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1. Introduction

This code of conduct is intended to be used as a reference document for “EXEO SAL” and “EXEO SAS” employees referred to as EXEO in this document. It is designed to serve as a guideline outlining Exeo’s rules of behaving and work standards. It aims to achieve greater standardization and professionalism in day to day activities in line with EXEO’s values.

Employees need to be fully aware of this code of conduct as they are asked to abide by its rules and regulations under all circumstances. Managers are equally responsible in ensuring that these rules are being respected at all times.

Each Exeo employee is responsible for ensuring full compliance with the letter and spirit of this code of conduct. If anyone within Exeo considers that compliance with any of the guidelines, policies, and instructions set forth in code is not possible for any reason, he/she should refer the matter in writing to the Talent & Workplace Coordinator for resolution.

As our competitive landscape is becoming tougher by the day, a bigger pressure is exercised on our productivity. We need to react earlier and move faster than our competition if we want to win the business or build a pipeline.

Innovation and creativity are key in order to achieve those goals, but discipline and organization are equally important especially in team-oriented matrix-type companies like ours.

Here are some recommendations that are inductive to a positive and healthy work environment; we encourage our team members to respect these guidelines in their daily interactions.

2. Dress Code

Employees are expected at all times to present a professional, businesslike image to customers, prospects, and the public. Acceptable personal appearance is an ongoing requirement of employment.

The dress, grooming, and personal hygiene should be appropriate to the work situation. It contributes to the morale of all employees and affects the business image EXEO presents to customers and visitors.

The Dress Code policy is applicable for remote working as well.

Radical departures from conventional dress or personal grooming and hygiene standards are not permitted.

Please use the following recommendations:

What you should not wear:

- Distracting or revealing clothing (strapless shirts, low cut blouses or shirts, spaghetti straps, baby Tee or midriffs etc.);
- Athletic, jogging clothing and sports shoes;
- Shorts and very short skirts;
- T-shirts (casual wear is not acceptable especially when visiting clients);
- Flip flops and sandals. Shoes must be closed;
- Baseball hats and similar items of casual outfit that do not present a businesslike appearance;

Personal Grooming:

1. Perfumed or neutral smell is desired. Body and smoking smells are not tolerated, especially at customers' premises;
2. Hair should be clean, combed, and neatly trimmed or arranged. Shaggy, unkempt hair is not permissible;
3. Male employees should keep their hair no longer from the back than the top of a tailored shirt collar;
4. Sideburns, mustaches, and beards should be neatly trimmed;
5. Tattoos and body piercing (other than earrings for female employees) should not be visible;
6. Female employees can wear makeup but not in an excessive way;
7. Nails should be clean, neat and of appropriate length. Chipped nail polish, flashy colors and nail designs are not acceptable. Long nails and false nail extensions are not acceptable;
8. Jewelry for male employees is limited to small rings and wedding bands;
9. Jewelry must not be worn while performing work where they can present a hazard to the employee.

3. Communication

3.1. General Communication

1. Never discuss or share opinions on non-business related subjects which may ignite passion with the customer or business partners. Example of subjects to be avoided: religion, politics, or local sports. Employees are advised to keep a neutral opinion on these topics.
2. Never initiate or participate in the development of rumors or gossip.
3. Always respect the non-disclosure agreement and never under any pretext share client information with colleagues, friends or other clients. Never disclose to any third party details of the customer environment. Please respect the customer's privacy and confidentiality at all times.
4. Always escalate to your direct manager situations which might need attention.
5. Always choose the right communication method depending on the message you want to get through and the person (or group of persons) you are talking to. Remember that email is the least efficient way of communication although it might be necessary when you would like to formalise a set of actions or communicate a report. For example if you would like to agree with somebody on a certain action, before sending the email to him and his team, call him, discuss it, agree on the details, then send the email in order to keep everybody in sync. The tone of voice and the facial expressions are not transmitted through email giving people an 80% chance of misinterpreting communications when it is received by email.
6. When you listen to one side of a negative story concerning a person, always give that person the benefit of the doubt. Remember that your teammates are capable people recruited from top universities and with a decent background, if you hear about something going wrong, don't immediately judge and consider that there might be a reason things went this way. This state of mind would ease your tone and fluidify the conversation when you will talk to the concerned person in order to listen to the second side of the story and make yourself an opinion. If you don't do it, the concerned person might block into a defensive mode and develop a lack of trust in you by reciprocity.

3.2. Email communication

1. Maintain a professional tone in your emails.
2. Always respond to emails promptly, and if the reply is going to take more than 24 hours, respond back with a communication specifying that the response might be delayed.
3. Always use the correct name of a customer, never change it (Example: "Dear Audi team" vs. "Dear Bank Audi team"). It proves that you have done your homework, it also demonstrates that you know who you are talking about. Shortening names is a sign of nonchalance or ignorance of the identity of the customer. Companies have often spent a big budget on branding or communication, they would feel a bit frustrated to see us undermine this effort.
4. Make correct use of capital letters: first letter of first name and last name, check how the customer writes his company name and use the capitals accordingly (example: "VMware" or "BUTEC").
5. Be careful of your recipient's correct orthography of names, the one he/she uses. One of the words most people like to hear or read is their own name, if you miss the orthography of names, especially the most complicated ones, people will feel that you don't really care about them (Example: "Nathalie" vs. "Nathaly" vs. "Nataly", or "Mohammad" vs. "Muhammad" vs. "Mohamed")
6. When you are going to take more than 24 hours to reply to a message, acknowledge the reception of the email and explain to the sender when he should expect a response. This will avoid the recipient being left hanging not knowing if you have received, read, discarded or taking action to their message.
7. Always review an email before sending it and review the syntax, grammar and orthography. At least do one review and you are guaranteed to make a minimum of one correction hence enhancing the quality of your delivery.
8. Never respond quickly from a mobile phone to a formal email, take the time to think about your response and read it thoroughly.
9. Adopt the delayed send in Gmail to give you 1 minute to cancel the transmission if it was sent too quickly or by inadvertence.
10. Either use "Dear [First Name]" or "Dear Mr. [Last Name]", never "Dear Mr. [First Name]".

11. Only include the number of recipients necessary to the email. This, in order to avoid email noise. If it's not necessary to include somebody, don't.
12. If an email thread gets beyond two replies, lift the phone and talk to the person. You can then formalize the agreed actions by writing if you want to.
13. Be very careful in the use of bold caps or a series of punctuations (like ?? !!!). Stay professional and abide with the grammatical rules of the language. Besides that it is rude, usage of this type of punctuation and formatting is interpreted differently by each one.
14. If you want to pass through a negative comment or criticism, call the person or tell it to him in person, don't use email. Using email to deliver this kind of feedback demonstrates a lack of courage and would push each party behind barricades. Provide honest feedback face to face and discuss it with the person.
15. If you are not the recipient of an email and this email is destined to somebody else, don't jump in and answer on the recipient's behalf unless you have agreed with him.

3.3. Meetings

1. Research your customer's bio before the meeting, their business, their market, the latest news, etc. You can discuss it during the meeting and demonstrate a genuine interest, hence understanding how your offering can help them achieve a purpose. They would feel more comfortable talking to somebody who understands their business. You can for example follow them on social media if they are active, or do a news search.
2. Always be there 15 minutes earlier and meet with the rest of your team before going in. This will avoid arriving in clusters at the customer location, or even worse: late. Being in sync and on time will reduce your stress during the meeting and provide you with more confidence before getting in while giving you the opportunity to do a final sync with your team prior to the start.
3. Prepare, prepare, prepare your meetings. If you are going alone, you can take some time off and draft a plan of your intervention. When you are going with a team, do a preparation meeting. This is very important and can guarantee the success of a pitch or negotiation. Rehearsing the different scenarios, what message is going to be delivered, who will deliver it and when. A meeting where all team members are in sync and

mastering their respective subject in front of the customer, is like a well driven orchestra. Imagine what happens if the band is not working in harmony.

4. Always be well groomed with customers or colleagues, adapt your dress code to the one most appropriate to your customer.
5. Research the attendees before the meeting, send them a LinkedIn invite with a personalized note.
6. Use a personal notebook to draft your notes during the meeting in order not to miss any information or action, there is a high chance that you will forget most of the conversation by the time you get back to your office because of the different calls you have taken on the way back.
7. Whenever you can, follow-up on the meeting with minutes highlighting actions with deadlines and ownership.
8. Only accept a meeting if you are attending. If you don't want to attend a meeting invite, provide a reason to decline the invitation. Never assume and stay silent.
9. Use a paper notebook for notes or schematization.

3.4. Remote Work Policy - Teleworking - Work from home

Our tools and methods enable secure remote work.

At EXEO, remote work is allowed under specific conditions and requires prior approval. It is typically granted only in cases of emergency or when announced by the company.

All remote work requests must be submitted in advance through the HR portal. If the portal is unavailable, employees should notify their supervisor by phone to request approval.

To work remotely, employees must meet the following conditions:

- Have a reliable internet connection, supported by a UPS, that allows for video conferencing.
- Work from a quiet, isolated space while seated at a desk.
- Be accessible through the company's standard communication platforms.

On top of the existing meeting guidelines outlined in this document, please use the following guidelines in order to have an efficient teleworking from home experience:

General Guidelines:

1. Prepare a space for work inside your home with a table/desk, a comfortable chair in an area where you can work quietly;
2. Make sure that your laptop is working properly with all the communication tools required (calling, chatting, browser, productivity, etc.);
3. Make sure your camera and microphone are working properly;
4. Make sure your internet connection is protected with a UPS to avoid cuts during calls;
5. Be well groomed and prepared for a productive day;
6. Prepare! prepare! prepare! for the meeting (who, what, why).
7. Show Respect, Open by default your camera especially when other participants are using it. Video improves engagement
8. Limit how many people are on the call.
9. Accept or reject the invitation once received. Cancel or reschedule meetings in a timely manner. Coordinate with Key people before scheduling the meeting. Be respectful of people's time
10. Be 5 minutes early, test your technology.
11. Stick to the Agenda.
12. Embrace a professional appearance, maintain a professional posture, and be aware of your background whether you're participating in an audio or video conference.
13. Signal to others that you are in a meeting, and prevent distractions. Turn off all chat applications and notifications, and silence your phone, do not take calls. Closeout any tabs that aren't essential to the meeting,
14. Mute your microphone when you're not talking and unmute yourselves if you need to contribute to the discussion
15. Speak Up, start to introduce yourself, and then introduce your team members and participants with a clear, strong voice and video.
16. If you want to interfere, use the raise hand option. Don't talk over people.
17. Actually pay attention, show interest. Stay seated and stay present.
18. No food or smoking.

When participating in web meetings, always enable your camera, it demonstrates to your peers that you are respectful and focused on the conversation.

Security Instructions:

19. Employees working on EXEO business at alternative work sites must use EXEO-provided computer and network equipment unless other devices have been approved by the Information Security Department;
20. On the EXEO computer hardware, don't change the operating system configuration or install new software. If such changes are required, they must be performed by our help desk remotely;
21. The display screens for all systems used to handle sensitive client information must be positioned such that they cannot be readily viewed by unauthorized persons through a window, over a shoulder, or by similar means;
22. Do not share dynamic password token cards, smart cards, fixed passwords, or any other access devices or parameters with anyone without prior approval from the Information Security Department. This means that a remote computer used for our business must be used exclusively by the telecommuter. Family members, friends, and others must not be permitted to use this machine;
23. The security of EXEO property at an alternative work site is just as important as it is at the central office. At alternative work sites, reasonable and prudent precautions must be taken to protect our hardware, software, and information from theft, damage, and misuse;

3.5. Phone Etiquette

General guidelines:

1. Be prepared to answer the phone. Introduce yourself correctly "Hello, this is Claire from Exeo"
2. Be personable. Be aware that the caller can feel your body language and positive attitude through the tone of your voice so smile, be engaged, and energetic, and straighten your posture
3. Be present and proactive. When a call needs to be transferred, politely ask for permission to place a caller on hold. Ensure that you are connecting the caller to the correct department the first time. Announce the call before

completing the transfer. And if it will take too long do not hesitate to take the full name and the number. Use the following sentence "I will let Elie call you in half an hour" and after it, you need to make sure that this call happened successfully so that your mission of transmitting the message is completed.

4. Be patient. Listen to requests, and focus, repeat the request to make sure that you got the issue
5. Be polite. Speak clearly
6. Be professional. Excellent Customer Service Phrases You SHOULD Say:
"Thank you." "I can absolutely help you with that." "I understand." "What else can I help you with?" "How is your day going?" "I appreciate you bringing this to our attention." "We appreciate your feedback." "Your business means a lot to us." "I'm sending an update/confirmation."
7. Don't leave people on hold without taking permission.
8. Don't talk with your mouth full.
9. Don't speak too loudly.
10. Don't put people on speakerphone
11. Don't use the following sentences: "I am not sure", "Let me check", "I can't help you", "calm down", "you're mistaken", "I am having a bad day", "we have never had this issue before", "let me call you back"(do not blindsides a customer), "I made a mistake"

4. Eating or Drinking

1. Never smoke at the customer premises or within 15 meters of the premises of EXEO. Furthermore, respect the regulation in place when it comes to smoking;
2. Only eat at customer premises if you are invited to do so by the customer;
3. Refrain from drinking alcohol during working hours or when on duty.

5. Acceptable Behavior & Harassment

1. Employees need to report to work on time. The working hours have been designed with enough flexibility to respect a fair work/life balance;
2. Any act of harassment, intimidation or discrimination is prohibited;
3. Involving ourselves in fights (verbal or physical) is also prohibited;

4. Always be courteous and act with chivalry and politeness when interacting with colleagues, customers and partners;
5. Greet the customers whenever you start a service visit, also when you are finished with the visit and are about to leave;
6. Employees are advised to refrain from displaying any religious or political symbolism on their desk, laptops or work tools. This, in order to maintain a professional environment and avoid igniting controversy;
7. It is and will continue to be the policy of EXEO to strictly prohibit any conduct which constitutes any type of harassment and to discipline (up to and including termination) any employee who engages in such prohibited conduct;
8. Any employee who feels he/she has been subjected to any type of harassment by anyone must bring the problem to the attention of the Human Resources Manager or the employee's own Director/Manager or report the violation as per the last section of this document;
9. Allegations of any type of employee or client harassment will be promptly and thoroughly investigated and appropriate corrective or disciplinary action, up to and including termination, will be taken to remedy violations of this policy;
10. EXEO will retain in confidence, information and documentation of all allegations and investigations, except when disclosure is necessary in connection with legal or other administrative proceedings.

6. Vacations

We encourage taking long, uninterrupted vacations. Disconnect and don't read or respond to email during that time. These leaves should be planned with your direct manager in order to hand over critical tasks and ensure continuity of operations.

Employees of Exeo SAL and Exeo Offshore SAL

Employees are not eligible to take vacation leave until they have completed one full year of employment, unless in cases of urgent or exceptional matters approved by management.

Employees of SAS Exeo

In line with French labor law, employees begin accruing paid vacation from the start of employment, at a rate of 2.08 working days per month. Employees may request to take leave within their first year, subject to approval by management and scheduling needs.

Employees of EXEO Middle East & Africa FZ- LLC

Employees are entitled to annual leave after completing six months of service, accruing two days per month until they reach one full year. After completing one year of continuous service, they are entitled to 30 calendar days of annual leave. Leaves before six months may be granted only in urgent or exceptional cases approved by management.

Try following the recommendations hereafter:

1. Plan and take long vacations (10+ days) at least once a year.
2. Coordinate with your manager the vacation dates at least 2 weeks in advance.
3. Plan for leaves (1-2 days) corresponding to long weekends weeks in advance.
4. Take last minute leaves only if absolutely necessary, unplanned leaves have a very high impact on your team's productivity and on the course of ongoing activities.
5. Always inform your manager if you are going to skip work, leave early or be late because of some kind of personal engagement. It's his responsibility to know your whereabouts.

7. Sick Leave

We are committed to fostering a supportive and inclusive workplace environment that values the well-being of our employees. We recognize that health issues and illnesses are a part of life, and we believe in providing our employees with the necessary support and policies to address such situations. Our Sick Leave Policy is designed to ensure that employees can take the time they need to recover from illness without facing undue stress or worry about their job security.

Employees of Exeo SAL and Exeo Offshore SAL

For Sick Leaves, follow the recommendations hereafter:

1. Apply for sick leave through the HR platform.
2. A medical certificate from a qualified physician will be required. Failure to obtain and submit a medical certificate will result in the respective day(s) being considered as non-working days and, consequently, unpaid.
3. Do not come back to the office until you are fully recovered.

Employees of SAS Exeo

For Sick Leaves, follow the recommendations hereafter:

1. Apply for sick leave through the HR platform.
2. If you are feeling unwell and need to take sick leave, it is essential to consult a medical professional and obtain a medical certificate (arrêt de travail). Failure to obtain and submit a medical certificate will result in the respective day(s) being considered as non-working days and, consequently, unpaid.
3. If your sick leave extends beyond three days, please be aware that the French Social Security system (Sécurité Sociale) will provide you with daily allowances (indemnités journalières).

8. Self Organization

In today's world and specifically in our line of work, we are quickly overwhelmed by numerous tasks and numerous engagements with different clients. When this happens, stressful situations happen and one can feel frustration and lack of control. In order to avoid these situations, try following the recommendations hereafter:

1. Make sure all tasks are documented: i.e. tickets, projects, opportunities, etc.
2. Your objective is to close as many as possible;
3. Try to keep your inbox as clean as possible, it should only include the tasks you are handling or following-up. To do this housekeeping effectively allocate some time for it in the beginning or end of the day by applying the rule of the 4 Ds:
 - a. Delete (or Archive) if its non important

- b. Delegate if it's not something you should handle
 - c. Do it if the task can be done quickly (a few minutes)
 - d. Differ if it's a long task (more than a few minutes) that you need to plan.
- 4. Do a daily routine housekeeping, make sure before you leave work every client has received an update on his enquiry even if it will take time to actually prepare and complete the task.
- 5. Do weekly routine housekeeping by booking the last hours of the week to finalize ALL your pending issues and update all the relevant systems accordingly: emails, tickets, CRMs, etc.

8.1. Attendance and time

We believe in balance and we want you to live a balanced and healthy lifestyle. We would like you to leave the office on time, but we ask you in return to start on time. This statement does not question your commitment or the amount of work you provide after working hours, we are very aware of that and we believe champions like us will always have to put the extra hours in order to reach further in life -it applies to any discipline We know-, but being on time is very important to preserve respect among the group and enhance productivity and teamwork.

Follow the attendance and time instructions:

1. Work Schedule & Lunch Break

Lebanon Offices:

There are two official work schedules: 8:00 to 17:00 or 9:00 to 18:00 with a one-hour lunch break that can be taken between 11:45 to 13: 45. Inform your Team Leader, Direct Manager and the Talent & Workplace Coordinator of your chosen schedule and make sure to be on time.

Dubai Offices:

There is one official work schedule: Monday to Friday 9:00 to 18:00 and with a one-hour lunch break to be taken between 11:45 to 13. 45.

Paris Offices:

There is one official work schedule: Monday to Thursday 9:00 to 18:00 and Friday 9:00 to 17:00 with a one hour lunch break to be taken between 11:45 to 13.45.

2. Always inform your manager if you are going to skip work, leave early or be late because of some kind of personal engagement. It's his responsibility to know your whereabouts.
3. Always try to take your customer meetings as early as possible in the morning (08 am or 09 am or as late as possible in the afternoon like 16h. Most customers are ok with that. Another example is a technical meeting a customer wanted from 15h to 16h, which we did remotely without compromising anything. Meeting customers at 14h or 15h for 1 hour is a killer for productivity, please make sure you update your supervisor in case this happens and he will help you optimize your schedule.
4. If you are going to meet a customer later than 10 am, please make sure you check-in the office first. This doesn't mean that meetings should happen at 10am, just as described earlier, try to take the meetings as early as possible and possibly invite your customers to a breakfast or coffee at 8am.
5. Avoid meetings in the middle of the day and push them towards the end of day, a normal meeting can be scheduled at 16h or a workshop in the afternoon for example.
6. Always evaluate how many people you are embarking on a customer meeting. What role will everyone play in that meeting and if it is a necessity?
7. Use the digital tools as much as possible (web conferencing, VC) when the situation permits. We understand that nothing beats a physical presence, but some meetings and follow-ups can be done remotely. Very often, customers prefer that because it also helps them optimize their time. When you start using this practice you realize you connect more often with your customers because the contact becomes easier.

To lead a healthy life, we need to exercise and spend time on a hobby or with friends and family. This can only happen if you leave work on time. And the only way to keep up with our responsibilities and process all the demanding tasks we have to go through in order to meet our objectives is to optimize every minute, that's why starting early and optimizing our time on the road are equally important to meet our targets and enjoy our days.

We also understand you might have a reason or situation that prevents you from starting at the official start of the working hour, bringing it up to your supervisor or to the administration.

8.2. Conflict of Interest

Employees must avoid acquiring or investing in any venture which may form a conflict of interest with the general business and interests of EXEO.

9. Gifts & Business Courtesies

9.1. Giving or Receiving Favors to/from Government Contractors and Subcontractors

To avoid even the appearance of impropriety in performing work for government clients, we will not give, offer or promise anything of value (including gifts, meals or entertainment) to any government prime contractor or subcontractor that we are working with, or that we wish to work with, in connection with a government contract. Similarly, we will not ask for or accept anything of value from any subcontractor that we are working with or that wishes to work with us in connection with a government contract.

9.2. Offering or Providing Business Courtesies to Non-Government Persons

Subject to the other rules set out in this Code, business gifts, meals and entertainment of reasonable value may be provided to non-government individuals in support of business activities, so long as these courtesies are not offered for any improper purpose, do not violate any law or regulation, do not relate to work on a government contract (see above) and do not violate the standards of conduct of the recipient's organization.

Gifts, favors and entertainment may be given to customers at EXEO's expense only if they are of a type consistent with generally accepted business practices and ethical standards, and support the achievements of a valid business purpose.

9.3. Receiving Gifts or Business Courtesies

The intention of this policy is to guarantee our adherence to ethical standards and business norms.

1. Employees should not accept gifts, entertainment invitations, favors or special treatments, which may influence their business behavior and jeopardize The Exeo business relationship with its clients and vendors.
2. Demanding or soliciting gifts or entertainment of any kind is prohibited. This includes not only items but all kinds of advantages.
3. Unsolicited gifts or entertainment may only be accepted if they do not go beyond common courtesy and are an accepted local business practice.
4. Offers of entertainment may only be accepted if they arise out of the normal course of business, cannot be seen as lavish and take place in settings that are appropriate.
5. Employees may accept gifts, contributions or any other forms of courtesy provided their value does not exceed a maximum value of 100USD.
6. Employees should not accept gifts in forms of cash or cash equivalent, gift cards, gift certificates, gold coins or jewelry.
7. This applies to direct contributions or contributions done to fund raising projects or charities.

We are all expected to:

- Make sure that the giving and acceptance of any gifts or entertainment does not raise any concern regarding our personal integrity and EXEO's integrity and independence.
- Never solicit gifts or entertainment from any existing or potential business partners of EXEO.
- Contact our Line Manager if in doubt.

We generally may accept:

- Business meals and entertainment (i.e., meals and entertainment that have a business purpose and at which the donor is present) that are not lavish, frequent or in excess of generally accepted practices and that do not involve inappropriate activities (e.g., adult entertainment);
- Tangible gifts totaling \$100 (or the local equivalent) or less in aggregate value per source per calendar year;

- Gift cards, gift certificates or other cash equivalents totaling \$25 (or the local equivalent) or less in aggregate value per source per calendar year.

Example

1. A key EXEO customer is having a dinner party to celebrate his Exeo's 50th anniversary. Other important business people and government officials will be there. I have been invited. Am I allowed to accept the invitation?
Yes, provided you are invited as an EXEO representative and your Line Manager is in agreement.
2. A key EXEO supplier has invited my wife and me for a golf weekend as a thank you to a long-standing customer. May I accept?
No. Accepting the invitation could compromise your and EXEO's integrity and independence, especially as the invitation appears to be lavish and is extended to a family member who is unrelated to the business.

10. Travel and work related expenses

The employee may be requested to travel outside his place of residence in order to execute his duties.:

[Refer to the EXEO-ITD-PO-03-Travel Allowance Policy.](#)

11. Employee Related Privacy Information

- The Employee undertakes to inform the Exeo without delay of any change that would occur in the situations that he reported to the Exeo during his engagement (address, family situation, etc.);
- The Employee also undertakes to communicate to the Exeo, at the latter's request and without delay, any document requested by the Exeo upon hiring (diploma, reconstitution of career, etc.);
- The Employee agrees to communicate to the Exeo all personal data concerning him which are requested by the Exeo and which are necessary for the performance of the Contract and for the management of personnel within the limits provided for by law. The communication of this data is necessary to allow the Exeo to employ the Employee.

- The Employee agrees that the aforementioned data will be collected and processed by the Exeo for personnel management purposes, such as payroll management, control of access to premises, schedules, the creation of employee files, etc. The Employee also accepts that this data will be transmitted to and processed by any one of the companies in the EXEO group or any other entity if the transfer of this data is necessary for the performance of the Employment Contract and the management of the personal file. of the Employee, in strict compliance with the legal and regulatory provisions applicable in France and in particular those of Law n ° 78-17 of January 6, 1978 as amended.
- The Employee may exercise their right of access and rectification of data concerning them, as provided for in Law No. 78-17 of January 6, 1978 applicable in France, by writing to the following address: [privacy@EXEO.net]. Under the right of access, the Employee may request a copy of any personal data concerning him, as well as information relating to the processing of personal data and to third parties to whom said data may be communicated.

12. Laptop Handling Policy

The Exeo is committed to providing an appropriate computer system for each full time employee. This policy addresses the need by some employees to have a laptop computer.

A laptop is intended for use for business as a productivity tool and for research and communication. It is not intended as a replacement for any computers that may be owned personally. Use of the laptop for personal purposes should be within the standards of good judgment and common sense, in compliance with the published policies on acceptable use, and as required through the terms and conditions of applicable software license agreements.

All orders for laptops must be processed through the administration. The laptop must be a configuration, model and brand approved by the administration of The Exeo.

- Ownership of the laptop computer will reside with EXEO and must be returned when employment ends or whenever requested by the management.

- It is the employee's responsibility to take appropriate precautions to prevent damage to or loss/theft of your laptop computer. The employee or department may be responsible for certain costs to repair or replace the computer if the damage or loss is due to negligence or intentional misuse.
- If the laptop is lost or stolen it must be reported to the administration immediately.
- All software installed on the laptop should be bound to a manufacturer licensing agreement. EXEO does not endorse the use of pirated software or malware.

13. Anti-Bribery policy

The Exeo is committed to conducting business in accordance with the highest ethical standards and prohibits all forms of bribery and corruption.

This Anti-Bribery Policy (Global) ("Policy") prohibits bribery of government officials (in any country) as well as private sector (commercial) bribery, including the offering, promising, authorizing or providing anything of value to any customer, business partner, vendor or other third party in order to induce or reward the improper performance of an activity connected with our business. Either a violation of this Policy or the Exeo's Code of Business Conduct could result in disciplinary actions including, but not limited to, termination of employment. It is therefore vital that you not only understand and appreciate the importance of this Policy, but also comply with it in your daily work. If you have any questions about this Policy or applicable Anti-Bribery laws generally, contact Exeo Legal Counsel (the legal department in your regional or local operation) at hr@EXEO.net.

14. Information Security & Privacy Responsibilities

14.1. Confidentiality

Employees must maintain the confidentiality and privacy of confidential information entrusted to them by the Exeo or other companies, including our suppliers and clients, except when disclosure is authorized by a supervisor or legally mandated. Unauthorized disclosure of any confidential or private

information is prohibited. Additionally, employees should take appropriate precautions to ensure that confidential or sensitive business information, whether it is proprietary to the Exeo or another Exeo, is not communicated within the Exeo except to employees who have a need to know such information to perform their responsibilities for the Exeo.

Third parties may ask the employee for information concerning the Exeo. Subject to the exceptions noted in the preceding paragraph, employees, officers and directors (other than the Exeo's authorized spokespersons) must not discuss internal Exeo matters with, or disseminate internal Exeo information to, anyone outside the Exeo, except as required in the performance of their Exeo duties and, if appropriate, after a confidentiality agreement is in place. This prohibition applies particularly to inquiries concerning the Exeo from the media, market professionals (such as securities analysts, institutional investors, investment advisers, brokers and dealers) and security holders. All responses to information inquiries on behalf of the Exeo must be made only by the Exeo's Chief Executive Officer or Chief Operating Officer. If you receive any inquiries of this nature, you must decline to comment and refer the inquirer to your supervisor or one of the Exeo's authorized spokespersons.

14.2. Data Protection

We have established information security and privacy policies and practices to protect data, whether it belongs to us, our customers or our business partners. This means we:

- Read, understand and follow the Information Security & Privacy Policies and policies when it comes to handling data;
- Understand how data is classified at EXEO and therefore how it should be handled;
- Store information using only Exeo-approved storage devices;
- Collect, use, retain and transfer data and information about individuals in accordance with applicable data protection and privacy laws and regulations;
- Obtain proper authorization before sharing any confidential or personal information, which might include obtaining written authorization and signing a nondisclosure agreement;
- Respond to requests for information about our data-handling practices by following Exeo processes to ensure we do so safely and properly;

- Ensure that we are familiar with and comply with the Exeo's privacy policies;
- Protect EXEO confidential information even after we leave the Exeo.

15. Ethics

At EXEO, ethical behavior is inseparable from integrity and good judgment. Ethical behavior is more than just compliance with the law. We all have a responsibility to honor not just the letter of existing laws, but the spirit that underlies them by basing our decisions on legal and internal and external regulatory rules and our Values. To help us understand our responsibilities and make good decisions, we have developed this Code of Ethics and Business Conduct ("Code") that defines EXEO's standards and expectations as they relate to ethical business and personal conduct.

The Code is applicable to EXEO SAL, SAS EXEO and all its subsidiaries and affiliates.

We operate in many countries around the world and the complexity of local laws and customs may require additional guidance that is more specific than what is provided in our Code. Whenever there is a difference between local requirements and this Code, apply the strictest standard, and do not follow customs or apply practices that would violate this Code or our Values. In all instances, if you have questions be sure to speak up using any of the resources listed in this Code

15.1. Workplace Hygiene

We are committed to maintaining a workplace that reflects our values of respect, responsibility, and professionalism. Central to these principles is the promotion of hygiene and cleanliness in our shared spaces, including restrooms, kitchens, and dining rooms. We believe that a clean environment not only contributes to the well-being of our employees but also demonstrates our commitment to a safe and healthy workplace for all.

Restroom Hygiene

- **Personal Responsibility:** Every employee is responsible for maintaining the cleanliness and orderliness of the restroom facilities. Please clean up after yourself and report any issues to the facilities management team promptly.
- **Supplies:** We will provide essential hygiene supplies such as soap, hand sanitizers, and tissue paper. Please use these resources responsibly and notify the relevant department if supplies run low.
- **Respect for Privacy:** Always respect the privacy of others when using restroom facilities. Do not engage in any behavior that may compromise the comfort or dignity of fellow employees.

Kitchen Hygiene

- **Cleanliness:** Ensure the kitchen area is kept clean and orderly, for example do not leave food dishes in the sink.
- **Food Safety:** Take home your leftovers from the fridge
- **Sanitization:** Clean countertops/Table, appliances, and common surfaces after using them. Please report any issues with kitchen equipment to the facilities management team.
- **Cleanliness:** Maintain the cleanliness of the dining area by disposing of trash in designated bins/ or in the recycling boxes by respecting the indications
- **Shared Utensils and Equipment:** Treat shared dining utensils and equipment with care. After use, wash and return them to their designated places.
- **Respect for Others:** Be considerate of your colleagues when using the dining room. Keep noise levels reasonable, and respect personal space.

Reporting Concerns

If you encounter any hygiene issues or have suggestions for improvement in these areas, please report them to the Talent And Workplace Coordinator. We encourage open communication to ensure a safe and healthy work environment for all employees.

16. Use of the organization's equipment and facilities

EXEO provides its employees with resources to carry out their work and work-related tasks. It is the responsibility of each employee to treat EXEO property, equipment, and installations with care.

Handling of information technology equipment, such as personal computers, mobiles, tablets and similar handheld devices, requires special attention. Employees must ensure that their use of IT equipment neither jeopardises the security of the EXEO IT infrastructure or information contained within it, nor puts at risk the reputation and integrity of EXEO or its clients. Please refer to the applicable Information Security policies for further information.

EXEO recognises that employees occasionally employ Exeo IT equipment for non work related purposes and that such equipment at times gets used off-site. To ensure that sensitive information and systems remain secure, employees must at all times apply the same safety and security procedures for their personal and off-site use of Exeo IT equipment as are mandated for work-related, on-site use. The integrity and security of EXEO's IT infrastructure is the responsibility of each and every member of the EXEO community, not just of the Information Security team.

17. Reporting Violations

If you observe conduct that may violate this code, or policies referred to, contact Exeo Legal Counsel or use the <https://inside.EXEO.net/> or the numbers found on the website. Suspected violations will be reviewed and investigated as appropriate and may lead to disciplinary action. Any such reporting will be treated as confidential to the extent permitted by law. The Exeo strictly prohibits retaliation for good faith reports of suspected misconduct. Failure to report a violation of this code, or policies referred to, constitutes an independent violation of this Policy and the COBC that is subject to discipline, up to and including termination of employment.

18. Approvals

I hereby approve that I have read and understood the code of conduct, dress code and laptop handling policy and will abide by these recommendations during my employment at EXEO.

EXEO Team Member

Signature

Date