

CODE OF ETHICS

INSTRUCTION ON SUPPLIER APPROVAL

Auto Nejma

Introduction

This document sets out Auto Nejma's ethical requirements and commitments in its relationships with its suppliers. These new provisions must be applied in addition to the Code of Ethics.

Our shared objective is to pursue competitiveness and sustainable solutions while safeguarding the health and safety of employees, in strict compliance with the principles of business ethics. To facilitate the implementation of this ethical approach, we are pleased to provide you with this document, which details our 7 principles governing relations with our suppliers and how our ethical approach is applied in our dealings and relationships with market players.

This document is intended for all Auto Nejma staff who deal with suppliers: specifiers, buyers, procurement officers, users, managers, project managers, etc. Everyone must ensure at all times that suppliers are aware of our Code of Ethics and that their concerns are consistent and aligned with those of Auto Nejma. Ethics is embedded in our vision, strategy and management, and must permeate the day-to-day work and practices of each and every one of us.

The 7 principles of supplier relations

1. Comply with laws, regulations, external standards, Auto Nejma's commitments and internal procedures;
2. Treat suppliers with fairness, transparency and impartiality;
3. Honour mutual commitments and ensure they are honoured;
4. Maintain the confidentiality of all information exchanged;
5. Promote and uphold Auto Nejma's commitments to ethics, sustainable development and social responsibility;
6. Avoid any conflict of interest that could impair objectivity and independence of judgement;
7. Raise the alarm in situations that breach these rules.

Principle 1

Comply with laws, regulations, external standards, Auto Nejma's commitments and internal procedures

- ◆ Anyone likely to influence a purchase (specifier, buyer, procurement officer, user, manager, project manager, etc.) must act in compliance with the laws, regulations and standards applicable to their professional activities.
- ◆ All parties must comply with national and international regulations on human rights, competition, the fight against corruption, workers' safety and well-being, child protection, personal data protection and environmental protection.
- ◆ The Auto Nejma Code of Ethics sets out the general rules and principles of application.

Principle 2

Treat suppliers with fairness, transparency and impartiality

Our suppliers must be selected through a transparent, open, fair and demanding process. Auto Nejma ensures that offers are competitive, with a view to sustainable and innovative solutions, and that relationships are built on trust, which requires suppliers to respect Auto Nejma's ethical commitments.

- ◆ The criteria for selecting offers and awarding our contracts are objective (technical, quality, contractual commitments, costs, CSR, etc.).
- ◆ All participants are informed of how the selection procedure will proceed and of the elements of the resulting contract (commitments, deliverables, schedule, responsibilities, etc.).
- ◆ The objectives of each party concerned are clarified and shared.
- ◆ Information relating to a call for tenders is communicated in the same way to all suppliers involved.
- ◆ Commitments are only made on the basis of reliable and verified information.
- ◆ The negotiation of purchasing terms with a supplier must remain free and completely separate from sales activities when that supplier is also a customer (reciprocal commitments are prohibited).

Principle 3

Honour mutual commitments and ensure they are honoured

- ◆ Each contract sets out the full scope of the parties' reciprocal responsibilities and commitments.
- ◆ Everyone must perform their obligations in good faith, in a constructive spirit and with respect for their partners' expectations.
- ◆ Buyers, specifiers, procurement officers and accountants ensure compliance with payment terms and competition law.
- ◆ In the event of a dispute, amicable solutions must be sought to allow a prompt and objective settlement.

Principle 4

Maintain the confidentiality of all information exchanged

Relationships with our suppliers often require access to their trade secrets and know-how. In this respect, employees must exercise the utmost vigilance and comply with internal confidentiality rules.

- ◆ Suppliers' confidential information exchanged during the upstream phase is their property and must be treated as such.
- ◆ Market intelligence gathered by our teams is the property of Auto Nejma and is handled with the required level of confidentiality. Employees must follow Auto Nejma's rules on the confidentiality of personal data.
- ◆ This information forms part of the intangible assets of the suppliers and of Auto Nejma. Any party with access to it must guarantee its confidentiality.
- ◆ Any breach of this obligation may harm the interests of a supplier as well as those of Auto Nejma and cause them to lose their competitive advantage.

Principle 5

Promote and uphold Auto Nejma's commitments to ethics, sustainable development and social responsibility

Relationships with suppliers must not give rise to situations that could call Auto Nejma's commitments into question.

- ◆ Each buyer must ensure that the potential supplier has read the Code of Ethics available on Auto Nejma's website (www.autonejma.ma).
- ◆ Where relevant, when selecting suppliers the buyer takes into account their non-financial performance, covering sustainable development and corporate social responsibility.
- ◆ The buyer asks the selected supplier to accept Auto Nejma's ethics, environmental and social responsibility clause.
- ◆ Any supplier that, directly or through its subcontractors, uses child labour, illegal or forced labour, corruption or discrimination in the course of its activities is excluded from any business relationship with Auto Nejma.

Principle 6

Avoid any conflict of interest that could impair objectivity and independence of judgement

Those involved in purchasing are particularly exposed to pressure and solicitation.

- ◆ Any employee likely to influence a purchase must take care not to let his or her impartiality be compromised.
- ◆ They must withdraw from any situation in which a secondary interest, distinct from that of the company, could influence their professional conduct.
- ◆ They must refrain from any form of corruption.
- ◆ Minor gifts in keeping with customary courtesy, as well as invitations from suppliers to group events of a professional nature, must comply with the provisions set out in Auto Nejma's Instruction on Gift Management.
- ◆ In all other cases, employees must neither accept nor solicit any gift, favour or invitation, for themselves or anyone else, from persons or organisations with which they have direct or indirect business dealings.

Principle 7

Raise the alarm in situations that breach these rules

- ◆ For the protection and reputation of Auto Nejma, purchasing is a process that requires great rigour.
- ◆ The pursuit of financial performance can never justify improper conduct.
- ◆ Anyone wishing to seek an opinion or advice, or to report a difficulty, may contact their line management or the Compliance Officer.
- ◆ If in doubt about the correct course of action, or where the conduct and means used appear contrary to the principles and procedures referred to in this code, employees are encouraged to alert the company:
 - ◆ via their line or functional manager;
 - ◆ by reporting the violation directly to the Compliance Committee at the following address:

Compliance Officer

Auto Nejma Maroc SA

KM 10, Route d'El Jadida – Casablanca 20230, Morocco

Direct: 05 22 65 96 56 · Switchboard: 05 22 65 09 90

Fax: 05 22 65 08 25

compliance@autonejma.ma



- ◆ Our suppliers are also invited to report any ethical incident involving Auto Nejma to the following address:

Compliance Officer

Auto Nejma Maroc SA

KM 10, Route d'El Jadida – Casablanca 20230, Morocco

Direct: 05 22 65 96 56 · Switchboard: 05 22 65 09 90

Fax: 05 22 65 08 25

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