential and should only be used for the intended and designated purposes. All personal information about individuals must be treated in full compliance with the protection of their privacy and all relevant privacy laws and regulations.

## OCCUPATIONAL HEALTH, SAFETY, ENVIRONMENT

The companies of the ALKIMIA Group have and maintain a management system that integrates Quality, Environment and Occupational Health and Safety in accordance with the ISO-9001, ISO-14001 and ISO-45001 standards. This system is likely to strengthen risk control and improve working conditions.

The Companies of the ALKIMIA Group require compliance with the highest levels of safety and security requirements in the exercise of our activities, as well as the protection of health and the environment. The workplace must be healthy and safe and designed to prevent accidents and injuries arising out of or during the employer's work or activities.

As a responsible Group, we are committed to promoting the efficient and controlled use of our resources, energy sources and the products we offer.

The companies of the ALKIMIA Group evaluate their performance in terms of environmental protection with a view to continuously improving them.

## **FOOD SAFETY/ PRODUCT INTEGRITY**

For food products and additives manufactured by ALKIMIA Group Companies, we are committed to providing our customers with safe and high-quality products and to complying with laws, regulations and standards relating to food and consumer product safety, as well as all internal policies and procedures related to food safety and product integrity.

It is important to remain vigilant regarding situations that may compromise the safety or quality of the products we market.

If you notice anything that could negatively affect the safety or quality of a product, let it be known and discuss it with your manager immediately.

## **PROTECTION OF ASSETS AND PROPERTY**

Each employee is responsible, within the scope of his or her duties, for the proper use and protection of the Group's tangible or intangible assets and resources. These include, industrial facilities, equipment, the Group's financial resources as well as intellectual property, trade secrets and patents.

These assets and resources should be used in accordance with the needs of each business. They may not be used for any purpose other than those of the company. Each employee must protect these assets from damage, alteration, fraud, loss, or theft.

## **SHAREHOLDERS**

The ALKIMIA Group Companies conduct their operations in accordance with internationally accepted principles of corporate governance.

We provide all our shareholders with reliable and timely information about our business, organization, position, and results on a regular and timely basis.

## **CUSTOMERS**

Listening to customers is a daily concern of the Company's management and all actions must be put in place in order to satisfy customers as much as possible and to avoid complaints of any kind as much as possible.

All the departments of the companies of the ALKIMIA Group are involved in ensuring the best services to customers, both in terms of optimization of the cost of production and reduction of upstream costs, as well as in terms of the quality of the products itself and ancillary services for the proper delivery of the product to the various downstream customers.

Customer complaints are handled with urgency and rigor at the level of the departments concerned.

The customer satisfaction survey is followed with great attention both in terms of the quality of the product, its packaging and logistics. These surveys are an important tool for triggering areas for improvement.

## **PARTNERS**

The companies of the ALKIMIA Group are committed to establishing relationships with suppliers, customers and other partners that are a source of mutual benefit. In all our transactions, we expect our partners to adhere to principles that are compatible with ours.

The ALKIMIA Group Companies are committed to respecting the rights and title to property and land of the individual, indigenous peoples, and local communities. All negotiations regarding their property or land,

including the use and transfer of their property, must respect the principles of free, prior, and informed consent, transparency of contracts and disclosure.

## **CONFLICTS OF INTEREST**

We ask everyone, ourselves, and those we work with, to apply and uphold the highest ethical standards.

Private interests and the interests of the companies of the ALKIMIA Group must not interfere under any circumstances. Therefore, all employees should avoid situations that could lead to a conflict between their personal and professional interests. This potential conflict of interest situation may concern employees during their contacts with existing or potential customers, suppliers, and competitors. In this situation, the employees of the companies of the ALKIMIA Group must act in the best interests of the ALKIMIA Group, to the exclusion of any personal advantage.

Any conflict of interest in business relationships must be declared. Any ownership or beneficial interest in a business owned by a government official or political party must also be declared.

## **CORRUPTION**

The companies of the ALKIMIA Group adhere to zero tolerance towards all forms of bribery, corruption, extortion, or embezzlement.

Bribery includes personal payments and illicit commissions from or to customers or suppliers (or their representatives) to obtain more favourable business terms or opportunities.

Receptions, hospitality, or business gifts must be of a reasonable nature, entirely for the purpose of maintaining good business relations and are not intended to influence decisions regarding future business in any way.

The companies of the ALKIMIA Group treat all customers in the same way and do not give any of them unfair advantages over another competing customer. The companies of the ALKIMIA Group do not discriminate against any customer based on the of size, type, sales channel, or business strategy.

Competitive information must be obtained only by legitimate means and for legitimate purposes, in accordance with all applicable laws and regulations. No attempt may be made, at any time, to disclose information about competitors that is commercially sensitive or confidential, and that is not in the public domain.

## **ANTI-MONEY LAUNDERING**

Money laundering is the process of concealing the source of funds acquired through illicit activities, such as tax evasion, corruption, financial fraud, or terrorism, to make them appear legitimate. We systematically verify the origin of funds, do business with reputable partners, and conduct our financial transactions in compliance with all anti-money laundering laws and regulations.

All business transactions are carried out in a transparent manner and accurately recorded in books and records. There must be no actual participation or attempted money laundering or insider trading.

If any element of a transaction appears suspicious or inappropriate, or likely to violate applicable anti-money laundering laws and regulations or the policies and procedures of the ALKIMIA Group Companies, please inform your Line Manager or the Finance Department.

As responsible citizen entities, the ALKIMIA Group Companies make, when justified, financial and material donations to support social institutions, environmental initiatives, education, science, health, sport, art, and culture.

**Adherence to these principles is essential to the success of our businesses.**

The Chairman and Chief Executive Officer

Ali MHIRI

A handwritten signature in blue ink, appearing to read 'Ali MHIRI', with a long horizontal stroke underneath.