



**BIOS** ANALYTIQUE  
Your Chromatography Equipment Partner

# Ethics Charter

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*Our reputation depends to a large extent on our actions, attitudes and behaviours.  
Everyone must ensure that our external image is maintained and promoted.*

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# PREAMBLE

## Why do we need a Charter?

Bios Analytique places a high priority on the protection and primacy of the interests of its customers, suppliers and partners, develops civic values and ensures the respect of the principles of social and environmental responsibility.

We guarantee that all of our employees operate with professionalism and integrity, in order to maintain and strengthen the trust of our various partners.

The principles set out in this charter define a common standard of ethical requirements. They are not a substitute for specific laws and regulations applicable to activities and countries.

Senior and middle management ensure the dissemination and understanding of the fundamentals of this charter, and that everyone's actions fall within this framework.

## Company overview

Bios Analytique is a European company specialising in the leasing and financing of chemical analysis instruments and computer equipment.

With its technical and financial expertise in the laboratory market, Bios Analytique provides the answer to the equipment needs of its customers.

## Who is this Charter for?

This charter defines the basic rules applicable to employees of the company, as well as members of management.

## Who is responsible for this Charter?

This charter has been drafted and validated by the management of Bios Analytique.



# OUR VALUES

Our corporate culture leads us to put the human at the heart of our strategy.

Benevolence, respect for the individual, simplicity, closeness, empathy, integrity, humility, cooperation and the sense of the collective are important components. This implies respect, at all levels, for a certain number of rules of behaviour.

That is why we expect our employees to respect each other both in their mutual relations and with those outside the company.

The rules of behaviour defined in this charter concern our daily work.

Some clear and precise principles are useful references. They do not cover all situations, but serve as guidelines in case of doubt or uncertainty about the attitude to adopt.



## Compliance with laws and regulations

Bios Analytique submits unconditionally to all local, European and international regulatory texts likely to affect its activities, while ensuring compliance with the ethical commitments of the profession.

We guarantee the transparency and truthfulness of the information provided to customers, suppliers and partners, the supervisory authorities and the general public.

The organisation, procedures and operations must comply with the rules defined by the General Management of the company.

## Confidentiality

### **General principles**

Each of us is a custodian of and responsible for the confidential information he or she receives, uses it internally only for business purposes and only discloses it outside the company if he or she is authorised to do so or in the case provided by law, at the request of public and judicial authorities or supervisory authorities. The obligation of confidentiality continues to apply after departure from the company.

### **Confidential information and non-disclosure**

Certain information may have the status of "confidential" as soon as its disclosure might call into question the neutrality and impartiality of Bios Analytique in the management of its activities. It might be obtained because of the position occupied by an employee within the company and his or her potential access to the information.

## Internal regulations

Our employees comply with the work procedures defined by Bios Analytique in the context of the assignments they carry out and the decisions they make.

We require our employees to act with honesty, integrity and objectivity in all circumstances and in all places, which implies strict compliance with the laws in force in the fight against fraud, corruption, conflict of interest and money laundering.

We strongly condemn any unlawful or potentially unlawful behaviour.

Any suspicious action or transaction must be reported to Management, which, after assessing the risks and consequences for the company, will apply the measures and penalties provided to remedy them.



## Fraud

Fraud consists of “deceiving” under the guise of good faith, using unfair means to obtain a benefit or consent while avoiding compliance with the law and regulations in force.

Bios Analytique actively fights against fraud of any kind.

## Corruption

Corruption is an illegal pact between two or more people, for the bribe-giver to obtain special benefits or prerogatives and for the bribe-taker to obtain compensation in exchange for complacency.

Bios Analytique applies a “zero tolerance” policy on corruption.

## Conflict of interest

A conflict of interest is likely to call into question the neutrality and impartiality with which the person must fulfil his or her assignment because of his or her personal interests. It arises from a situation in which an employee has, in a private capacity, interests that could influence or appear to affect the way in which he or she performs his or her duties and responsibilities within the company.

Bios Analytique ensures the steadfast and correct conduct of its business in all circumstances.

## Money laundering and financing of terrorism

Money laundering is the crime of giving a legitimate appearance to capital that is actually derived from drug trafficking, organised criminal activity, financial or tax fraud, or even terrorism.

Bios Analytique refrains from working with customers, suppliers and partners whose commercial activities are considered suspicious or malicious.



## Rules of personal conduct and respect for individuals

Establishing a safe and enjoyable work environment is everyone's business.

Each employee demonstrates loyalty and ensures the quality of relationships with his or her colleagues. He or she acts in a spirit of teamwork, responsibility, rigour and professionalism.

All employees must be treated with respect and cordiality, regardless of the hierarchy or positions they hold within the company.

### Principle of non-discrimination

Bios Analytique is committed to respecting and promoting the application of the principle of non-discrimination in all its forms, and in all stages of human resources management, including hiring, training, promotion and, more generally, throughout the professional career of employees.

We value diversity and refuse to discriminate on the basis of nationality, sex, age, marital status, physical appearance, sexual orientation, state of health and disability, or trade union and political activities.

### Respect for privacy

Bios Analytique respects

- ✓ the privacy of individuals, whether employees, customers, suppliers or partners, by adequately protecting their personal data;
- ✓ the commitment of those who, as citizens, wish to participate in public life.

### No harassment

Bios Analytique condemns harassment for the moral and physical health of employees, and this strong commitment is part of a global policy for the prevention of occupational risks.

In this context, our employees undertake to respect the individual and his or her dignity, and to refrain from any form of discrimination or harassment, repeated physical, psychological or verbal violence, or indiscretion regarding the privacy of colleagues, clients, suppliers, partners and other third parties in their professional environment.

### Fair conduct of business

Bios Analytique carries out its activity with integrity and loyalty, internally and externally.

As such, our employees behave in a dedicated way. The pursuit of the interests of everyone cannot justify behaviour contrary to the principles of righteousness and honesty.

Management has an exemplary role in the general conduct of business.



# OUR COMMITMENTS

Each employee respects the commitments made in his or her relations with the customers and supplier partners. He or she is fair to them and makes his or her choices according to objective criteria.

Beyond compliance with laws and regulations, each employee acts with integrity, inside and outside the company when he or she represents it. He or she is reserved in his or her statements outside on any subject concerning Bios Analytique, unless he or she is allowed to speak on its behalf.

## Data protection

Bios Analytique adequately and securely protects the personal data of customers, suppliers and partners.

Data is only requested, used and kept if it is useful for the proper functioning of the company, in particular to serve its interests, to improve the quality of its services or in order to comply with its legal obligations.

The transmitted data can be deleted at the request of the issuer.

## Our commitments to customers

The fundamental values of Bios Analytique ensure its customers: expertise, quality, commitment, innovation, but also trust and integrity.

Bios Analytique takes care to act with professionalism in order to maintain and strengthen the confidence of its customers in the long term and to respect their legitimate interests.

Through our commitments, we expect our employees to take into account the interests of customers and offer them relevant solutions tailored to their needs.

## Our commitments towards suppliers and partners

### Respect for partners and suppliers

- ✓ Relationships with our suppliers and partners must be guided by mutual respect.
- ✓ Bios Analytique is vigilant as to the quality of relations with its third parties and ensures that no situation, and no benefit given or received, affects the judgment of its employees.



## Transparency and healthy competition

- ✓ Bios Analytique obeys the principle of free competition.
- ✓ All legitimate and necessary market and competitor information is obtained through transparent and appropriate means.
- ✓ We may disseminate understandable and accurate information to enable the recipients to make informed decisions in the context of their relationship with Bios Analytique.

## No denigration

- ✓ The competitiveness of Bios Analytique is based on the quality of the products and services provided and not on any discredit cast on competitors.
- ✓ Any behaviour disparaging competitors or partners is prohibited.



# OUR PARTICIPATION

## The interpretation of the Ethics Charter

As part of the conduct of their activities, employees may have concerns about certain practices and need help or advice to resolve them.

When in doubt, and before any decision is made, employees should first ask themselves the following questions:

- 1) *Is my decision, my actions or those of my colleagues in line with the company's Ethics Charter?*
- 2) *Is it legal?*
- 3) *Is my behaviour or that of my colleagues likely to have negative consequences for the company?*

For any question relating to this Charter, or in the event of difficulty of interpretation as regards its application to a given situation, our employees are invited **to ask their direct or indirect line manager** who will refer to Management.

## How to report?

A special attention has been set up within the company in order to allow all of its employees (permanent or casual) to issue, in a disinterested manner and in good faith, any report concerning suspected or proven facts of which they personally have knowledge:

- a crime or offence, including bribery and influence peddling;
- a serious and manifest violation of our external commitments;
- a serious and manifest violation of the law or internal regulations;
- a threat or serious harm to the public interest;
- serious unlawful conduct affecting the individual and his or her dignity

In practice, all employees may report a suspect action by email to [ethics@bios-analytique.com](mailto:ethics@bios-analytique.com) or in any other way to the Management.

That does not prohibit employees to report to the direct or indirect line manager.

Management guarantees the strict confidentiality of the information collected.

Bios Analytique undertakes that no disciplinary measure or sanction shall be taken against a good-faith employee who has used the reporting way, even if the facts subsequently prove inaccurate or do not give rise to any further action.

