Code of ETHICS



TRIMETYS

Glossary

This document is the Code of Ethics of Trimetys Group.

"Trimetys Group" refers to Trimetys Ltd and its subsidiaries, affiliates and related entities.

"Company" refers to each subsidiary of Trimetys Group.

"Collaborators" refers to directors, shareholders, employees, consultants and service providers hired under fixed term or indefinite contract.

WHY A CODE of Ethics?

Our professional Code of Ethics serves as a guide, based on our core values, and defines the guiding principles of our actions. It spells out the rules and regulations that should dictate our individual and collective behaviour, while ensuring reputed integrity, honesty and professionalism of Trimetys Group.

It is the responsibility of each collaborator to acquaint himself/herself with and abide fully to the Code.



FOR WHOM IS *the Code intended?*

The Code of Ethics applies to the collaborators of Trimetys Group and its subsidiaries, as well as their respective directors.
It also applies to consultants and other independent service providers who are contractually bound to Trimetys Group.
The Code of Ethics is available to all our stakeholders via our website. It will be regularly reviewed, and each collaborator will have to renew his/her engagement to it.



OUR COMMITMENTS

Through our core values, we continuously commit ourselves to the principles that weave the DNA of our Group.

Human

WE ARE FAIR, RESPECTFUL AND ATTENTIVE TOWARDS EACH AND EVERY ONE.

Our recruitment approach and career plans encourage everyone to build on his/her capacities, while fostering integrity and team spirit.

In the performance of our duties, we respect others by focusing on and promoting humility, kindness and consideration and cultural diversity.

We acknowledge our collaborators' performance and allow our teams to challenge themselves while upholding an open-door policy.

We promote a work environment that is healthy and safe.





Advertence

WE TAKE A RESPONSIBLE AND CONSCIOUS APPROACH IN MAINTAINING THE LONG-TERM SUSTAINABILITY OF SURROUNDING COMMUNITIES AND THE PLANET.

- We ensure the long-term sustainability of the company.
- Our priority is to grow our real estate heritage while promoting our environment and safeguarding the surrounding societal and ecological well-being.
- We encourage free and voluntary participation in social and cultural activities.
- We comply with legislations which govern our business framework and our different lines of activities.
- We avoid any situation which might lead to conflicts of interest, by exerting unbiased judgements and actions.
- We do not offer, give nor solicit any gift that may jeopardize our objectivity. Any form of advantage, by way of recognition or thanks, cannot be accepted without the authorization of the superior.
- Our actions shall not undermine our company's reputation.
- Any involvement of political nature should be disclosed to the employer beforehand.
- We act cautiously, consciously and thoughtfully.
- We strive at safeguarding Trimetys Group's property and assets.
- We make use of equipment as well as hard and soft tools in a professional manner, and solely within the scope of our work.
- We treat any confidential information regarding Trimetys Group, as well as that of our collaborators and partners with honesty and responsibility. We do not disclose, share to the media, and/or on social media, or through any other medium, nor alter and/or delete confidential information.
- We respect the security protocols regarding our IT equipment and comply with the Trimetys Group's internal policy in relation to ICT.
- We choose our partners based on specific criteria, enter into agreements transparently and make sure to maintain a relationship based on trust with them.
- We devote ourselves to the fulfilment of the assignment given to us, unless Management has explicitly and in writing agreed to a secondary employment which is not in conflict with the interests of Trimetys Group.

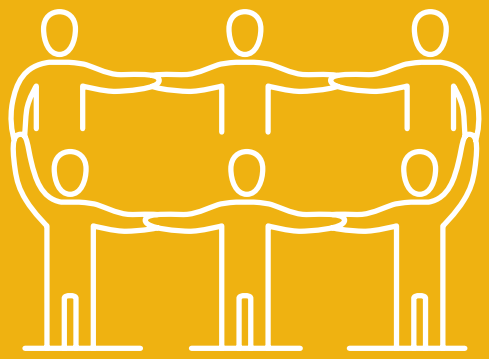
Participative

WE STRONGLY BELIEVE IN TEAM SPIRIT AND THE EMPOWERMENT OF OUR COLLABORATORS IN ORDER TO CREATE A WORK ENVIRONMENT WHERE MUTUAL TRUST AND CONVIVIALITY PREVAIL.

We promote the ability to listen and encourage cooperation among employees.

We favour the full and complete sharing of information, through effective and innovative tools.

We are committed to the well-being and development of the communities close to our operating sites and encourage any philanthropic actions our employees are involved in.



Performance

WE ARE COMMITTED TO GIVE THE BEST TO OUR COLLEAGUES, CUSTOMERS, PARTNERS AND SHAREHOLDERS.

Trimetys Group makes available all the human and material resources that are likely to contribute to the achievement of our goals.

We strive to offer products and services, which meet quality and safety standards, in accordance to legal requirements.

We ensure the elaboration and implementation of health and safety procedures for our collaborators.

We apply the principles of good corporate governance.

We make sure to treat our clients fairly and to meet their expectations while complying with good business practices.

You

YOUR HAPPINESS AND YOUR SATISFACTION ARE AT THE CENTRE OF ALL OUR ENDEAVOURS.

You are central to our thoughts and actions as we value your contribution and your individuality in our day-to-day relations.

We encourage quality work life through regular activities and initiatives as your well-being is essential to the smooth functioning of the company.

We advocate a fair and equitable remuneration policy.





QUESTIONS TO ASK IN TAKING THE RIGHT DECISION:

This Code is intended to all of our collaborators. As a handbook, it prescribes the principles that must guide any of our decisions of ethical nature. In case of any difficulty to construe or assess a behaviour in a given situation, one must always ask the right questions.

Feel free, if need be, to raise the issue with your line manager or the HR department:

- ☑ Am I comfortable in this particular situation?
- ☑ Is that legal?
- ☑ Does this adhere to the values of Trimetys Group?
- ☑ Is the decision prejudicial to Trimetys Group?
- ☑ Is it fair and right?
- ☑ Is it reasonable and legitimate?
- ☑ Is the way I am about to behave in line with the internal procedures of Trimetys Group?



PUTTING THE *Code into practice*

FAILURE TO COMPLY WITH THE CODE

Any breach of the Code's regulations may, depending on its seriousness, result in disciplinary actions. Breaches deemed more serious may lead to legal prosecution and dismissal.

RAISING THE ALARM ON ETHICAL ISSUES OR FAILURE OF COMPLIANCE WITH THE CODE AND THE GROUP'S POLICIES

We encourage collaborators to report any breach of the Code or to share their concerns internally, to the designated persons. Any external publicity via social media or media is to be avoided.

All reports shall be dealt with confidentially. Anonymity will be ensured as far as reasonably practical. No form of intimidation in response to a reporting shall be accepted. Reporting made in good faith will be fairly and proportionately examined, and followed by reasonable and appropriate actions by the committee. A collaborator who makes a false or malicious reporting will risk disciplinairy measures. The grounds of any concern raised will only be determined after investigation.

WHO *to talk to?*

As required by the "Whistleblowing Policy" of Trimetys Group, any collaborator may share his/her concerns with his/her immediate superior and/or that of the person being accused. He/she may also contact the Human Resources Manager and/or a member of the Group's executive team who will forward all the reports to the Whistleblowing committee.



FURTHER *Questions*

Collaborators can also email their questions to:
CodeEthique@trimetys.com



Trimetys Group

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trimetys.com