

# CODE OF ETHICS IPRA GROUP



# PRESIDENT LETTER



Corporate responsibility, loyalty, respect for individuals, transparency, the fight against corruption and against unfair competition are fundamental values of the Ipra Group in the conduct of business.

In reference to these values, Ipra Group has decided to develop and implement a Code of Ethics defining principles of good conduct to help and support each employee, regardless of their position, in carrying out their duties.

Through this Charter, Ipra Group reaffirms its commitment to ethical behavior, in line with its values and respectful of fundamental principles towards the Group's stakeholders (clients, partners, service providers, competitors, public bodies, etc.).

It is up to each of us to take ownership of this Charter and bring its principles to life..

**Thierry DEREIGNAUCOURT**

# INTRODUCTION

Beyond regulatory obligations and legal sanctions, compliance with the law is part of an essential ethical approach to the responsible conduct of our activities.

Iptra Group expects all of its employees – including apprentices, trainees, interns, corporate officers and members of Management – to act with integrity under all circumstances, in accordance with the ethical principles that underpin our corporate culture, regardless of their role or level of responsibility.

Similarly, we expect our contractors, subcontractors and suppliers to adhere to the commitments of our Code of Ethics by integrating them into their professional practices.

This Charter provides a framework of reference to guide our daily actions. Any breach of its principles, or any behavior contrary to its spirit, may result in disciplinary measures, in compliance with internal regulations and applicable legal provisions.

Recognizing that the Code of Ethics cannot cover all laws, regulations, and conventions applicable to our activities, nor anticipate every possible situation, Iptra Group encourages every employee to exercise judgment, adopt responsible conduct, and refer to the principles of the Charter to guide decisions with common sense, loyalty, and integrity.



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Promoting respect for human rights

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## **02** Core Principles in Business Conduct

Compliance with laws and regulations

Respect for fair competition

Relationships with clients, suppliers and other business partners

Combating corruption and facilitation payments

Preventing conflicts of interest

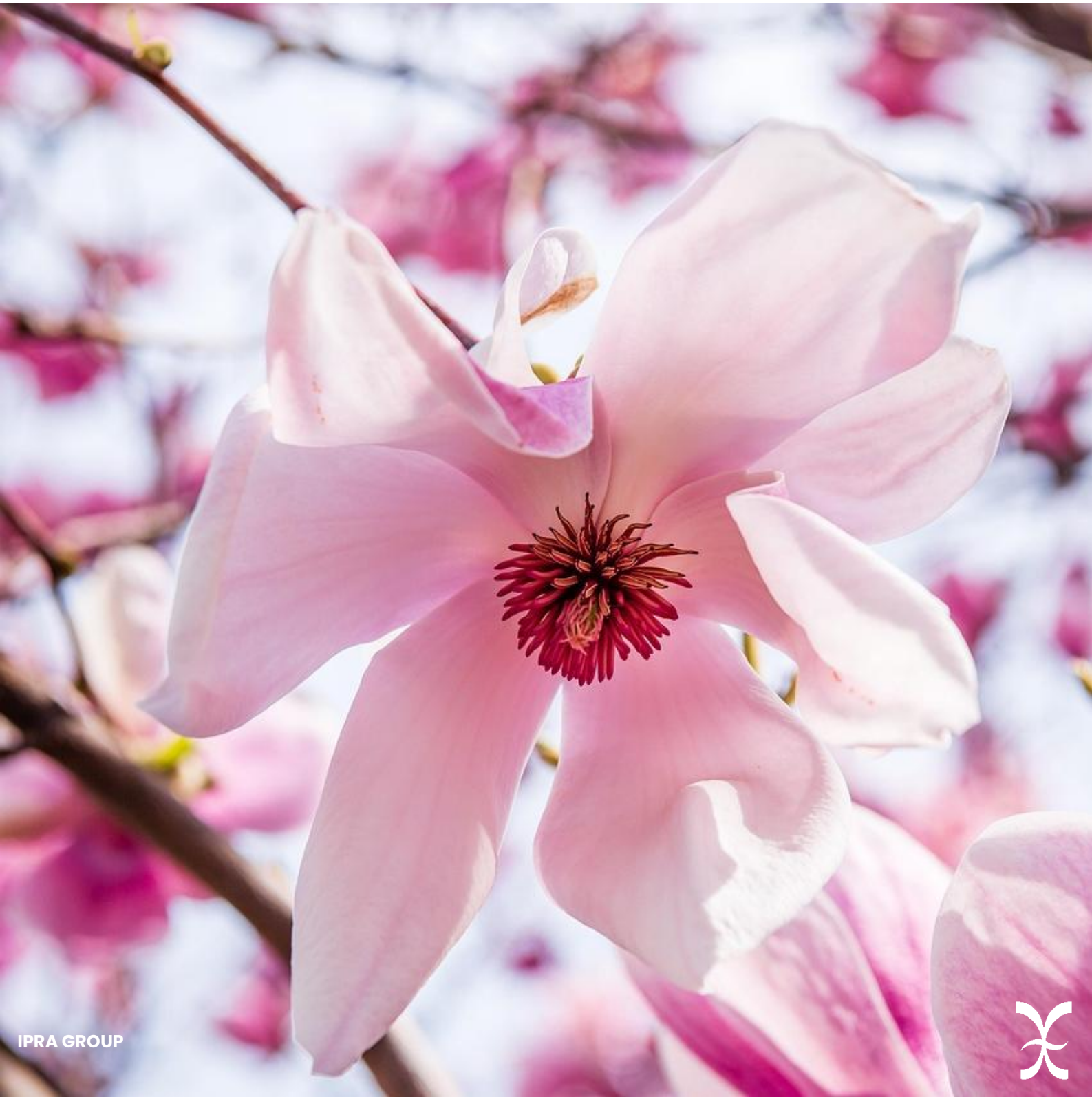
Protecting confidential information

Protection of Trade Secrets (of the Group and our Partners) and Company Assets

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# 01 CIVIC AND SOCIAL PRINCIPLES



# 01 CIVIC AND SOCIAL PRINCIPLES



## Promoting respect for human rights

The notion of “human rights” is based on the idea that every human being possesses universal and inalienable rights, regardless of the law in force in the State in which they are located, and without distinction of race, sex, nationality, ethnic origin, or religion. This vision has been enshrined in numerous national and international texts (Declaration of the Rights of Man and of the Citizen, Charter of the United Nations, Universal Declaration of Human Rights).

We do not resort to any form of forced labor. In accordance with international conventions, we prohibit child labor throughout our value chain.

We put people at the heart of our approach by promoting respect, attentiveness, and solidarity. Every employee is encouraged to thrive in a caring environment, where resilience at work is supported: facing challenges with adaptability while preserving individual and collective well-being.



## Promoting inclusion and diversity

Inclusion and diversity are values that form an integral part of Corporate Social Responsibility.

Promoting diversity and embracing an inclusive approach means giving a place to everyone, regardless of their uniqueness, differences, or opinions. It also means recognizing this diversity as a source of cohesion, wealth, and well-being, contributing to the company’s performance.

We are committed to supporting a work environment that fosters integration, in which individual differences among employees are respected.



# 01 CIVIC AND SOCIAL PRINCIPLES



## Combating all forms of discrimination

We prohibit all forms of discrimination, both in recruitment and throughout the employment relationship, based in particular on gender, age, origin, religion, sexual orientation, physical appearance, health status, disability, trade union membership, etc.

We firmly condemn all forms of harassment – moral, sexual, or discriminatory – and we are committed to ensuring a healthy, respectful, and inclusive work environment for all. Preventive measures are implemented; every employee must be able to report a situation in complete confidentiality and without fear of retaliation.

We promote equal opportunities for every employee or candidate in terms of recruitment or promotion.



## Respect for privacy

We must ensure the confidentiality of the personal data of our colleagues and employees, our clients, our suppliers, and any other person concerned by our activities.

We inform the individuals concerned about the collection and processing of their personal data to enable them to exercise their rights. We are committed to collecting, processing, and storing personal information responsibly, transparently, and securely, in strict compliance with applicable regulations.

We may not share with third parties, without the authorization of the individual concerned and/or our management, the personal data to which we have access in the course of our duties.



# 01 CIVIC AND SOCIAL PRINCIPLES



## **Environmental protection**

We are aware that we have an obligation to help preserve the environment and the planet's biodiversity for future generations.

We strive to conduct our activities in a way that preserves and promotes a safe and clean environment, by using energy and materials efficiently; by minimizing harmful impacts on the environment and waste production; and by handling residual waste in a safe and responsible manner.



## **Maintaining a safe and risk-free work environment**

We all share the responsibility of contributing to a safe, healthy, and respectful work environment, in which everyone's safety is an absolute priority.

Ipra Group has established clear rules regarding health and safety, which every employee must strictly adhere to. Everyone is required to adopt responsible behavior so as not to create risks for themselves, for others, or for the work environment.

We ensure that safety instructions are known and applied, and that everyone knows how to react effectively in case of an emergency. Any accident, even minor, as well as any situation presenting a safety risk, must be reported immediately to the site safety officer or to management.

This collective vigilance is essential to prevention and to guaranteeing a protective working environment for all.



# 02 CORE PRINCIPLES IN BUSINESS CONDUCT



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## **Compliance with laws and regulations**

It is our responsibility to fully understand and comply with the laws and regulations applicable in every country where we operate. The same applies to the various policies and guidelines established by the Company in its different areas of activity.

This compliance requirement lies at the heart of our business ethics and underpins the trust we build with our employees, clients, and partners. We implement strict regulatory monitoring and regularly train our teams to ensure ongoing compliance with standards relating to safety, environmental protection, labor law, and trade.



## **Respect for fair competition**

We are committed to preserving free and fair competition, in compliance with applicable laws and practices, without violating competition rules. None of our actions must prevent, restrict, or distort competition.

We reject all unfair competitive and commercial practices, in particular any collusion with competitors or any concerted practice regarding financial conditions, the allocation of services, markets, or clients.

Prohibited are not only any formal agreements but also any concerted practices and any informal discussions that have the effect of, or aim at, restricting free or fair competition.



# 02 CORE PRINCIPLES IN BUSINESS CONDUCT



## **Relationships with clients, suppliers and other business partners**

We maintain relationships with all stakeholders, and in particular with our clients, suppliers, and other business partners, based on honesty and fairness.

We are therefore committed to honoring our contractual obligations and to respecting both the letter and the spirit of our commercial agreements.

We guarantee the payment of suppliers within the agreed deadlines, in order to maintain partnerships based on trust, transparency, and mutual respect. This commitment supports the stability and sustainability of our supply chain.

We strictly prohibit imposing unfair conditions (notably regarding payment or deadlines) on our suppliers.

We will not be able to continue working with a partner who repeatedly fails to comply with our Ethical Principles, particularly in matters relating to Human Rights and/or the fight against corruption.



## **Combating corruption and facilitation payments**

We are committed to complying with anti-corruption laws in force in every country where we operate. To preserve integrity and trust, we implement control, transparency, and training procedures to raise awareness among all employees. Any violation of these principles will be sanctioned in accordance with our internal regulations and applicable legislation.

# 02 CORE PRINCIPLES IN BUSINESS CONDUCT



## **Combating corruption and facilitation payments**

We strictly comply with legal, regulatory, and contractual provisions regarding the fight against corruption, illicit payments, and any form of influence peddling. We expect the same commitment from all our service providers, suppliers, agents, and partners.

The remuneration paid to our service providers, agents, or consultants is based exclusively on their technical expertise, the actual services provided, and compliance with contractual terms, in accordance with applicable regulations.

Corruption poses a real risk to any organization, but it can be effectively prevented through collective vigilance. Each employee has an essential role to play in upholding the values of integrity, transparency, and professionalism that underpin the reputation and sustainability of our company.

An ethical alert system is available to employees to confidentially report, without fear of retaliation, any suspicious situation or behavior contrary to our ethical commitments. This system contributes to the prevention and detection of inappropriate practices, in a spirit of shared responsibility.



## **Preventing conflicts of interest**

Preventing conflicts of interest is essential to ensuring the integrity of our company. We encourage every employee to remain vigilant and to report any situation that could compromise their impartiality.

# 02 CORE PRINCIPLES IN BUSINESS CONDUCT



## Protecting confidential information

The protection of confidential information is a priority for the Ipra Group. We ensure strict compliance with confidentiality across all our activities and in the performance of our contracts, particularly with regard to data, sensitive information, know-how, intellectual and industrial property rights, as well as trade secrets.

We recognize that each of us has the obligation to keep sensitive information and intellectual property secure and confidential. This obligation remains in force even after the end of the collaboration with the Group.

We also implement the necessary rules and systems to ensure the security of information systems, in order to guarantee the protection of our data against any unauthorized access or misuse.

Confidentiality is a key pillar of our business in the world of perfumes and flavors. We are committed to protecting all sensitive information, whether it concerns our employees, clients, partners, or internal operations. Every employee is required to handle this data with the utmost discretion and to share it only with duly authorized individuals. Technical and organizational measures are in place to ensure the security and integrity of this information.



# 02 CORE PRINCIPLES IN BUSINESS CONDUCT



## **Protection of Trade Secrets (of the Group and our Partners) and Company Assets**

Our formulas, manufacturing processes, development strategies, and lists of suppliers are at the core of our expertise. These elements, defined as trade secrets, represent a major competitive advantage. Their disclosure, even if unintentional, can seriously harm the company. This is why we raise awareness among all our employees about the protection of this information, by enforcing clear confidentiality rules, including contractual clauses and appropriate access controls.

All assets and documents belong to the Ipra Group. They are made available on a temporary basis and remain the exclusive property of the Group.

Our assets, whether tangible (infrastructure, equipment, raw materials) or intangible (formulas, know-how, brands, databases), are central to our performance and our identity. Their proper management reflects our commitment to responsible and secure growth.



# 03 DISSEMINATION OF THE CODE OF ETHICS AND WHISTLEBLOWING PROCEDURE



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## Code of Ethics Dissemination

This Code is available on the company's intranet.

It is provided to every new employee.

Finally, it is made available to the public by being published in French and English on our website.



## Acting Together for Responsible Conduct

As part of our commitment to responsible conduct, respectful of human rights, ethics, and legality, the Ipra Group provides a dedicated email address to confidentially report any behavior contrary to the principles of this Code. This includes, in particular, cases of harassment, discrimination, corruption, conflicts of interest, or any other ethical violation.

Any stakeholder may submit a report to the following address: [alerte@iprafrance.com](mailto:alerte@iprafrance.com). Reports are handled seriously, with strict confidentiality, and without retaliation against individuals acting in good faith.



[www.iprafrance.com](http://www.iprafrance.com)