



HR policy

Third version (20/04/2026)





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WE SUPPORT



Lisam Group is a participant of the UN Global Compact.



Integrity

Be always honest and don't make promises unless you know you can keep them.

Respect

Without exception, treat every individual with dignity and respect—customers, employees, partners, vendors, competitors and strangers.

Service excellence

No matter how strong our software solutions, none of this matters without passionate customer service assuring your success. We are committed to serving our customers and service in general.

Value

Time and resources are precious. We seek to create value in everything we do by providing the highest quality and most affordable solutions for our customers.

Happiness

We believe it's easier to help our customers achieve safer, more sustainable success when we have fun along the way and promote the well-being of all. Achieving challenging goals with a servant's heart can bring its own satisfaction and happiness. Making our work and our workplace enjoyable makes work sustainable.

**Values That Drive Us to
Deliver Exceptional
Products and Services**



Purpose and scope

The Human Resources Policy provides written guidelines on various organisational matters. Specifically, it details the implementation of the ten principles of the UN Global Compact within **Lisam Group** and its subsidiaries. The aim is to ensure compliance with these principles in four key areas: human rights, labour, environment and anti-corruption. Please note that local laws prevail, if they are more restrictive, than the principles that are explained in this document.

These principles apply to all **Lisam Group** associates, including directors, employees, external associates, public officials and casual workers (such as associates, students and trainees), regardless of their role, place of residence or place of work.



The scope of this environmental policy includes the Lisam Connect and Lisam EH&S Software companies

→ **Lisam Connect :**

- Hemmis
- Dinec International
- Dinec Assembly by HTS
- MegaByte Applications
- MegaByte Consulting
- Spiece

→ **Lisam EH&S :**

- Lisam Systems et ses filiales étrangères
- Lisam.Cloud
- EcoMundo

→ **WikiChemia**





Human rights

Principle 1: Support and respect of human rights

Respect for human rights involves a commitment to avoiding any violations of these rights ('do no harm') and identifying and addressing any negative human rights impacts associated with business activities. At **Lisam Group**, we actively contribute to this commitment through the following:

- Ensuring that all employees work in safe and healthy conditions.
- Guaranteeing freedom of association.
- Providing an environment that is free from any kind of discrimination.
- Ensuring that neither forced labour nor child labour is used, either directly or indirectly.
- Provide decent work opportunities and high-quality services that improve people's lives.

Principle 2: Complicity in human rights abuses

Complicity is defined as involvement in human rights abuses perpetrated by another entity, whether directly or indirectly. The risk of complicity is present in all sectors and regions. **Lisam Group** recognises the importance of identifying, preventing and mitigating human rights risks in order to maintain ethical standards.





Principles 2: Human rights abuses

To avoid complicity, **Lisam Group** implements the following measures:

- Adhere to international guidelines and standards on, such as the UN Basic Principles.
- Both privately and publicly, condemn systematic and ongoing human rights abuses, and protect employees from bullying and harassment of any kind, whether physical, verbal, sexual or psychological.
- Make sure that security materials are not used in a way that violates human rights.
- As part of a human rights due diligence process, ongoing consultation is taking place with relevant stakeholders, both inside and outside the company.
- Raise employees' awareness of known human rights issues within the company's sphere of influence.
- Training should be provided in a language and format that employees understand. This training may be repeated for employees who have been reassigned, in the event of incidents occurring, and when technology changes.
- Identify internal 'functional risks' in post-investment situations relating to functions such as purchasing, logistics, government relations, human resource management, Occupational Health and Safety (OH&S), and sales and marketing.





Labour

Principle 3: Freedom of association and right to collective bargaining

Freedom of association encompasses the right of workers and employers to form and join associations of their own choosing, with the aim of promoting and safeguarding their interests in the workplace. This includes freedom of expression and opinion, particularly in relation to trade unions. In order to ensure that workers can make decisions without coercion, intimidation or fear, **Lisam Group** recognises and implements the following rules:

- Respect the right of all workers to form or join a trade union of their choice, free from intimidation or reprisals, in accordance with national legislation.
- Non-discriminatory policies and procedures are included in our Code of Conduct (CoC) and the work regulations of each country.
- Representative organisations are recognised for the purpose of collective bargaining.
- Set up constructive forums, such as collective bargaining, to discuss working conditions, terms of employment and the relationship between employer and their employees or trade unions.
- Taking measures to improve relations between employers and employees, particularly in countries lacking an adequate institutional and legal framework for recognising collective bargaining.





Principle 4: Forced and compulsory labour

Forced and compulsory labour refers to any work or service extracted from a person under threat of punishment, without their voluntary consent. Work must be freely given, and workers must be free to leave in accordance with established rules. For this principle, **Lisam Group** is implementing the following measures:

- Adopt a clear policy that prohibits the use of, complicity in, or benefit from, forced labour, as set out in the Code of Conduct (CoC) and work regulations of each subsidiary.
- Adherence to the UN Global Compact's international standards on forced labour.
- Provide all company employees with comprehensive training to ensure they have a full understanding of what constitutes forced labour.
- Provide all employees with an employment contract that clearly states the terms and conditions of their employment. The contract is emphasise the voluntary nature of employment and the freedom to leave, as well as any penalties associated with leaving or stopping work.
- Prohibit the confiscation of workers' identity documents (ID cards, passports, etc.), unless required by law.
- Draw up employment contracts in a language that workers can easily understand. These should outline the scope of employment and procedures for leaving the company.
- Stay alert to countries, regions, industries, sectors and economic activities where forced labour may be commonplace.
- Monitor supply chains and subcontracting arrangements carefully.



Principle 5: Abolition of child labour

Child labour is a form of exploitation that is a violation of a human rights, and it is recognised and defined by international instruments. This principle is based on the ILO (International Labour Organization) conventions, which provide the framework for national legislation to set a minimum age for admission to employment, which in any case should not be less than 15 years. In order to develop awareness and understanding of the consequences of work, **Lisam Group**:

- Is aware of the countries, sectors and economic activities in which child labour is more likely to occur.
- Consider international standards regarding the minimum age for employment.
- Use appropriate, verifiable age-verification mechanisms in recruitment procedures.
- Help to find viable alternatives and provide access to adequate services for children and their families.
- Encourage subcontractors, suppliers and other business partners to help combat child labour.
- Comply with all local laws regarding the minimum age for employment as set out in ILO Convention 138 (Minimum Age Convention).





Principle 6: Elimination of discrimination in employment

This includes treating individuals differently or unfairly because of characteristics that are unrelated to their merits or job requirements. Such characteristics include ethnic origin, colour, sex, religion, political opinion, national origin, social background, age, disability, HIV/AIDS status, trade union membership, pregnancy status and sexual orientation. To implement this principle, **Lisam Group:**

- Prioritise qualifications, skills and experience in the recruitment, placement, training and promotion of staff at all levels of the organisation by establishing policies and procedures that reflect this.
- Do not discriminate on any grounds prohibited by national law when hiring, providing compensation, access to training, company benefits and services, promotions, terminations or retirements.
- Maintain up-to-date records of recruitment, training and promotion to provide employees with a transparent view of opportunities and progression.
- Develops grievance procedures to handle complaints, manage appeals, and provide recourse for employees.
- Establish objective criteria to ensure that pay is determined on a non-discriminatory basis.
- Take on high-level responsibility for equal employment issues and implement clear, company-wide policies to ensure fair employment practices are followed.
- Avoid job requirements that systematically put certain groups at a disadvantage.
- Provide transparent information on recruitment and training, and ensure equal progression opportunities for all employees within the organisation.





Environment

Principle 7: Precautionary approach to environmental challenges

While preventing environmental damage may involve initial implementation costs, the costs of remediation – such as treatment costs or reputational damage – often far outweigh these. In fact, investing in unsustainable production methods results in lower long-term returns and therefore poses less financial risk than investing in sustainable operations. **Lisam Group** has recognised this and:

- Established an Environmental Policy for all its operations and services, demonstrating its commitment to prioritising environmental and health protection.
- Developed company guidelines to ensure this approach was implemented consistently across all departments.
- Established a CSR committee to oversee the company's risk management procedures, particularly in sensitive areas.
- Address enquiries and related complaints using mechanisms such as multi-stakeholder meetings and focus groups.
- Support scientific research on related issues, including independent and public research, and collaborate with relevant national and international institutions.
- Take part in collaborative industry initiatives to share knowledge and address the precautionary principle, especially with regard to processes and products involving high levels of uncertainty and potential risk.





Principle 8: Promote greater environmental responsibility

Businesses have a responsibility to ensure that their activities do not harm the environment. This is especially important given the growing interest among employees and consumers in engaging with socially and environmentally responsible companies. A company's legitimacy is indeed based on its ability to meet societal needs, which increasingly include demand for environmentally sustainable practices. That's why **Lisam Group** has decided to:

- ➔ Define the company's vision, policies and strategies to incorporate the principles of sustainable development, which includes economic prosperity, environmental quality and social equity.
- ➔ Set sustainability goals and metrics relating to the economic, environmental and social dimensions.
- ➔ Set up a sustainable production and consumption programme with clear performance objectives to ensure that the organisation goes beyond mere compliance in the long term.
- ➔ Adopt voluntary charters and codes of conduct, as well as internal practices, and participate in sectoral and international initiatives that promote responsible environmental performance.
- ➔ Monitor, evaluate and communicate the progress of integrating sustainability principles into business operations, including adherence to global operating standards.
- ➔ Enhance transparency and accountability by using communication and reporting tools such as corporate environmental footprinting and sustainability reporting.
- ➔ Develop a tool to assess and manage the company's environmental impact.





Principle 9: Environmentally friendly technologies

Adopting environmentally friendly technologies offers companies many benefits. These technologies facilitate the reduction of raw material use, thereby improving efficiency and creating new business opportunities, while also enhancing overall competitiveness. Furthermore, technologies that promote the cleaner and more efficient use of materials have the potential to deliver long-term economic and environmental benefits across a range of industries. **Lisam Group** has decided to:

- Establish a corporate or individual company policy on the use of environmentally friendly technologies.
- Disseminate information to stakeholders that demonstrates the environmental performance and benefits of using such technologies.
- Engage an external company specialising in life cycle assessment (LCA) in the development of new technologies and products.
- Work with industry partners to ensure the 'best available technology' is available for other organisations to adopt.





Anti-corruption

Principle 10: Against corruption of all forms

This principle prevents bribery, extortion and other forms of corruption, while ensuring that companies proactively develop policies and programmes to combat corruption within their own organisation and supply chain.

'Extortion' is defined as the act of soliciting or enticing a person to pay a bribe. It becomes extortion when this request is accompanied by threats endangering the personal safety or integrity of the individuals involved.

'Bribery' is defined as the offering or accepting of gifts, loans, fees, rewards or other advantages to or from a person, with the intention of inducing them to engage in dishonest, illegal or breach-of-trust activities in the course of business.

To meet this anti-corruption requirement, **Lisam Group**:

- Implement anti-corruption policies and programmes both within its organisational structures and in its business activities.
- Collaborate with industry peers and other stakeholders to strengthen anti-corruption measures, encourage fair competition and establish a fair and equal environment for all participants.



Reporting for stakeholders

Means of communication

The stakeholders of the Lisam Group include:

- Associates
- Suppliers
- Shareholders
- Partners
- Clients
- Board of directors

If you find yourself in a situation where you perceive a conflict between the language of the policy and the laws, customs, or practices of your workplace, or if you have any questions about this Human Resources (HR) policy or wish to report a possible breach of it, you are encouraged to raise your questions and concerns through established channels. These channels priorities confidentiality to the fullest extent possible:

- ➔ [Anonymous form for reporting an ethical issue](#)
- ➔ Enquête sur nos politiques et notre Code de Conduite (CoC)
- ➔ Code of Conduct (CoC) and policies survey
- ➔ [Incident report](#)
- ➔ ESG@lisam.com



Approval

Revision

The practical application and effectiveness of this environmental policy will be assessed annually following its adoption. In light of this assessment, this policy may be revised as necessary.



A handwritten signature in black ink, appearing to read 'Hemberg', written over a horizontal line.

Michel Hemberg
CEO

A handwritten signature in black ink, appearing to read 'Levintoff', written over a horizontal line.

Thierry Levintoff
CFO / CSR Committee chairman

A handwritten signature in black ink, appearing to read 'Cinarelli', written over a horizontal line.

Pauline Cinarelli
Certification officer / CSR
Committee Vice Chair

A handwritten signature in blue ink, appearing to read 'Denis', written over a horizontal line.

Océane Denis
Certification officer / CSR
Committee Vice Chair





Tank you!

