

# CODE OF CONDUCT

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Francois-Melchior de Polignac Directeur Général de Maisons du Monde

For nearly 30 years now, Maisons du Monde has been the European leader in inspiring, accessible, desirable and sustainable homes. We continue to develop this activity and to embody our raison d'être: «Inspiring everyone to open up to the world, to create together unique, warm and sustainable places to live».

We have good prospects for development ahead of us. It is essential that we conduct this development in an ethical, balanced and respectful manner.

Each of our actions, each of our attitudes has an impact on all our partners. Every transaction engages our responsibility. The strength of our commitment to integrity and compliance with the law, and especially our «zero tolerance» for corruption, are key to the credibility and sustainability of our project. The care we take around the world to respect ethical principles and the way we take social and environmental responsibility are an integral part of this project.

In this context, we have decided to update our Code of Conduct.

The purpose of the Code of Conduct is to specify the ethical rules defended by Maisons du Monde and to formalize the ethical and legal reference framework within which the Group and its employees, regardless of their status, carry out their daily professional activities. It provides examples of corrupt practices, enabling you to understand, identify and prevent inappropriate behavior. It also sets out the internal rules we expect you to follow in order to comply with applicable regulations and to ensure that our values are respected.

In addition, this Code of Conduct has been signed by me and each of the members of the Group's Executive Committee, with each of the signatories agreeing to respect its terms, but also to guarantee its application and distribution within all Maisons du Monde teams.

I am counting on everyone's vigilance so that together we respect our duties and promote with conviction all the principles of this Code of Conduct.

Thank you all for your sincere commitment,

#### Francois-Melchior de Polignac

Chief Executive Officer, Maisons du Monde

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# PURPOSE

# 1. To whom does this Code of Conduct apply?

The principles set out in this Code of Conduct are mandatory for all executives and employees of companies controlled by MAISONS DU MONDE (hereinafter collectively referred to as "MAISONS DU MONDE" or the "Group"); they form an integral part of the Rules of Procedure. For each Group company, compliance with the commitments of MAISONS DU MONDE is ensured by the implementation of appropriate procedures, structures and tools.

MAISONS DU MONDE applies this Code wherever the Group is present, both in its dealings with its executives and employees, and in its dealings with third parties.

Our Code of Conduct aims to clarify the ethical rules defended by the Group and to formalise the ethical and legal framework of reference within which MAISONS DU MONDE and its employees, whatever their status, carry out their professional activities on a daily basis, regardless of their hierarchical position and function.

These principles are formally notified to all MAISONS DU MONDE employees when they are hired and within the framework of the Group's Rules of Procedure. Our employees:

• Acknowledge that they are familiar with these principles.

• And undertake to apply them, to ensure their dissemination, and to promote their enforcement by their employees.

This Code is available on the Group's Intranet site, *Intramonde*, so that everyone can refer to it. It is also made public on the website: https://corporate.maisonsdumonde.com/fr. This Code of Conduct is updated regularly to reflect changes in the Group's activities, as well as legislative and regulatory developments, particularly in the context of the Group's obligations under the French law known as Sapin II' and its fight against corruption.





### 2. How to use this Code of Conduct

The Group is represented in several countries around the world. Therefore, it is exposed to a multitude of laws and regulations, compliance with which is fundamental to MAISONS DU MONDE. The purpose of this Code is not to recall or supplement all of these laws, but rather to create a framework that brings together a set of commitments stemming from the culture and values of MAISONS DU MONDE. It is the responsibility of everyone to act, when performing their duties, in accordance with these commitments, and with loyalty, integrity and a sense of responsibility, as well as in compliance with laws and regulations.

## 3. Who to contact with a question or difficulty related to this Code of Conduct

If you have a question about using or complying with our Code of Conduct, you should discuss it either with your colleagues and your line manager or with Internal Control or the Legal Department. By raising a question or doubt, you will often find the answer.

You can also ask the Human Resources Department or the Internal Control Department. All the updated contact details are on *Intramonde*.

If you observe a situation or behaviour contrary to the Code of Conduct and it seems impossible to put an end to it, you can report this situation confidentially on the website: https://maisonsdumonde.whispli.com MAISONS DU MONDE undertakes to keep this contact confidential and to protect you from any possible reprisals. On the other hand, anyone making allegations that they know to be false cannot be considered as acting in good faith, and criminal prosecution provided for by law may be brought against anyone making malicious allegations. The Whistleblowing Charter details how the whistleblower line works and defines your rights and duties when you use it. The Whistleblowing Charter is available on *Intramonde*.

# 4. What are the penalties for non-compliance with this Code of Conduct?

Compliance with our Code of Conduct is essential to the successful development of MAISONS DU MONDE and to the growth of everyone in the Group.

Failure to comply with the Code of Conduct may result in severe penalties for the Group but also, individually, for any executive or employee responsible for a breach of the Code.

In fact, the breach of a principle of the Code may result in damage to the Group's finances, image, and reputation. As such, the Group cannot tolerate its reputation being tainted by the behaviour of unscrupulous employees or partners. A breach may also lead to:

• Disciplinary (e.g. dismissal for serious misconduct), and/or civil (e.g. damages), and/or criminal (e.g. fines and/or imprisonment) sanctions being brought against a Group employee responsible for such conduct.

• The termination of any business relationship with a business partner that does not act in accordance with the values and principles of the Code.



# **OUR COMMITMENTS AS A RESPONSIBLE COMPANY**

# 1. MAISONS DU MONDE fights against corruption and influence peddling

Bribery is an offence whereby offers, promises, gifts or presents are solicited, accepted or received for the purpose of accomplishing, or refraining from, an act, obtaining favours or special advantages.

Corruption consists, for example, of asking a contact to modify their professional behaviour in exchange for a personal advantage: choosing a supplier because they offer you a gift or provide you with a service, agreeing to pay a commission to an intermediary in return for them facilitating procedures.

A personal advantage is not necessarily money, it may also be an exchange of services or a recommendation.

The ban on bribery applies to both the proposing party (active bribery) and the accepting party (passive bribery).

Corruption is particularly serious when it involves a public official, whether offering or accepting the bribe. "Public official" means someone vested with public office, with responsibility for a public service, or elected by public vote, whether the practice of corruption benefits them directly or indirectly.

The offence of bribery includes:

• Influence peddling, whereby a person exercising a public or any other mandate, solicits or accepts, at any time, either directly or indirectly, offers, promises, gifts, presents, or benefits of any kind for themselves or others, in order to use their actual or perceived influence to obtain from a public authority or administration, awards, jobs, contracts, or any other favourable decision. • Facilitation payments, whereby a sum of money, usually modest, is paid either directly or indirectly to a public official for the purpose of carrying out or expediting administrative formalities (for example, the issuance of visas, permits or licences).

#### Practical guidance:

• Corruption is rarely referred to by its name: the interested parties refer to "arrangements", "services", "maintaining good relations", "a win/ win situation" etc.

• Corruption is serious from the very first penny: don't be taken in by notions such as "it's just this once", "no-one will know" or "it's a really small amount".

• Provide details of any services carried out on the invoices received so as to avoid any risk of facilitation payments. The position of MAISONS DU MONDE is, of course, to categorically refuse all corruption; it is, therefore, prohibited to pay, offer, promise, solicit or receive bribes and to grant undue advantages, whether monetary or not, either directly or indirectly, to a public official and/or a private person, natural or legal, for the purpose of obtaining preferential treatment or influencing the outcome of a negotiation.

MAISONS DU MONDE does not accept any kind of fraudulent behaviour or misappropriation.

This means that no kind of unjust or illegal personal enrichment at the expense of MAISONS DU MONDE is accepted.

MAISONS DU MONDE ensures compliance with its Code of Conduct by its employees and partners.

In accordance with the provisions of the various applicable laws and, in particular, the French law known as Sapin II, MAISONS DU MONDE has implemented measures to prevent and detect acts of corruption or influence peddling.

These criminal acts are subject to zero tolerance within the Group and expose their perpetrators to disciplinary measures that may lead to dismissal for misconduct of the employee(s) concerned, and to legal proceedings before the civil and criminal courts.

# Some common examples of corruption include:

• Someone offers you a sum of money or a gift in order to favour a local supplier or suggest them to MAISONS DU MONDE as a potential supplier.

• A manager accepts a sum of money from an employee in order to keep quiet about illegal behaviour (e.g., an act of corruption, harassment, theft etc.).

• An employee keeps quiet about illicit activities in exchange for a portion of the profits related to these activities.

• An employee unduly gives a third party Group products in order to receive personal benefits from that third party.

#### What to do:

• Attempted corruption is as serious as corruption itself.

• Categorically and overtly refuse any bribe or equivalent that may be solicited or offered, and inform your contact that bribes and other attempts at corruption are illegal, infringe our policies, and that we operate zero tolerance in this regard.

• In case of doubt, take advice from your manager or flag the situation via the internal whistleblowing platform.



## 2. MAISONS DU MONDE regulates the exchange of gifts and invitations

In order to harmonise practices across all employees, MAISONS DU MONDE has established the following rules regarding gifts, invitations and sponsorships.

#### <u>a) Gifts</u>

A gift is any property, service or benefit of any kind offered, promised, given or received, either directly or indirectly, of monetary value or otherwise. This includes, for example, sums of money, presents, loans, club memberships, the right to use equipment, job offers and discounts, or any other promotional activity in the context of business relationships etc., whether offered at points of sale, headquarters, or anywhere outside the Group's premises, including employees' homes.

The principle is that an employee should not receive or offer gifts or personal benefits in the context of a business relationship.

As an exception, and unless local law is more restrictive, receiving or giving a gift may be part

of normal practice within the framework of a professional relationship, provided that the gift remains a symbolic act and is not intended to alter professional behaviour.

As such, MAISONS DU MONDE only allows gifts if the following two conditions are met:

• The value of the gift is less than €75 (a cumulative limit of €150 must be observed).

• No consideration is granted in exchange for the gift.

In the case of a "non-personalised" gift (for example, a box of chocolates, a bottle of champagne etc.), there is no set monetary threshold and such gifts will be collected and distributed to the team. Gifts or monetary benefits of the same kind (vouchers, special offers and discounts etc.) will thus be prohibited during ongoing project negotiation phases. Gifts or monetary benefits of the same kind (vouchers, special offers and discounts etc.) will thus be prohibited during ongoing project negotiation phases.

The above criteria are applicable both to gifts received by MAISONS DU MONDE employees and to gifts offered by them.

Exceptionally, the enforcement of these rules may not be appropriate. Under these conditions, the employee concerned by the exceptional situation must systematically ask their line manager to consider the possibility of incurring the corresponding expense or accepting the offer of a third party.

#### Some common examples:

• An employee must not offer a MAISONS DU MONDE product with the aim of concluding a sale or contract, or as a thank you for a contract.

• A service provider offers a box of chocolates to an employee at the end of the year. The employee should share the chocolates with their team.

#### **Practical guidance:**

• Inform your manager of any gift proposed or offered, and obtain their agreement before accepting or offering it.

• It is preferable not to keep any gift for personal use but to make it available to all members of a team; the gift is a show of consideration under the business relationship and not an individual benefit.

• Refuse any gifts of an amount that is not normally acceptable in a professional context.

TRUTING

#### b) Invitations

An invitation means any form of hospitality, such as invitations or paying for expenses, meals, drinks, travel and accommodation costs, tickets to a sporting or cultural event, invitations to a launch, or any other promotional activity in the context of business relationships etc., whether offered at points of sale, headquarters, or anywhere outside the Group's premises, including at employees' homes.

Receiving an invitation may affect impartial judgement in professional relationships.

MAISONS DU MONDE expects its employees to refuse invitations (including favours granted to members of their families) that could undermine impartial judgement when conducting their duties, or that would place employees in a difficult situation if the acceptance of such invitations were revealed and became known to their line managers.

However, MAISONS DU MONDE allows the acceptance of invitations such as, for example, a meal, an invitation to a social, sporting or cultural event etc., provided that:

- They were not solicited by the employee.
- They are offered for a strictly professional purpose.

• The level of expenses incurred on this occasion is reasonable and customary in the context of the business relationship.

• The frequency of this type of invitation by the counterparty is not excessive in relation to the business relationship.

The maximum unitary threshold for an invitation is set at €75 per employee, who must inform their line manager beforehand. A cumulative ceiling of €150 per year must be observed.

The employee should always question the acceptability or not of certain invitations and should always consult their line manager in case of doubt.

Any invitation to an event which the issuing customer or supplier (existing or potential) will not be attending shall be refused.

The above criteria are applicable both to invitations made by MAISONS DU MONDE and to invitations received.

#### Some common examples:

• A supplier invites MAISONS DU MONDE employees to a restaurant several times. The repeated invitation is excessive in relation to the business relationship and should be refused.

• As part of a call for tenders and under the pretext of discussing its offer, a supplier suggests visiting a renowned gourmet restaurant. This invitation must be refused.

#### Practical guidance:

• Inform your manager of any invitations proposed or offered, and obtain their agreement before accepting or offering them.

• Refuse any invitations of an amount that is not normally acceptable in a professional context.

• If in doubt, talk to the Legal Department or the Internal Control Department.

c) Partnerships, sponsorships and donations Through its values, MAISONS DU MONDE has chosen to support causes that align with its corporate culture, history and professions.

Sponsorship involves material support provided, without direct consideration from the beneficiary, to a work or person for the performance of general interest activities.

Through the Maisons du Monde Foundation, committed to the preservation of trees across the globe, MAISONS DU MONDE makes contributions in cash or in kind.

This commitment does not exclude participation in local and ad hoc initiatives.

All partnership requests put to you may be reviewed by the Communication or CSR Departments provided that they meet the following conditions:

• They are not related to any political activity.

• They are not linked, either directly or indirectly, to any stakeholder: supplier, customer, administrative body etc.

#### **Practical guidance:**

• The sports club attended by a Group employee asks the employee about supplying prizes for the end-of-year tombola. Under no circumstances should the employee take a product from stock.

#### Some common examples:

• Prioritise initiatives that afford employees an opportunity to engage through their participation.

• Ensure that the conditions under which the Group participates are specified in writing (contract or exchange of emails), along with the amount or nature of the service, consideration, visibility of the MAISONS DU MONDE brand.



# 3. Conflicts of interest

A conflict of interest exists when, in the context of their professional activity, the personal interests of an employee (financial, professional, familyrelated or other) are directly or indirectly in contradiction or in competition with the interests of the Group and may, therefore, influence the position or decision that the employee is led to make or not to make, and question their loyalty.

Personal interests are understood to mean those of the employee, but also of any natural or legal person with whom the employee may, either directly or indirectly, be linked. In order to prevent situations of conflicts of interest, employees must be attentive to situations in which the impartiality and neutrality of their professional decisions may be impaired.

Although the conflict of interest situation is not itself punishable by law, it is likely to give rise to constituent elements of criminal offences (such as illegal taking of interests, favouritism, corruption etc.).

We must be alert to any situation that may create a conflict of interest, either actual or potential.

Employees of MAISONS DU MONDE must inform their line manager of any risk of conflict of interest that may expose them to disciplinary sanctions.

#### Some common examples:

• Someone "close" to a MAISONS DU MONDE employee — for example a member of the household, family, a friend or partner — is also a supplier, customer, or competitor of the Group, or an employee of such a company.

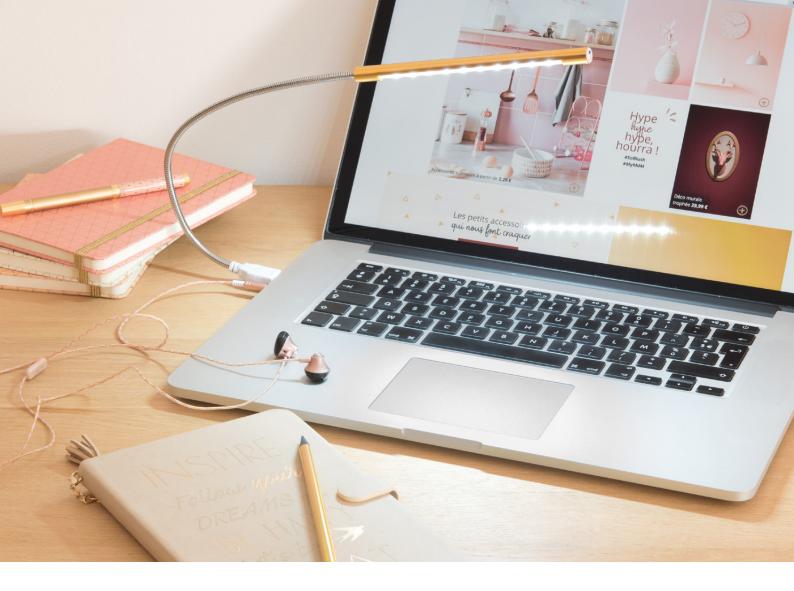
• An employee is a director or corporate officer of another company, or holds an electoral mandate in a community that has a relationship with, or may have a direct or indirect relationship with, the Company.

• An employee is the line manager or employee of a friend or relative, or has the ability to influence decisions about that person's career (such as salary, promotion, or performance appraisal).

#### Practical guidance:

• Do not hesitate to share your questions with the Human Resources Department, Legal Department, or Internal control. It's much easier and more efficient to deal with a potential conflict of interest in advance.

• If a Group employee finds themselves in one of these situations, or knows that other people may be subject to a conflict of interest, they must immediately inform their line manager, who can review the situation, with management if necessary, in order to find an appropriate solution.



## 4. MAISONS DU MONDE respects goods and data

#### a) Insider trading

To the extent that the shares of MAISONS DU MONDE are admitted to trading on the regulated market of Euronext Paris, the provisions of European regulations, French criminal law, and the regulations enacted by the AMF (*Autorité des marchés financiers* - French monetary and financial authority) are applicable to MAISONS DU MONDE.

Financial communication by MAISONS DU MONDE is governed by strict rules of dissemination, aimed at ensuring, in accordance with the rules in force, the equality of information between all shareholders.

MAISONS DU MONDE has developed a Code of Stock Exchange Ethics available at the following link: https://corporate.maisonsdumonde.com/fr. This document states that strict rules are applied to people who hold privileged information about the Group (so-called "Insiders"). Privileged information is specific information that has not been made public and that, if made public, would be likely to have a significant influence on the company's stock market price.

People registered on the permanent insider lists and people with regular or occasional access to privileged information are informed of negative windows, periods during which no transactions relating to the Group's financial instruments must be carried out, whether directly or indirectly, on their own account or on behalf of third parties. Employees who have access to non-public information likely to influence the MAISONS DU MONDE share price must undertake to maintain this strictly confidential until its publication, and to refrain from carrying out, on their own behalf or on behalf of others, any transactions on these shares during this period.

Use of this information to make a personal profit or to allow another person to carry out a transaction on MAISONS DU MONDE shares is not only contrary to the Group's Code of Stock Exchange Ethics, but also to the applicable laws and regulations.

Moreover, the concealment of insider trading, i.e. the sharing, for remuneration or not, of non-public information in order to profit from it, either with a person inside or outside the company, is also punishable by criminal penalties.

MAISONS DU MONDE undertakes to collaborate with the competent establishments in the event of non-compliance with these rules and invites its employees, if unsure of whether the information they hold is privileged or not, to refrain from circulating it and to contact the MAISONS DU MONDE Legal Department.

#### Some common examples:

The following constitute insider trading:

- An employee who performs a share transaction when they have been informed that they hold confidential financial or strategic information.
- An employee who hears colleagues talking in the lift about a strategic Group operation and decides, based on this, to buy or sell shares in MAISONS DU MONDE.

#### **Practical guidance:**

In case of doubt, contact the MAISONS DU MONDE Legal Department.



#### b) Misuse of company property

The abuse of company property entails the deliberate and personal use of the Group's tangible or intangible assets or credit, or the powers held by the company executives, in a manner contrary to the Group's corporate interest.

The assets made available to MAISONS DU MONDE employees are intended to enable the Group to achieve its objectives.

Each employee of the Company is responsible for the use, in accordance with their professional purpose, of the goods and resources of MAISONS DU MONDE, including its trade secrets, intellectual property titles, equipment, property, and financial resources.

MAISONS DU MONDE computers, email, and Internet access are for professional use only. Employees of MAISONS DU MONDE must undertake to respect the IT Charter and, in particular, not to use these resources for personal purposes, except in the case of prior and explicit authorisation when this does not disrupt professional activity, and provided that such use is not abusive or contrary to the security rules issued by the Company. They must also undertake not to waste or misuse these assets, and not to lend, transfer, or assign them without prior authorisation.

In particular, employees required to travel for business purposes are required to strictly adhere to the financial limits imposed by the travel policies.

#### Some common examples:

- An employee should not keep a sample for personal use or give it to a third party for personal use.
- A store employee suggests to a customer that they "share" the employee discount.



#### c) Money laundering

Money laundering is a criminal offence consisting of holding or using money derived from fraudulent activities: corruption, tax evasion, various forms of trafficking etc.

The financing of terrorism is a criminal offence that entails providing or collecting money for the purpose of funding acts of terrorism.

MAISONS DU MONDE is committed to being vigilant about financial flows that could have a criminal origin or destination. It is therefore prohibited to accept cash transactions exceeding the legal limit authorised, and to accept payment from a bank account other than that of the counterparty. When deemed necessary, the Group conducts compliance investigations into the origin of funds.

#### d) Personal data

The General Data Protection Regulation of 27 April 2016 ("GDPR"), applicable in the territory of the European Union, governs the processing of personal data ("PD") and aims to ensure adequate protection of such data. PD is defined as any information relating to an identified or identifiable natural person. For example: surname, first name, telephone number, email address, bank card number etc.

MAISONS DU MONDE implements the appropriate measures to meet this requirement; each individual is responsible for respecting the procedures thus established.

Where PD is collected, MAISONS DU MONDE informs the individuals concerned of the purpose of the collection and of their various rights (to information, opposition, access and rectification, portability, and erasure).



It is strictly forbidden to:

• Collect so-called "sensitive" data (such as health status, ethnic origin, sexuality, political opinions, religious beliefs) without the express consent of the person concerned, or only if required by law.

• Access, collect, store or use personal data without the necessary applicable legal basis.

• Allow an unauthorised third party to access and process personal data.

• Use the data for purposes other than those for which it was originally collected.

• Transfer PD to third-party countries that do not comply with the GDPR.

#### **Best practice:**

• Only use PD if one of the following four cases can be justified:

1. The person concerned has given their consent; or

**2.** PD must be used to perform a contract to which the person is a party; or

3. It is a legal obligation; or

**4.** You have a legitimate interest in this use and you are not infringing the rights of individuals.

• Only use the data you really need; this is the principle of minimisation.

• PD is treated in a fair and lawful manner, in order to respect the principle of transparency.

• Inform those concerned about how you use their data.

• Allow people to exercise their rights: right to information, right of access, right of rectification, right to erasure, right of opposition, right of portability, right not to be subject to a decision based solely on automated processing, right to decide what happens to their data after their death. • Only keep the data for a limited period of time, which must comply with the applicable laws and be proportionate to the purpose of the data processing.

• Ensure the security of PD, i.e. its availability, integrity, and confidentiality.

• Enter into a written contract with any third party required to access the PD, after ensuring that it is able to protect this data.

• Notify the competent authorities (the CNIL in France, the French data protection authority) of any breach, and notify the data subjects themselves if this breach is likely to generate a high risk for them.

• Contact the Data Protection Officer for any question relating to the GDPR or in case of doubt regarding how PD is used.



e) Control and supervision of public communication Communication from MAISONS DU MONDE must be organised, coherent, proactive, and/or reactive as required: MAISONS DU MONDE is a listed company with a social media following and any statement or post can impact it.

Any information or stance on its operation, performance, strategic projects, or prospects is likely to have a bearing on its share price.

Any statement regarding the reputation or image of MAISONS DU MONDE, on any medium whatsoever (Internet, press, radio etc.), is subject to the strict agreement and prior approval of the Communication Department.

Indeed, only the Communication and Financial Communication Departments can take positions in this area, regardless of the distribution channel (internal, external: press, social networks, events, trade shows etc.). Any employee not authorised to speak in public on behalf of MAISONS DU MONDE formally agrees to refrain from doing so.

Moreover, no confidential information should be given out publicly.

#### Practical guidance:

MAISONS DU MONDE departments wishing to issue a communication must submit a plan to the Communication Department for approval prior to release and within a reasonable timescale.

#### f) Personal communication

More generally, any position taken or communication made by an employee of MAISONS DU MONDE in the media and on social networks may influence our company's image.

The rule is to draw a clear distinction between your private life and your responsibility as an employee of the Company.

In particular, when an employee uses social media, they must clearly indicate that they are speaking personally, and that their opinion is not expressed in a professional capacity.

In any event, all employees must adopt a loyal stance toward the company and its employees, and not publish content that could denigrate or adversely affect their image.

In addition, employees are formally asked not to use letterhead paper from MAISONS DU MONDE or one of its subsidiaries, or their work email, to express personal views, and to refrain from expressing opinions about the Group, their colleagues, or their work on social media.

#### g) Participation in external events

The same rule applies when an employee participates in public events. When the presence of an employee at an event is conditional upon their employment and role within the company, they must validate their participation in said event in advance with the Communication Department and prepare their intervention with their teams (key messages, media potential of the event etc.).

In addition, all employees must ensure that their personal positions cannot be attributed to MAISONS DU MONDE.

In this sense, any employee acting as a public citizen must exercise diligence and refuse to morally commit MAISONS DU MONDE when engaging in their own activities.

#### h) Intellectual property

Intellectual property includes intangible rights such as trademarks, domain names, designs and models, patents, know-how and copyrights.

MAISONS DU MONDE ensures respect for its own intellectual property rights and for the intellectual property rights of its partners.

When our partners provide us with information that includes intellectual property, they are invited to protect their rights by filing patents or drawings, or by undertaking any other appropriate procedure.

Otherwise, these communications must be subject to formal reports and the signature of a confidentiality agreement.

#### **Practical guidance:**

• Before using resources belonging to third parties, check that the Group has the necessary permissions. If MAISONS DU MONDE does not have written and valid authorisation, these resources should not be used.

• Report any infringement of the intellectual property rights of MAISONS DU MONDE to the Legal Department.

#### i) Confidentiality

All information related to the operation of the Company, its organisation, and its products may be used by our business partners. It is important to maintain their confidentiality as far as possible. Thus, to the extent possible, employees and partners are particularly asked to limit to what is strictly necessary, all conversations in public or private places where uninvolved third parties are likely to listen to them, and to ensure that paper or electronic documents containing confidential or sensitive information are not left in places where they could be read or discovered. Similarly, care should be taken not to access or consult confidential or sensitive information on a laptop in a place that is not private or isolated.

As a reminder, the duty of confidentiality is maintained after an employee has left the Company, or after a commercial or contractual relationship has ended, and it is forbidden to keep internal information on leaving the Company, whether in the form of original documents or copies.

# **OUR COMMITMENTS AS AN EMPLOYER**

# 1. MAISONS DU MONDE respects working conditions

MAISONS DU MONDE has adhered to the universal principles of the United Nations Global Compact on human rights since 2012 and undertakes to respect all national texts relating to work in each country where the Group is present, in addition to the main conventions of the International Labour Organization.

#### a) Child labour

Child labour includes any form of economic activity carried out by children that deprives them of their dignity and undermines their physical and mental development.

#### MAISONS DU MONDE undertakes to:

• Strictly observe the age limit set in the legislation of each country where it operates and never make a child under 15 years of age work in any country.

• Refuse to work, or immediately stop working, with those who employ children under the legal age limit or under the age of 15.

• Refuse to entrust a child under 18 years of age with work likely to compromise their health or safety (e.g. dangerous or arduous work, night work, overtime etc.).

#### b) Forced labour

Forced labour is defined as work performed under duress or threat. For example, an employer cannot withhold wages or confiscate identity documents in order to make someone work.

#### MAISONS DU MONDE undertakes to:

• Exercise strict control over its suppliers and service providers who may have people working under duress or threat.

• Implement a corrective action plan with the partner and, in the absence of a satisfactory result, end any relationship with the supplier or service provider concerned.

#### c) Undeclared work

Undeclared work consists of not officially declaring a person who works in the company to the competent authorities, thus depriving them of their social rights and of all the social security contributions associated with their work.

#### MAISONS DU MONDE undertakes to:

• Not resort to undeclared work.

• Ensure that its suppliers and service providers do the same.



#### d) Occupational health and safety

All employees of MAISONS DU MONDE have the right to a safe working environment in which local managers are the first port of call for health matters and must prevent risks, report them, if necessary, and implement an appropriate action plan. Upstream analyses must be conducted in order to anticipate and reduce the short- and long-term risks induced by each position or activity. Physical constraints must be avoided where possible, and appropriate training must be implemented.

#### MAISONS DU MONDE undertakes to:

• Identify and assess risks related to activities, departments or workstations.

• Implement action plans adapted to each identified risk.

• Provide adequate training and resources to reduce occupational accidents and illnesses.

#### e) Working hours

Work-life balance is essential for everyone's well-being.

#### As such, MAISONS DU MONDE undertakes to:

• Comply with national laws and sectoral standards applicable to working time and public holidays. In any event, actual weekly working hours must not exceed the following two limits: 48 hours within a single week, and 44 hours per week over a period of 12 consecutive weeks.

- Ensure that all employees of the Group are entitled to a minimum of one day off per week, as well as all other holidays provided for by national law.
- Respect major life events (e.g. birth, marriage, holidays, death of a loved one etc.).
- Ensure a healthy work environment and equal access to continued professional training so that everyone can maintain and develop their skills.
- Promote the application of these principles by its suppliers through a Supplier Code of Conduct formalising the Group's fundamental expectations of its suppliers.



f) Non-discrimination and equal access MAISONS DU MONDE does not tolerate any discrimination with regard to gender, age, religion, race, class, birth, social affiliation, sexual orientation, family responsibilities, family status, health status, loss of autonomy, disability, ethnic origin, nationality, membership of workers' organisations including trade unions, political membership or opinion, or any other condition likely to give rise to discrimination.

#### MAISONS DU MONDE undertakes to:

• Adopt an inclusive approach to recognising and valuing individual differences as real assets for company performance.

- Respect the diversity of its employees, suppliers, service providers and customers.
- Implement a policy of equal treatment and equal opportunities.

As such, for their recruitment, remuneration, and development within the Group, only the professional skills of employees are taken into account.

## 2. MAISONS DU MONDE respects the freedom of association and the right to collective bargaining

The freedom of association and the right to collective representation aim to allow employees to form or not form organisations of their choice, and to join them or not in order to discuss and negotiate their situation with their employers, particularly with regard to working conditions.

#### MAISONS DU MONDE undertakes to:

• Ensure compliance with legal texts relating to the freedom of association of its employees, in each country where the Group is established.

• Support the procedure for forming an internal staff representative body and respect the consultation procedures and decisions of these representative bodies.

• Ensure that employees of MAISONS DU MONDE have the opportunity to express themselves freely within the company on issues regarding the performance of their duties.





#### 3. MAISONS DU MONDE sanctions all harassment

Moral harassment manifests itself through repeated and hostile behaviour, words, and acts that undermine the dignity, integrity, or professional future of the employee. Any behaviour or action that violates the right to respect and human dignity is unacceptable.

Sexual harassment is the repeated imposition of sexual or sexist remarks or behaviour on a person, regardless of their gender, which undermine their dignity by virtue of their degrading or humiliating nature, or which create an intimidating, hostile or offensive situation against that person. The same is true of any form of pressure, even if not repeated, for the real or apparent purpose of obtaining an act of a sexual nature for the benefit of the harasser or a third party. The following also constitute harassment: remarks or behaviour imposed on one and the same victim by several people, concertedly or at the instigation of one of these people, even if none of these people have acted repeatedly; or remarks or behaviour imposed on one and the same victim, successively, by several people who, even in the absence of concerted action, know that these remarks or behaviours characterise repetition.

This behaviour may include unwanted or inappropriate physical contact, emails, looks or gestures, comments, invitations or solicitations of a sexual nature expressed in any form whatsoever, or the sending or displaying of sexual elements (documents, images, objects etc.). This behaviour may also aim to make obtaining a promotion or other benefit conditional on procuring a sexual act.

This sexual harassment may occur on or outside MAISONS DU MONDE premises and may originate in particular from a Group employee or a customer, supplier or partner.

MAISONS DU MONDE does not tolerate any form of moral or sexual harassment.

The Group asks all employees to notify the Human Resources Department or their line manager of any behaviour likely to constitute a situation of moral or sexual harassment. It is not appropriate to ignore harassment of which you are aware, regardless of who it originated from.

MAISONS DU MONDE undertakes to implement the necessary means to put an end to any moral or sexual harassment.

# OUR COMMITMENTS TO RESPECT SOCIETY AND THE PLANET

## 1. MAISONS DU MONDE respects the environment

MAISONS DU MONDE acts in accordance with the environmental regulations of the countries in which the Group operates.

Beyond regulatory compliance, MAISONS DU MONDE promotes approaches that take into account the protection of resources, the environment, and nature.

In particular, the Group undertakes to:

• Integrate nature-friendly policies, programmes and practices into each of its activities.

• Continually strive to strengthen its environmental commitment and improve the management of its operations, including spending and investing so as to reduce its environmental footprint.

• Provide appropriate training, information, and communication to ensure a good internal and external understanding of the Group's commitment.

# 2. MAISONS DU MONDE contributes to sponsorship and mentoring activities

MAISONS DU MONDE is required to participate in sponsorship activities which, in exchange for financial or material support provided to an event, afford it visibility.

Each sponsorship action must be subject to prior checks on the reputation and legitimacy of the

organisations, associations, and companies that it is intended to support, and on their compliance with the laws and regulations in force in the country.

A sponsorship action diverted from its purpose in order to obtain an unfair advantage would constitute an act of corruption.



# 3. Lobbying and financing of political parties

Lobbying, or representation of interests, refers to any direct or indirect communication with public officials in order to influence public decisionmaking.

None of the employees of MAISONS DU MONDE practises direct lobbying at national level except, where appropriate, the representatives of interests duly declared by the Group in accordance with its obligations in this regard.

As part of certain projects related to store management, some employees may have discussions with local authorities. In compliance with French law, MAISONS DU MONDE does not finance political parties, either in France or abroad. While some Group employees have political convictions and commitments, these remain personal and must be carried out outside working time.

#### Practical guidance:

- Consider recording all the exchanges you have with authorities that could be considered similar to lobbying.
- Declare any elective public mandate to your line manager.
- Make sure you don't commit MAISONS DU MONDE through your political opinions and actions.

# 4. MAISONS DU MONDE respects anti-competitive practices

MAISONS DU MONDE considers that free, open, and fair competition is a factor of economic and social progress, influencing prices as well as the quality and extent of the consumer offer.

Competition rules prevent anti-competitive practices in two ways by prohibiting:

• Any agreement or exchange of sensitive information between competitors, in particular on price fixing or customer allocation.

• Any abuse where a dominant position impedes the maintenance of fair and healthy competition. The Group undertakes to comply with the applicable competition rules with regard to its competitors, and asks each of its employees to also respect them.

The Group defines its commercial policy independently. It undertakes not to enter into any agreement or arrangement with its competitors where the object or effect is to reduce free competition.

In particular, it does not agree on prices and does not award customers, areas, or markets in agreement or collusion with competitors.

# 5. MAISONS DU MONDE respects its suppliers and service providers. MAISONS DU MONDE establishes balanced relationships over time with its suppliers and service providers.

In order to do so, MAISONS DU MONDE has a Supplier Code of Conduct that informs its suppliers and service providers of its social, societal, and environmental commitments. Failure by a supplier or service provider to comply with one of the principles of the Supplier Charter or this Code of Conduct may constitute a reason to terminate the business relationship.

# 6. MAISONS DU MONDE respects its shareholders

Keen to create a relationship of trust with its shareholders, MAISONS DU MONDE ensures respect for shareholder equality, stock market regulations, and applicable corporate governance rules. The Group's accounting reflects all transactions accurately, sincerely, and in accordance with the legal and regulatory provisions in force.

At regular intervals, or as required, the Group provides its shareholders with accurate, precise, and genuine financial information, in accordance with the applicable rules.

