

CODE OF CONDUCT

FM GROUP
September 2022





Message from the management

As a major international player, FM Group, consisting of FM Logistic, Batilogistic and their subsidiaries, FM Holding and FM Foundation (hereinafter "FM Group") has made the commitment to conduct its affairs with integrity, in accordance with its fundamental values of trust, performance and openness.

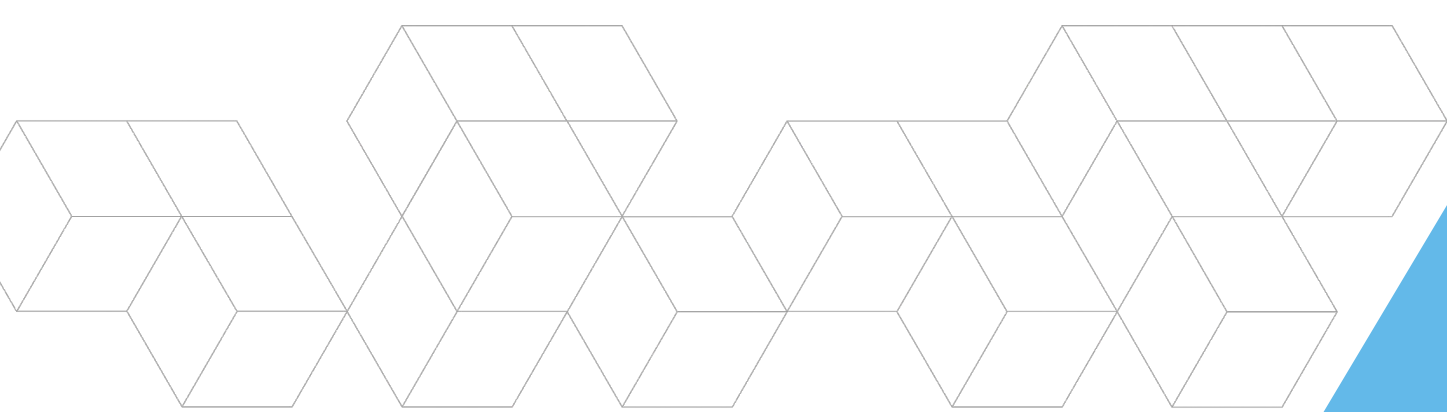
In keeping with its values, FM Group has adopted the principle of zero tolerance towards any form of corruption or illegal activity. Any breach of that principle will lead to disciplinary action or prosecution for the person concerned. We have built our reputation with our customers and suppliers on our constant attention and our approach based on continuous improvement. As a result, our ethics rules, which stem from our corporate values and culture, are essential links in our growth and the sustainability of our business model.

Each and every one of us must commit to following these rules in order to maintain our good reputation, an essential factor in the Group's growth and prosperity.

This Code of Conduct (hereinafter the "Code") sets out the rules of conduct to be adopted by all the company's stakeholders in order to comply not only with the law, regulations and rules applicable in all the countries where we operate, but also with ethical values in business. This Code provides concrete examples so that everyone can identify the situations where there is a risk and familiarise themselves with the methods of alerting and reporting any breaches.

The circulation of this Code and its values is the responsibility of the management in every one of the company's entities.

This Code of Conduct applies to the entire FM Group, its subsidiaries and all their corporate officers, managers and employees.



We are committed to building and maintaining trust with our employees, our partners and communities as well as with the authorities.

NB: This document does not constitute a contract of employment and in no way alters the discretionary nature of the employment of an employee.

In cases where national laws or requirements are stricter than this Code of Conduct, they will prevail.

“ The company is a jewel that each employee has a duty to protect and help to grow. ”

Marie-Laure Faure

Chair of FM Foundation

Jean-Christophe Machet

CEO of FM Logistic

Olivier Faure

Chair of FM Holding Corporate

Gilles Faure

CEO of BATI Logistic

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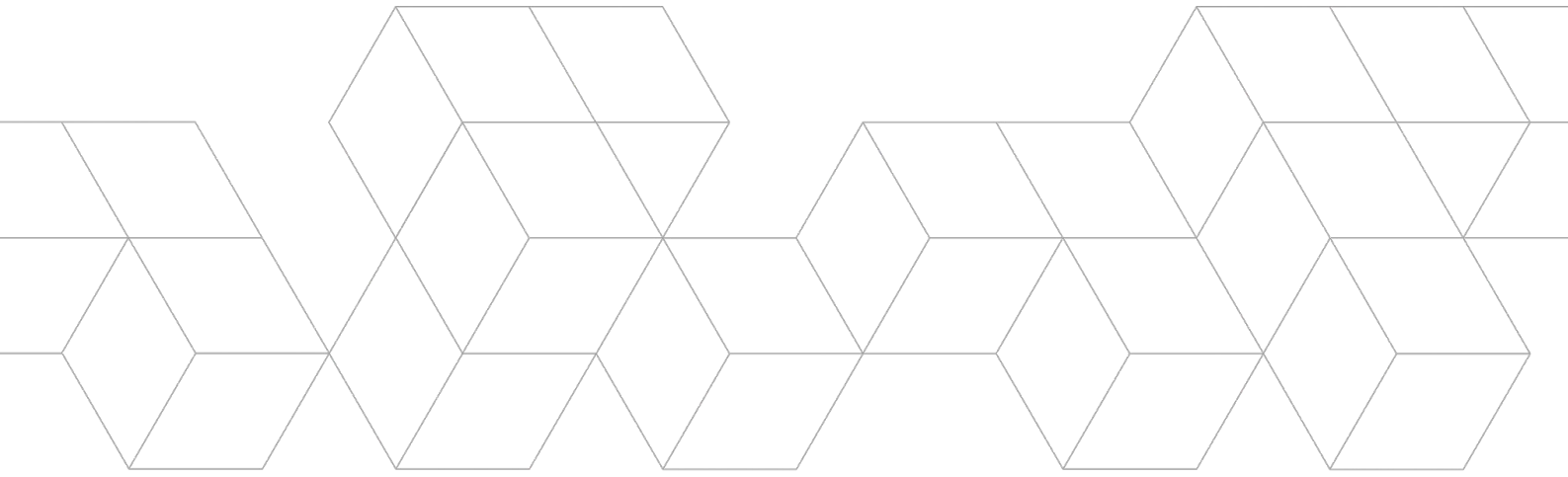
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Our values



TRUST

Trust is given as a principle and is nourished over time. It allows each person to give the best of themselves; it encourages autonomy and cooperation between us and our partners.



PERFORMANCE

Performance is the fruit of our excellence applied every day and our desire to be enterprising. It is the key to the satisfaction of our customers and the long-term success of our company.



OPENNESS

Openness requires us to exercise our curiosity and our ability to listen, to challenge our assumptions and to show creativity and initiative.



Our commitment on ethics

Whatever the job we do, we are all responsible for creating, promoting and maintaining a corporate culture that encourages ethical conduct and compliance with the law. We all have a duty to understand and comply with the expectations laid out in this Code.

As an

FM Group employee

- Know and understand the laws and regulations applicable to my work
- Be honest, transparent, fair and trustworthy in all that I do and in my professional relationships.
- Seek advice, if in doubt, from my manager, a member of my team, HR or the *Compliance Officer* or I can use the Ethics Hotline.
- Use the Ethics Hotline if I wish to report a suspected or actual ethics breach.
- Cooperate with everyone involved in the investigation and always provide them with full and fair information and the necessary documents
- Attend the training sessions that apply to me

FM Group manager

I will

- Know and understand the laws and regulations applicable to my work
- Be honest, transparent, fair and trustworthy in all that I do and in my professional relationships.
- Seek advice, if in doubt, from my line manager, a member of my team, HR or the Compliance officer or I can use the Ethics Hotline.
- Use the Ethics Hotline if I wish to report a suspected or actual ethics breach.
- Cooperate in all investigations and always provide full and fair information and the necessary documents
- Attend the training sessions that apply to me

Compliance with labour and human rights law

FM Group takes care to ensure that it complies with current legislation in all the countries where it has a presence. We are committed to complying with the principles set out in all the fundamental texts, such as the Universal Declaration of Human Rights, the International Labour Organisation (ILO) conventions as well as the legislation and regulations of the countries in which we operate. The company commits to not use forced or undeclared labour and to refuse to work or to immediately stop working with suppliers and providers that may be employing people who are working under threat or coercion.

FM Group refuses the employment of minors (except of course for short periods of work experience as part of the school curriculum) for any of its own activities or those of its subcontractors or customers. FM Group undertakes to comply rigorously with the minimum age limit applicable in all the countries where it operates. In all cases, this minimum age may not be lower than that fixed by Conventions 138 and 182 of the International Labour Organisation, namely 15 years and 18 years for hazardous or particularly difficult work. It should be noted that this point merits particular vigilance, in particular when signing contracts with suppliers or customers through our *due diligence* questionnaire.

Integrity as our guide

The problems encountered can be complex with situations that can sometimes be contradictory, for example choosing between personal gain and what is the right decision for the company or whether to accept an order even if the interlocutor is subject to sanctions.

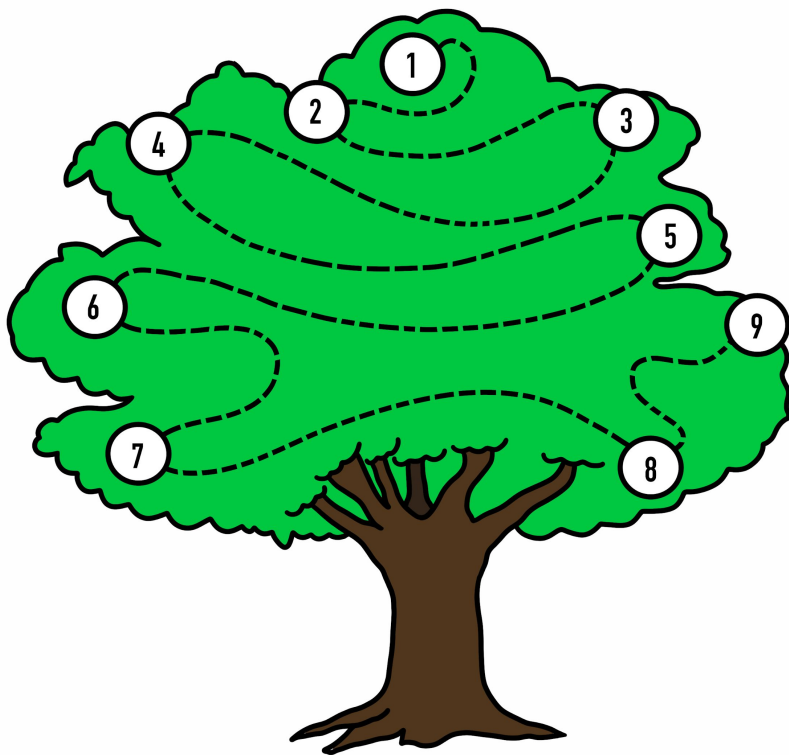
Acting with integrity can sometimes be difficult. The success of FM Group depends on the behaviour of each and every one of us!

A process in 5 steps

Whatever the situation, our judgment is a crucial part of decision-making in the company's name. This 5-step process has been designed as a guide to help you make the right choices when faced with a difficult situation



Decision Tree



1. Is action necessary?
2. Is it legal?
3. Is it in line with FM Group policy?
4. Is it in keeping with FM Group's corporate culture and values?
5. Have I taken into account the impact on our staff, customers and shareholders?
6. Will I be comfortable explaining my actions to my manager, a colleague or my family?
7. Can my action be defended if it is published by the media?
8. Is it beneficial to the whole Group and not just a few individuals?
9. If something is making me hesitate, have I asked for help?

Penalties for non-compliance

Anyone who fails to comply with the rules contained in this Code will be liable to disciplinary sanctions and even dismissal, in accordance with the company rules.

The Ethics Hotline and other channels of communication

The first channel of communication available to the Group's employees is through the managerial line, that is to say they can speak to their line manager or their functional manager.

As it is impossible to list all the situations that may arise, it is quite likely that a situation not specifically mentioned in this Code will arise (in connection with a given regulation or law or company policy). Every FM Group employee must accept that they have a *personal* responsibility to behave appropriately and to maintain high ethical standards in their work.

If in any doubt, refer to our Decision Tree to guide you through the necessary thought process!

Different channels of communication are available to our employees and partners to guarantee an ethical environment prevails.

You can seek help and advice by contacting:



The aim is to help all employees and suppliers to clarify their doubts and take decisions ethically and to enable them to pass on information on possible breaches of this Code. Strict confidentiality is guaranteed. Anonymity, if requested, will be guaranteed. However, it is important to provide a means of contacting you (phone number or e-mail address) to allow the exchanges necessary to the investigation.



E-mail address for the whole Group

Ethics Hotline

ethics@fmlogistic.com



Postal address

FM Holding,
for the attention of Compliance Officer,
12 rue de l'Europe,
57370 Phalsbourg, France

**MARK THE ENVELOPE
"CONFIDENTIAL"**

FM Group undertakes to treat all reports strictly confidentially, as required by the Law of 9 December 2016 (on transparency, the fight against corruption and the modernisation of the economy, commonly known as the Sapin 2 Act) or the relevant local laws.

FM Group has developed a *compliance programme*. A reporting or "whistleblowing" procedure has been set up: this is our Ethics Hotline. Any **employee or third party** can therefore report any concerns to their managers or if necessary using the Ethics Hotline.

The Ethics Committee, which has 5 permanent members, will examine every report made. It is the guarantor of compliance with and the application of this Code. The Committee is guaranteed the independence and impartiality necessary to carry out its tasks. It may also intervene of its own accord to consider any ethics-related issue arising in the company. Its members are bound by a strict obligation of confidentiality.

The whistleblower will be kept informed of the follow-up to the alert. All data of a nature to identify a whistleblower and the persons reported will be destroyed as required by law (in France Decree no. 2017-564 of 19.4.2017).

Good faith and non-retaliation

Anyone reporting a potential breach of this Code in good faith will be protected and may not be subjected to any form of reprisals. Indeed no-one must be penalised for having done their duty and reported a situation or event that appears to be in breach of the Code, even if it is subsequently found to be unfounded. On the other hand, any accusations that prove to be *scurrilous* may give rise to disciplinary action and even prosecution. Anonymous telephone calls or letters will be treated with all the necessary caution.



Any retaliation actions against anyone reporting a potential breach in good faith are prohibited.

What do we mean by "reteliation"



This refers to negative measures taken by a manager or colleague against a person because they have reported their suspicions, whatever the channel of communication used.



Whistleblowing alerts and the investigation

Examination of the report

Whatever the channel used to raise the alert, the admissibility of the report will be examined and the case investigated. Whistleblower reports are all handled confidentially.

Investigation

Every alert will be the subject of a detailed investigation of the facts and information provided. The investigation will be entrusted, depending on its classification level, either to HR or the Corporate *Compliance Officer* or any other person deemed competent to deal with it without any conflict of interest.

Investigation complete

Once the investigation is completed, a report will be drawn up to show that all the facts have been investigated and documented.

Decision on action to take

The Ethics Committee will examine the report and decide what measures need to be taken. It will follow up the corrective actions decided and may recommend preventive measures and disciplinary sanctions.

Closing the alert

The alert will be closed and the whistleblower informed of the outcome of the investigation. Details of actions concerning employees are not disclosed, in accordance with labour laws.

Analysis and statistics

Information about ethics-related activities is collected, monitored and evaluated regularly in order to pick up any trends that will have to be dealt with. An annual report is to presented to the Board of Directors.

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Building mutual trust

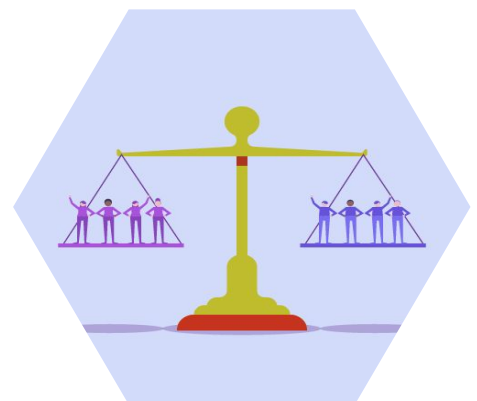
Promoting interpersonal relations based on trust and openness, essential to good performance.

Freedom of association and labour relations

FM Group wishes to guarantee and encourage constructive labour relations within the company and recognises the right to freedom of association. This freedom is recognised in most countries. FM Group undertakes to ensure compliance with the law on freedom of association that applies locally to its employees and to ensure that its employees can express themselves freely within the company on issues relating to the conditions in which they carry on their activities.

Promotion of equality at work and the principle of non-discrimination

Decisions relating to recruitment, promotion, training and salary are based on competence and performance. Another fundamental principle of human resources policy also applies: that of non-discrimination. FM Group promotes diversity and is committed to fostering an environment of cultural diversity where every employee has the opportunity to develop professionally. In addition, FM Group has a policy of proactively integrating disabled employees, which is adapted to the specific regulatory contexts of each country. FM Group prohibits any sort of discrimination, whether on the basis of gender, age, family situation, origin, sexual orientation, physical fitness or membership of any political, religious or trade union organisation.



Prohibition of harassment

Harassment in all its forms is prohibited

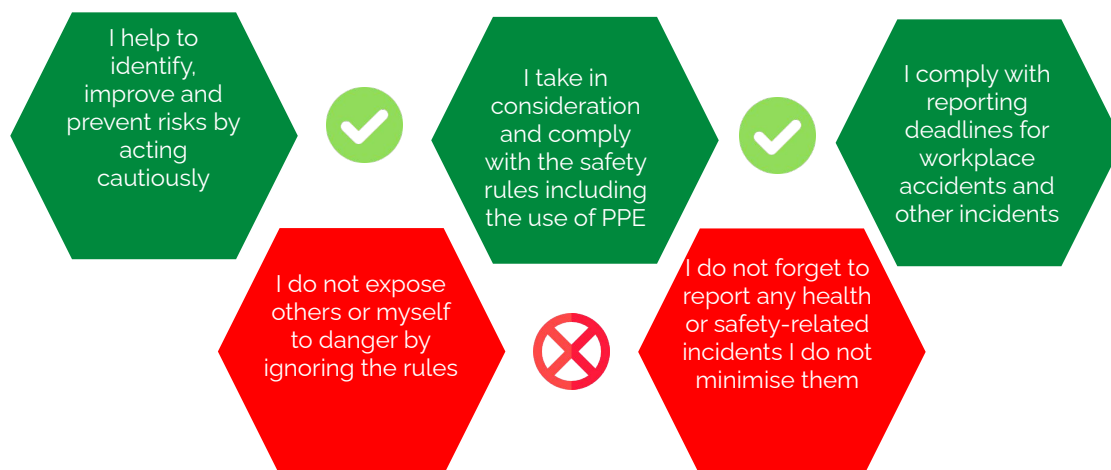
Bullying

Any repeated actions towards a person that lead to a deterioration in their working conditions due to a violation of their rights and dignity and that have a negative impact on their physical and mental health or are a threat to their career progression.

Sexual harassment:

Subjecting a person to repeated remarks or behaviour with sexual or sexist connotations that undermine their dignity due to their degrading or humiliating nature or that create a situation that is intimidating, hostile or offensive to them.

Health and safety



FM Group places people at the heart of its development and sustainability. This is embodied in our values, our managerial culture and the demands we place on ourselves in terms of well-being at work. The health and safety of our employees is our absolute priority. Safety at work is a basic principle and a right for our employees. Our aim is: Zero Accidents. We are committed to eliminating workplace accidents, preventing occupational illness and improving working conditions. These rules are mandatory for everyone in the company. Managers have a duty to ensure these rules are strictly followed.

For these reasons, the personal use, sale or possession of alcoholic beverages or drugs is therefore strictly forbidden inside FM's premises. On an exceptional basis, short convivial gatherings with alcohol may be organised for special occasions with the specific permission of the site manager.

It is strictly forbidden to smoke or vape on the sites (warehouses, offices, outside), except in the places expressly set aside for smokers.

Conflicts of interest

No employee may have a personal, professional or financial interest that is incompatible with the loyalty they owe to the company and their responsibilities concerning it (definition of a "conflict of interest"). Employees occupying certain positions must complete a conflict of interest questionnaire every year.

Any conflict of interest, real or potential, must be declared so that its nature and consequences can be examined. We will not tolerate on the part of our employees any personal actions that could be detrimental to the company's business or that could interfere or be in conflict with the company's interests.

FM Group's interests must always prevail.

To help you to understand what a conflict of interest is, we have listed a few common examples in the table below.

Type of conflict	What does this mean?	Examples
Conflict of interest between FM Group and the employee	An employee, a member of their family or someone close to them who is employed by OR who owns more than 5% of the shares in a company with which FM Group does business	An employee's brother-in-law is a partner in the law firm that they are seeking to hire to defend FM Group. This is a conflict between the person's personal interests and those of FM Group
Conflict of interest between customer and supplier	An employee who chooses a supplier who is a friend or family member	A buyer at FM Group who chooses a transport firm that belongs to their father-in-law, even though its prices are not the most competitive
Non-compliance with procedures	Bending the company rules to obtain a personal favour or special conditions	An employee who negotiates a personal loan and in return for favourable terms promises a work placement for the banker's daughter in the marketing department, without going through the proper HR channels
Conflict with FM Group rules	An employee who is the superior at work of a member of his/her family or close friend	An employee concealing the fact that a member of his/her family works in the same department and/or is her/his direct superior
Conflict of loyalty	Having a second employment contract for a job similar to that at FM Group	Doing consulting work for a previous employer that is a competitor of FM Group. A driver for FM Group also doing part-time driving for a competitor in their spare time

Use of IT tools

Information technologies are a valuable and indispensable tool for our business. However, they are highly exposed to the threats of cybercrime (attempted data theft, hacking, phishing, destruction of data, destruction of systems, etc.), whose exponential growth represents a major risk for the company.

The Company's IT and communications resources are intended for professional use. Reasonable personal use is tolerated.

Only responsible, informed behaviour on the part of users can protect precious systems with growing vulnerabilities. The **Information and Communication Technologies Charter** sets out the relevant rules of conduct. Each user is responsible for the application of the good practices set out in this Charter.

Communication and social (new) media

FM Group's image is a competitive advantage. It must be protected. Damaging it leads to serious harm to the company.

All enquiries coming from the media are centralised and passed on to the Communication Department. It alone can authorise anyone to speak in public on behalf of the group.



Everyone must be careful in their choice of words when communicating professionally and refrain from using insults or saying anything that goes against the principles set out in this Code on the fight against discrimination or non-disclosure requirements.

Company assets

Each employee has a responsibility and a duty to protect the assets of FM Group (physical property, installations, equipment, computers, products and vehicles belonging to it or under its responsibility, but also information and reputation) against loss, damage, misappropriation and theft. Such assets must only be used for professional purposes, and any other use must be compliant with FM Group's procedures and regulations.

"Company assets" include:

- Tools, equipment and machines
- Information, including confidential information
- Buildings, vehicles, premises, land
- Telephones, computers and systems

The work time, tool and other elements necessary for us to carry out our duties

2

Building trust with our partners

FM Group's anti-corruption policy

FM Group conducts its business honestly, with integrity and respect, in compliance with all laws and regulations. This is part of our values and the way we wish to establish sincere and fruitful cooperation with our employees as well as our business partners.

FM Group is committed to complying with all the legislation and regulations applicable in all the countries where we operate or where we purchase goods and services.

No employee, manager or corporate officer of FM Group is authorised on any grounds whatsoever to commit an illegal or unethical act or to incite others to do so.

The top management of FM Group has clearly stated that it will not tolerate any form of corruption or illegal activities, whether direct or indirect, passive or active, aimed at any public servant or person with equivalent status or any person governed by private law. FM Group actively combats all forms of fraud and money laundering.

Corruption:

"Any action by a person, vested within a particular public or private function, seeking or accepting a gift, an offer or a promise with an intent to accomplish, delay or omit accomplishing an action connected, directly or indirectly, to their function."



A few terms worth knowing

Bribe: any item of value, including money, gifts, services or favours, given by a person with the intention of persuading someone else to act in their favour.

Backhander: a payment made as compensation for facilitating the establishment of a contact or contract.

Facilitating payment: a payment (usually a small sum) paid to facilitate the granting of a permit or some necessary formality.

Fraud: any illegal behaviour deliberately intended to appropriate, embezzle, falsify, dissimulate, omit or destroy money, assets, data or information belonging to others.

Money laundering: a crime that consists of holding or using capital generated by illegal activities with a view to "legitimising" it by recycling it through legitimate activities.

Influence peddling person who receives - or solicits - gifts or benefits with the aim of abusing their influence, real or supposed, on a third party so that they can make a favorable decision

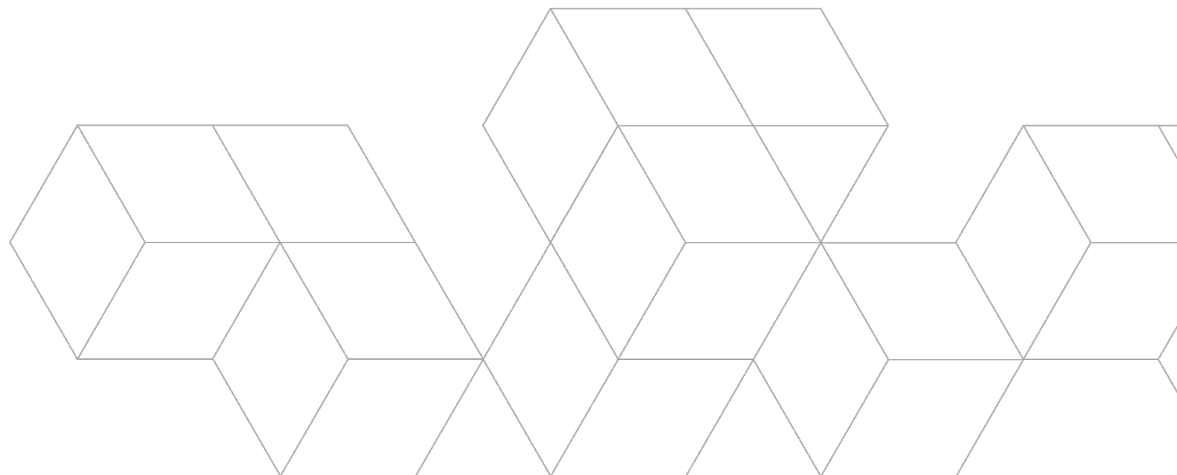
Due diligence on our partners

FM Group believes in transparency as a rule with its partners, which it chooses carefully and which are a crucial element in the company's success. This is why a process of checking potential partners known as Due Diligence has been introduced (main customers and suppliers and our intermediaries).

The supplier selection process is based exclusively on objective, qualitative criteria such as technical specifications, security, quality, service, environmental issues, price and lead times. The tender process is the rule.

In addition, FM Group expects of its suppliers of goods and service that they share and adhere to its fundamental principles by signing its Business Partner Code of Conduct.

We aim to establish lasting "win-win" relations with our partners which will create value for all the stakeholders.



As an employee, manager or corporate officer

I undertake to

- Seek advice on the laws applicable to my job and my scope.
- Carry out the due diligence necessary to be sure that the partners with whom I sign contracts are competent and honest.
- Report any demand or request for payments or gifts or any other inappropriate exchanges of which I am aware.

I should not

- Make facilitating payments.
- Offer or authorise the giving of anything of value, directly or indirectly, to a government official or public servant.
- Do business with persons or companies that refuse to adhere to our anti-corruption rules.
- Neglect or ignore any "red flags" that might suggest corrupt activities engaged in by any third party acting in our name.

FM Group gift policy

On principle, it is strictly forbidden for any employee to receive or offer any gift, remuneration, commission, gratuities or other sorts of payments or illegal income, whether in cash or in the form of products or goods, in their relations with suppliers, customers and commercial partners, public authorities, etc.

The term "gift" is to be understood as covering, in particular: gifts, courtesies, vouchers, meals, trips, invitations, events, donations, entertainments or services (security, entertainment, etc.). When it is not possible to refuse or return a gift, for example for cultural reasons, the employee must use the relevant form to declare it and hand it over immediately, and completely transparently, to the site's management, which will organise a lottery for the staff.

Any gift offered or received must be professional in nature and remain within acceptable limits, with regard to both the law and custom. It must be the subject of a request for authorisation depending on its value. This is appreciated in each country, according to the local legislation, the culture and the economic environment. Employees must comply with the rules in the country where they work. On no account may employees solicit gifts or invitations, for themselves or their families.

Samples received, if they are not returned to suppliers, must be used in the company's activities, destroyed (with a proper destruction report) or treated as a gift.



A few questions to ask yourself



- Give small customary presents, which remain, reasonable, professional in nature and modest in value.

- Request an exemption if the value of a present given to me or that I wish to give exceeds €100.

- Systematically request an exemption for customary gifts to be made to a public servant or politically exposed person, whatever the value of the present.

- Ask my *compliance officer* for advice if I am not sure how to react to a gift.

- Inform my interlocutor that FM Group redistributes gifts received by staff by organising an annual raffle.

- Give or accept a gift, entertainment, invitation or any other present which could be perceived as an attempt to influence a professional decision.

- Ask any supplier or business partner for gifts, favours, trips, services etc.

- Accept cash or cash equivalents (vouchers, etc.) from a supplier or partner.

- Accept or make payments, make political donations or contributions or any other payments in exchange for favours or special treatment.

Free and fair competition

FM Group is a leader on its markets, but always behaves in a spirit of fair competition and respect for the law, as well as the principles in this Code. Illegal actions and unfair competition are prohibited.

We refuse to participate in any covert agreements, price fixing, bid rigging, collusion to divide up markets or any other action that would interfere with free competition. Furthermore, we do not engage in any actions that could lead others to believe such arrangements exist. In addition, we only collect information on our competitors by honest and legal means. If a new employee joins FM Group from a competitor, we do not ask them to share confidential or sensitive information to which they may have been a party in their previous employment.

Competition law may concern us when:

- we are in competition with another company
- we participate in meetings of industry associations
- we are dealing with suppliers
- we collect competitor information about third parties
- we are dealing with customers...

Intellectual property and confidentiality

Intellectual property concerns creations or innovations used by the company. Restricting the use of its intellectual property helps the company to protect its ideas and its brand identity. Every employee has a responsibility to secure the company's intellectual property and to respect that of others. Everyone must comply with intellectual property law and regulations relating to copyright, patents, trademarks and trade secrets.

Each person must take the measures necessary to protect the confidentiality of the information they hold due to their professional activities. It is formally prohibited to acquire information on our suppliers, customers or other business partners by unfair means, and we pledge that we will only use information obtained in the normal course of our business.

Every employee must abide by the obligation not to divulge verbally, in writing or by electronic means any professional information of a confidential nature, unless expressly delegated or authorised to do so in writing by a superior.

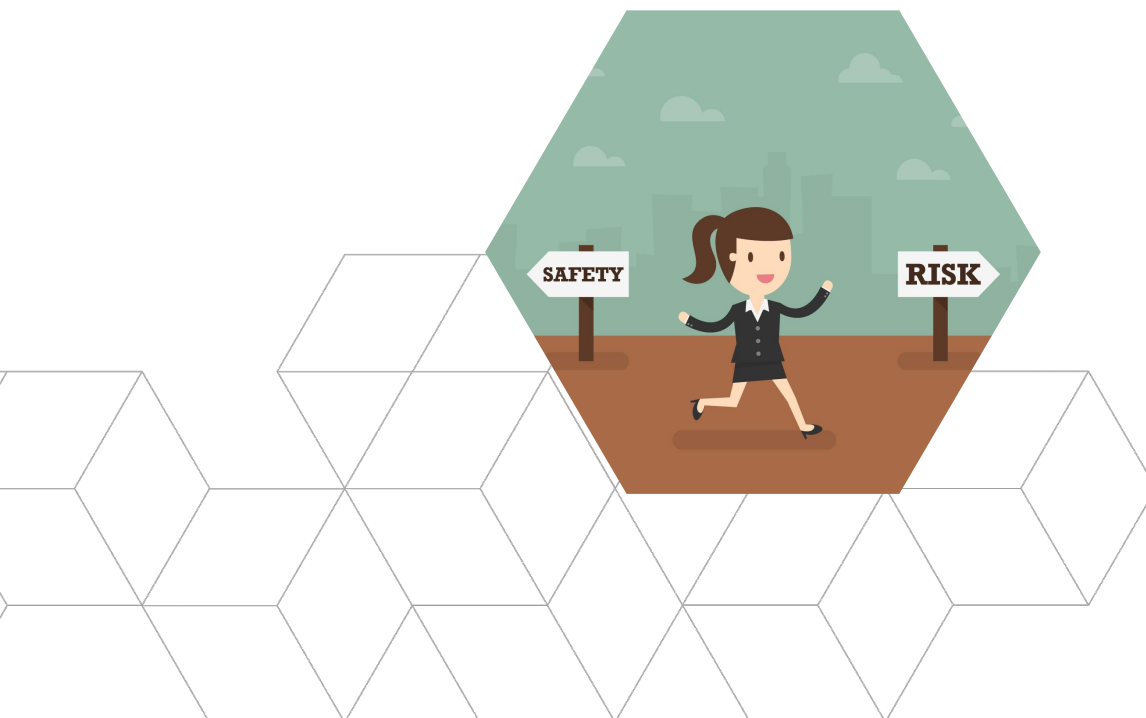


It is strongly recommended that you avoid making comments on sensitive professional subjects (liable to be of interest to competitors or maliciously intentioned third parties) in public places (restaurants, trains, planes, etc. but also on social media).

You should also remain cautious in your use of IT devices in the same types of place.

Security

Security is a major factor in our performance and customer satisfaction. FM Group has developed and implements a security policy that aims to protect people, tangible and intangible assets and information against all forms of malicious action, both internal and external. Risk management is dealt with at the highest levels in the company and monitored at group level.



3

Building trust with communities

Environment

FM Group is committed to the protection of the environment and complies with the relevant laws and regulations. The company takes care to limit the impacts of its activities on the environment by implementing a sustainable development policy. Everyone has a duty to report immediately any pollution or exceptional occurrence that could adversely affect the environment. With this aim in mind, the sustainable development department ensures that every division applies an environmental management system that is consistent with the group's commitments. FM Group encourages its partners to do the same.

Data protection

All employees and all third parties with which FM Group is in contact are entitled to their privacy. Accordingly, FM Group undertakes to protect their personal data, in accordance with the law and regulations. The data protection rules guarantee the person concerned an individual right of control over the collection, processing, use, dissemination and storage of their data.



Personal data means information that enables a physical person to be identified, directly or indirectly. It includes their digital identity, as defined by the European legislation on personal data protection.

Political, ideological and religious neutrality

On no account may FM Group be used, directly or indirectly, as a mouthpiece or to provide services or funding for political ends. We apply the principle of political neutrality in all circumstances.

Everyone is free to lead a political or public life (membership of political party, associations, etc.), subject to it being kept entirely separate from their professional life and the company's activities, and it not encroaching on the time they devote to their work or their availability or exposing them to any conflict of interest.

Any foreign employee in a host country must refrain from intervening in politics in countries where the company operates but where they do not have civic rights. They must also take care not to undermine the traditions or culture of these host countries, which they must get to know and respect.

In the religious and ideological fields, FM Group respects personal beliefs and convictions as long as they do not infringe the laws of each country or affect security, safety and, of course, the principles enshrined in this Code.



International legislation

As legal requirements are varied and complex, employees involved working internationally must be given training and legal advice concerning issues such as payments, administrative formalities and sanctions. Contact your legal department if you have any questions concerning the law and regulations applicable to international business relations.

If an employee's work places them in any of these situations, it is important to understand what activities could potentially be considered as breaches of competition law or other laws protecting competition.

4

Building trust with the authorities

Accuracy of accounts and records

FM Group guarantees that its financial statements always give an accurate picture of the company's business. FM Group guarantees the accuracy of its financial reports, which are based on accounts properly kept in accordance with the laws, regulations and standards applicable. Every accounting record must be accurate and faithfully reflect the transaction recorded.

The fight against fraud

Fraud would compromise the integrity of our financial reports and the security of our assets. Any employee who intentionally misrepresents or conceals facts concerning our company or helps anyone else to do so, is committing fraud, which is punishable by law. If an employee is aware of or suspects fraud, they should report it immediately to their line manager, Compliance Officer or via the Ethics Hotline.



Transparency with the authorities

FM Group pledges always to provide complete, accurate and truthful information in response to all requests for information from the authorities.

The company conducts audits of its operations, accounts and financial records, which guarantee its compliance with its legal obligations. We guarantee compliance with the relevant accounting principles. Every employee must cooperate with audits, internal or external, and provide accurate information in line with FM Group policies.

Various government authorities and organisations may also request information and documents from FM Group. These requests may be the result of regulatory actions, government enquiries or a dispute. Requests may be made informally or they may take the form of a writ of summons to appear before a court, a search warrant, etc. The complexity of such issues means that it is essential to immediately inform the legal department or the appropriate FM Group lawyers. Their intervention will be necessary to ensure compliance with the law and guarantee appropriate protection of FM Group's rights as well as those of its employees, whilst providing precise and consistent answers to such requests.

If you receive a request of this type, contact the legal department immediately.



Any question?

E-mail address for the whole Group

Ethics Hotline:

ethics@fmlogistic.com





Designed by Freepik

Revised version
September 2022