



Charter of ethics



Edenred

A word from the Chairman



This charter sets out the Group's major ethical principles. It outlines the standards of behavior expected in the company and applies to all Edenred's employees, as well as to all suppliers.

Its application is mandatory and essential in order to fulfill our ambition of profitable and sustainable growth. It constitutes a guide for everyone on how to take decisions and how to act in the discharge of their professional duties on a daily basis.

I count on each and every one of you to apply all the ethical rules set forth in this charter.

Bertrand Dumazy
Chairman and Chief Executive Officer of Edenred

Business practices

Protection of the company's assets

Each employee is responsible for the proper use and the protection of the company's assets and resources. These assets must be used for their intended professional purpose or under the stipulated conditions. It is up to each employee to protect these assets against damage, deterioration, fraud, loss or theft.

Information systems security

Employees must use the company's computing hardware and tools (computers, software, network, etc.) for professional purposes.

Use for personal purposes is tolerated, provided that it remains within reason and does not disrupt any professional activities. All employees are responsible for the computing equipment placed at their disposal. They must also protect the confidential nature of any professional information in their possession.



Guide to using Social media

This guide, which is available on the Group's intranet site, offers advice and describes the good practices to be adopted by employees who use social media. In particular, employees are expected to adopt a positive and responsible attitude to their stakeholders and the Group.

Protection of personal data

The Group has engaged a shift to digital solutions and the development of online service platforms. The protection of personal data has become a very important issue.

It constitutes a serious concern at Edenred. It is the guarantor of reliability for all our stakeholders. Every employee must contribute to this effort and make sure that personal data is securely protected according to the framework set forth in Edenred's personal data guide.

Sincerity and accuracy of business and financial information

The Group is committed to producing and publishing sincere and accurate business and financial information, transparently and on time, to all of its shareholders.

Prevention of corruption

Every employee must make sure that the laws on the prevention of corruption are obeyed. Abiding by these regulations demands the greatest vigilance in the exercise of their daily activities, but also in the practices of the suppliers and/or service providers that the employee works with.

The purpose of these laws is to prevent behavior intended to offer any benefits or advantages of any kind to a person that would change, influence or recompense its behavior or the fulfillment of its function.

A detailed guide to preventing corruption is available to all Edenred's employees.

Prevention of money laundering

Employees are invited to exercise the utmost vigilance and to immediately give notice of any abnormal requests that raise the suspicion of an attempt to legalize revenue from illegal activities.



Guide to anti-money Laundering procedures

The Group has written a guide to anti-money laundering regulations, available on the intranet site, to help each of its entities to concretely and efficiently understand the concepts and rules of anti-money laundering measures, and to explain how they are applied on a daily basis.

Free competition

The relations between players on the same market, and between their respective suppliers and service providers, must respect the principles of free and fair competition.

Sound and durable growth can be achieved by obeying the competition laws in each jurisdiction.

Employees must behave fairly in their business dealings and refrain from slandering or denigrating their competitors.

Employees are invited to pay close attention to the respect for these rules and to apply their principles to the discharge of their duties.

Fraud prevention

Fraud is defined as any deliberate, unlawful conduct which attempts to acquire, misappropriate, forge, conceal, omit or destroy money, property, data or information belonging to Edenred.

Employees are invited to exercise the utmost vigilance to prevent this type of behavior in the Group.

Relations with suppliers

Suppliers must be chosen on an impartial and critical basis.

The Group selects its suppliers for their professionalism and their competitiveness, with a view to establishing trusting relationships. Contracting officers must obey all the regulations, in particular with regard to free and fair competition.

The Group requires its business partners, subcontractors and suppliers to apply ethical, environmental and social rules that respect the values described in this document.

Conflicts of interest

Conflicts of interest occur in situations where the company's interests diverge from the personal interests of an employee or his/her network (family, friends, personal or professional acquaintances).

Employees must avoid accepting situations where a personal interest (their own or someone else's) takes priority, to the detriment of the motivation to take action and to professional interests.

The Group has set up internal control, audit, information and reporting procedures that form an integral part of the internal systems intended to make sure that our ethical principles are upheld.

Human rights

The fight against discrimination

Non-discrimination is a fundamental principle of Edenred's Human Resources policy. Decisions on recruitment, promotion, training and pay are based on skills, performance and behaviour. Meritocracy is a key principle. The Group is committed to preventing any form of discrimination for reasons of gender, age, marital status, origin, sexual orientation and physical fitness, or against members of political, religious or trade union organizations.

The fight forced and illegal labor

Forced labor refers to work being done under duress or threat. Illegal labor refers to cases in which a person working in the company is not declared to the authorities. Edenred agrees to refrain from using forced or illegal labor itself, and to refuse to work with, or to immediately stop working with, any suppliers and service providers that force people to work under duress or stress.

The fight against child labor

The Group agrees to strictly respect the minimum working age in all the countries where it operates. This minimum working age shall never be below the age specified in conventions 138 and 182 of the International Labor Organization, i.e., 16, and 18 for dangerous or particularly difficult jobs. This commitment also applies to Edenred's relations with third-party entities.



Ethics

Ethics is a discipline of actions and rules intended to make sure that we behave properly in a given environment.



Be Issy Building
14-16 boulevard Garibaldi
92130 Issy-les-Moulineaux / France

Publication January 2020

www.edenred.com