



Helping ideas grow

FI Group Code of Ethics

“All our efforts are directed towards increasing client’s trust with the aim of ensuring that FI Group is carrying business in an ethic manner”

Frédéric Boute
Founding member

Xavier Cazabon
Founding member

“Our company has incredibly grown since its creation. From one entity, it has become a Group. Thirteen countries are part of FI group when we had drafted this Code ! Giving instructions about compliance was a necessity as there are so many different cultures, that’s why employees must follow a Global code of conduct. If we are proud about diversity, about compliance, I required everyone to be at the same page.”



WHO ARE WE

FI Group is a worldwide expert in engineering consulting and provides technical services to its clients as regards innovation financing through research tax credits or public fund grants



We also work out of the following **Operational Hubs**:

- Australia
- Ireland
- Mexico
- Netherlands
- Peru
- Singapore
- Switzerland



WHY DO WE HAVE A GLOBAL CODE OF ETHICS?

Nevertheless, the potential local code of ethics, which are answering to specific issue, the role of this global Code of Ethics is to make public our guidelines for what is considered to be a professional conduct for our affiliates.

Our goal was not to redact a hollow shell which remind everyone the ethics regulation but giving examples of how we are concretely making the difference.

Maria COROMINAS, Group's CEO : "It's every country manager's job to promote and practice these principles"



Follow the Guide

Keystone of FI Group fundamentals values, fights and hopes are listed into this Code of Ethics.

We have selected some example of our success all around the world.

▶ OUR VALUES

Customer satisfaction

Social

Human

RESPONSABILITY

Excellence

Honesty

Transparency



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We are making our best to positively contribute into our ecosystem. FI Group is committed to rewarding employees who embody its values and are exemplary in terms of respecting the national and international regulation they are submitted to.

▶ PROFESSIONAL RESPONSIBILITY THROUGH STRONG COMMITMENTS

Confidentiality is a major expectation of our clients but also a strong commitment that we are taking.

That's why the Group is following the standards of ISO 27001

If protecting confidential information is necessary in our business, we also believe that protection of personal data is fundamental. Therefore, a data protection officer Afnor certified has been appointed in August, 2018.

Working with her DPO team, a GDPR Compliance Ambassador has been appointed in each country.

Questions ? dpo@fi-group.com



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SOCIAL RESPONSABILITY through environment

In Canada, not only used products are recycled but also some initiatives have been taken to reduce the carbon footprints. By using AQUAOVO filtration unit, Canada is environmentally friendly !

France has a working group of volunteers dedicated to environment based all around the country. They have selected the company LEMON TRI to collect the used product in order to recycle them. LEMON TRI promotes local and inclusive circular economy loops in order to address the challenges of sorting, collection and waste recovery.



In Chile, FI Group supports the Foundation San Jose by recycling paper in its offices.

For Christmas 2019, a donation to Unicef Spain, in order to buy 73 boxes of this pills and purify aprox 24.000.000 liters of water has been decided.



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FI Group is proud that its employees' initiatives are making the difference.

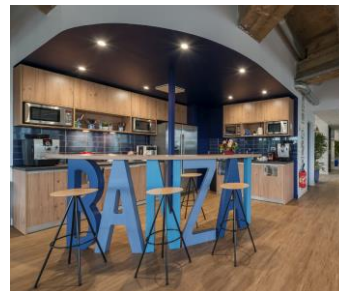
HUMAN RESPONSIBILITY: putting employees at the center

Each employee benefits from a healthy workplace and is able to find a balance between a person's working life and private life

We are committed to promote a work-life balance for our employees but you must also be part of it.

FI Group is committed to ensure a safe, healthy and harmonious environment in its offices, so the employees can further enhance their skills and perform their work with excellence and thoroughness.

Depending of the local legislation, FI Group has flexibles hours, home offices etc...



Promotion are based on hard work and initiatives ! La Réunion, Canada, U.K or Japan premises have opened following employees presenting their project.

In some countries, employees have been able to participate to numerous meeting to give their opinions and expectations about the premises,



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By creating a harmonious work-life, FI Group believes that it benefits both to employees and employers.

HUMAN RESPONSABILITY THROUGH SPORT

In Spain, FI Group employees can practice sport into the premises. In Portugal, a partnership agreement is existing with a fitness club, France is organizing yoga session...



Barcelona Triathlon 2018 (Spain) with 61 participants from Spain and France offices, renewed in 2019.



Employees of FI France have participated to the 2018 Giant's Tour in the Italian Alps, an endurance trail race which combines long distance with resilience and stamina.



Valencia's Marathon, La Parisienne, so many runners are at FI Group !



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FI Group is encouraging employee to do sports and is organizing multiple possibilities for them.



HOW FI GROUP ENSURE THAT ETHICS IS NOT JUST A WORD?

A WORLDWIDE GROUP ETHICS COMMITTEE HAS BEEN APPOINTED IN ORDER FOR EVERY COUNTRY TO HAVE ANSWERS IF NEEDED

Not only the Committee is responsible for handling questions related to group ethical standards, but also to keep a close watch to the Group practice in the area of business ethics. This Committee may co exist with local committees.

As a key operator in its sector, it has decided to take a turning point to develop compliance in each country and into the Group. Already proud about its values related to the way of life their employees can benefit, already full of strong commitments in the way of doing business, FI Group has decided to give importance to new subjects for the next five years such as training employees about how to fight corruption, harmonize the internal rules on gifts and invitations etc.

We are proud to be FI Group.

*"As Group Data Protection Officer, I am working with a team of GDPR Compliance Ambassador, local voices in each country we are located in. Being respectful of the personal data policy **has been a top priority for our Group**". Solenne DESPREZ BRAUN, Afnor Certified DPO Group*



The International F.Ethics Committee is existing both to take a range of actions related to Ethics and to answer questions of employees or third parties. A question ? International-fethic@fi-group.com

INTERNAL CODE OF CONDUCT

PREVENTIVES MEASURES IMPLEMENTED BY FI Group

- ✓ Creation of a Code of Conduct which promote and clarify ethical values, signed by each employee after a training session
- ✓ Creation of an international ethic committee to ensure rules compliance but also to answer to any question they may have
- ✓ Provide training to employees on applicable regulations
- ✓ Conduct internal audits
- ✓ Implementing compliance risk mapping through the group.

SWORN STATEMENT SIGNED BY EACH EMPLOYEE

«I (name and surname), employee of FI Group, hereby declare that I will follow each regulation – both national and international – and that I will comply with all required standards of FI Group especially the Code of conduct.

Not only I will follow instructions and procedures, but I will also do all required trainings.

In case of doubts about a potential conflict of interest, the interpretation of a current legislation or how I should behave, I will ask internally - to my manager or to my local F.ethic committee or to the International F.ETHIC COMMITTEE - before taking any further actions. »

Date of creation	Version	Author	Validation
2021, March	V0	Solenne Desprez Braun, Head of the French Legal Department & DPO Group Sharine Cabrera, Tax Manager	INTERNATIONAL F.ETHIC COMMITTEE

