



## Daily ethics

### Prevent any conflict of interest situation

- **Conflict of interest: any situation of interference** between the **personal interests** of a director, manager or employee and those of the Euralis group, which is likely to **influence or appear to influence** the independent, impartial and objective exercise of a function carried out on behalf of the Euralis group.
- **Personal interests** : family, friendly, charitable, religious, political, associative, sporting or financial/professional commitment ties outside the Euralis Group
- **It is not abnormal to be faced with a conflict of interests, we all have a social life.**
- The important thing is to **recognize the existence** of a **real, potential or perceived conflict** in order to **take the necessary actions**.

#### Step 1 - Identification

*Identify any interference between my personal interests and those of the group*

##### **Examples:**

- The selection of a supplier that I know personally, the recruitment of a close friend,...
- Holding a mandate (professional, political) or belonging to an association or foundation likely to interact with the Group's activities, etc.

#### Step 2 - Exchange

*Contact your manager to better understand the situation and the action to be taken*

- ⇒ **Analyze the situation** : the interference, real, potential or perceived, must be significant enough to influence or appear to influence the person responsible for defending the interests of the organization
- ⇒ **Formalize the action plan** to remedy the situation (mitigation or resolution)

#### Step 3 - Declaration

*Spontaneously declare any real, potential or perceived conflict of interest (see register.)*

Record in your declaration the conflict of interest in question and the remedial measures

#### Step 4 - Action

*Implement remedial measures*





## Daily ethics

### Prevent any conflict of interest situation



#### **Formal prohibition:**

- Communicate confidential information about the Euralis Group to a third party
- Encourage the hiring and/or remuneration of a family member
- Favor an entity in which the employee or one of his relatives has an interest (grant sponsorship or contract)
- Renew a supplier's contract without competitive bidding due to personal relationships
- Failing to report the existence of a conflict of interest situation once you become aware of it



#### **Examples of good practices:**

- Do not intervene in a decision-making process in the event of a conflict of interest, in accordance with the obligation of loyalty provided for in the employment contract:
  - Disengage from the decision-making process
  - Entrust the case in question to another Collaborator
  - Strengthen collegiality
- Do not carry out a professional activity outside the Group without prior authorization
- Report any risk situation to your manager and then in the register provided for this purpose



#### **Examples of questions to ask yourself:**

- Is the situation likely to affect a professional decision I need to make?
- How would this situation be perceived by someone outside the Euralis Group? Would other Euralis employees or a third party think that this situation could affect the decision I make for the company?
- Would I be uncomfortable or worried if someone within Euralis found out?
- Do I have a feeling of obligation due to my relationship with the third party?
- Does my relationship with the third party seem to compromise my ability to make an objective decision in the interest of the Euralis Group?
- Have I disclosed the apparent or real conflict of interest situation in order to remedy it?
- ...

**Any doubt persists, contact your Compliance relay**

