

INTERNAL NOTIFICATION PROCEDURE

We must all respect these provisions and especially those pertaining to **the obligation to protect the integrity and offer respect to the values and ethical principles** upheld by the company. Since it is primordial that we all respect the code, we must also be its guardians.

Therefore, the company expects that all of you:

+ Take action when faced with a situation that goes against the code;

+ Notify the events that you may have been a witness to. However, you will not be penalised for not implementing the notification procedure.

Even though the normal path is to bring up such concerns with your **superior** or with the Director of Human Resources, the Beaumanoir Group has implemented a system that makes it possible for you to contact the **“Ethics Committee”**:

+ By email to the following address:
compliance@groupe-beaumanoir.com

+ By mail: Groupe BEAUMANOIR (**Direction Ethique**)
– 10 impasse du Grand Jardin –ZAC La Moinerie –
35418 SAINT-MALO.

This system is also available for all those who need help or advice regarding the contents of the Code and the modalities for its implementation, for those who did not get answers from their superior or from Human Resources.

After receiving notification, the “Ethics committee” will be in charge of addressing the signal as soon as possible (maximum period of **48 hours** for considering it and **one month** to address it), with respect to **confidentiality, impartiality and presumption of innocence**. All investigations will be conducted with respect to applicable local legislations, including those that apply to the offending party.

The “Ethics Committee” is made up of :

- + **A General Manager in charge of strategic projects and of transformation**
- + **A Director of Human Resources and communication**
- + **The General Manager of the China Beaumanoir Group**
- + **An International Director**
- + **A Director for merchandise channels**

Once the “Ethics Committee” has received the notification it will address it :

+ By making sure that the events that are the object of notification fall under the umbrella of the BEAUMANOIR Group’s **Code of Conduct**,

+ By entrusting **investigations** to the department in the Group that is best qualified for identifying and addressing the notified events.

Next is the investigation phase in which each person will be asked to cooperate fully and to provide, upon first request, all useful information and documents.

The person being investigated will be informed of the nature of the complaints against him or her. Information may not be immediate if, for example, it must be checked, or kept secret or handed over to the authorities.

Information will only be shared with those who have a legitimate need to access it in the context of the investigation and in order to make sure the notifications are addressed and appropriate measures are taken. The Directors in charge of the investigations will give a report to the “Ethics” committee, which will then rule over the decisions to make in order to end the problem, sanction the events and prevent any risks.

Whenever possible, the person who implements the process of notification will be informed of the results of the investigation. It should also be known that no individual who comes forward in **“good faith”** will be sanctioned or retaliated for having notified the committee of any events relating to true or potential corruption, insiders influence, unfairness, conflict of interest or discrimination, with respect to this notification procedure.

In **“good faith”** means that at the time the procedure was launched, complete and honest information was provided, even if it turned out later to be erroneous.

Anyone who believes they are being retaliated against must immediately notify the committee, following the procedures described above. However, any dishonest or slanderous notification with a purpose that goes against neutrality, fairness, and respect may be the object of sanction.

