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Business Ethics Declaration

Approved by: Chief Executive Officer

**Revision:** 0

# Business Ethics Declaration

Date	Revision No.	Prepared by	Checked by	Approved by
03/09/07	0	R.B.Yakhlef	-----	-----
10/10/07	0	-----	M.Zribi	-----
10/10/07	0	M.Toumi	_____	M.Toumi



## *Business Ethics Declaration*

*This document resumes the set of social and cultural principles to which the leaders of TOPIC S.A. believe and aspire that the staff adheres.*

*Any exemption, exception or change carried to this document throughout the life of the Company, will be submitted to the board of directors by the care of its C.E.O.*

*An ethics committee chaired by the C.E.O and composed of the 4 oldest executives of the Company is in charge of the good*

*application of these principles. Any decision will be voted at the majority within this committee.*

*This document will constitute a moral engagement of any company's collaborator whether employee or consultant, to which it is necessary to adhere, to be informed and constantly recalled. Without having to sign it, any member of the company must respect it.*

*Aspirations*

*Principles of action*

➤ To reach a very high level of ethics in our relationships, our managing practices and our behaviors:

**Lawfulness:** Conformity with the applicable laws and respect of the legislation are sacred.

**Honesty:** Honesty is the basis of all lasting, stable and profitable business relationship. The activity of our Company is a set of human relationship; it is thus possible only with honesty.

**Trust:** Authentic business relation is possible only with the existence of total trust between the parties.

**Integrity:** In businesses, the integrity and the probity guarantee the success and the continuity.

**No discrimination:** All shape of racism or segregation as is either (racial, sexual, religious,...) is banished from our business relations and our daily behaviors.

**Confidentiality:** Apart from any business communications in the framework of a contractual relationship that includes a confidentiality agreement or a confidentiality assumption of professionals (lawyers, auditors, consultants, advisors...); any technical, financial, managerial, or personnel information and/or data obtained in connection with the activity of TOPIC S.A. its contractors and / or partners, at a time when it was not known by the public, is to be kept confidential during the relationship with TOPIC S.A. and until it becomes known to the

*public.*

*Confidential information should not be shared with third parties without the previous written approval of the upper executive officer on the hierarchy line of the organization.*

➤ *To  
guarantee  
the best of us  
for our  
stakeholders:*

***Commitment:** the high level of commitment is the basis of the success of our group. We make sure not to fail in our commitments and to carry them out as agreed.*

***Satisfaction:** the satisfaction of all our stakeholders is even the reason of existence of our Company. Our objective is to answer the least need expressed by our stakeholders within the framework of our strategy and our objectives.*

***Efficiency:** Any work started must be achieved effectively, for*

that we mobilize all our efforts, especially in optimizing organization, procedures and planning.

**Quality:** the quality of services analyzed at any transfer level in-house or with the environment and ultimately, the quality of our production conditions our future. To guarantee this future, we adhered to high standards of professional quality.

**Open-mindedness:** each stakeholder has his specificity. We try as far as possible to be open-minded, the opening on diversity and specificities being a source of wealth.

➤ **To ensure and maintain the welfare of each member of the company:**

**Respect:** Each member of TOPIC S.A. is a competent and trustable professional who merits all our support and respect, so that he or she can be fulfilled and contribute efficiently and continually to the development of the company.

**Complementarity of competences:** The collaboration of youngsters, creators and technocrats, pessimists and optimists facts the originality of TOPIC S.A. and the efficiency of its actions. The diversity of the profiles and the' opening on the differences enrich the heritage of the group and lead to' the excellence.

**Work Environment:** The welfare of the employee is essential for

*TOPIC S.A. which seeks to establish healthy conditions and an environment of work suitable to personal blooming, the development of the careers and competitiveness.*

*No form of discrimination or harassment of any kind is tolerated.*

**Work conditions:** *the safety and welfare of the employees at work are sacred in our group. In each work that we undertake, we make sure of the' existence of healthy and safe work conditions for our staff.*

*Every member of the personnel is invited to express his discontent or non enthusiasm facing the work conditions or the contents of work itself in a civic manner and while taking care of the smooth running of the company.*

*Likewise, personal or professional problems would be afflicted by a member of the staff of the group shouldn't under no circumstances disrupt the running of work. Otherwise, it would be preferable for the concerned person to ask for a time off.*

**Personal behavior:** *TOPIC S.A. demands its staff honesty, probity and transparency. These principles constitute the basis of all relationship inside and outside the company.*

*Any form of corruption is unacceptable. The staff is held to*



*refuse and not to request any offer and/or any payment on a purely personal basis or susceptible contact that might lead to a conflict of interest between their personal relations and smooth running of the affairs' of the company for which they work.*

➤ *To guarantee the satisfaction of everyone of our shareholders and/or subsidiaries, affiliated:*

***Profitability:*** TOPIC S.A. commits as far as possible to work for best return to its shareholders.

***Long-term vision:*** All our decisions, notably concerning investment will be made with regard to long-term interest and to guarantee the financial well-being of our shareholders as long as possible on the sustainable development bases.

***Development of synergies Intergroup:*** All the components of the group will try hard to know each other, to inquire about what happened in the fields of the ones which can have implications in the fields of the others. A permanent eve aiming at the identification of potential synergies would lead to maximize the integration intergroup of services and/or products, each one in his special field. This dynamics must be done in the total respect for the rules of competition, the principles of reciprocity, the «win-win», the strategic orientation and the intergroup ethics.



Complete packages made up of services and/or products offered by subsidiaries and/or shareholders, affiliated, partners, will be the demonstration of this wish to develop synergies intergroup.

➤ *To attend to evolve in symbiosis with the environment in its totality:*

**Altruism:** TOPIC S.A. is regarded as a small family which aspires to increase by seeking the interest of all its partners and stakeholders (the shareholders, the staff, the customers, suppliers...) and try always to give at least the equivalent of what it receives from its environment.

We are careful to establish a climate of mutual assistance between the staff and to bring to each one of them, as far as possible, the assistance which he needs at the difficult moments.

**Struggle against pollution:** We are conscious of the ecological risks incurred by planet and of the close relation between energy and ecological problems. We commit ourselves to contribute continuously to the respect of the environment, the health and the safety of all those which are implied in our operations and contributing in an effective way to the process of durable development.

**Solidarity:** As a responsible economic actor and a citizen, TOPIC

*is mobilized for all the great national or international humane causes and to each time the need arises.*

**Community actions:** *No company can evolve/move by being unaware of the society of which it is member. TOPIC S.A. perfectly conscious of its role as citizen company, is committed to participate on a proactive and constructive way in any Community activity likely to contribute to the development, progress and the wellbeing of the socio-economic and cultural actors in the areas in which it operates.*