



*Spécialiste du cintrage de fil et tube
Tube and wire bending specialist*

CODE of ETHICS

At T2i, we are committed to building a future where integrity, respect, and excellence guide each of our actions. Founded on core values, our organization strives to create an ethical and inclusive work environment.

Our Code of Ethics reinforces these values and establishes a clear framework of expected behavior for all members of our community. It ensures our actions reflect our commitments to transparency, fairness, and respect for everyone's rights while upholding the highest standards of professional integrity.

Our Core Values

Our core values guide every aspect of our work and interactions. They embody our commitment to integrity, respect, and excellence, and are at the heart of everything we undertake.

- **Integrity:**
Act with honesty and transparency in all our actions and decisions.
- **Human Rights and Respect:**
Treat every individual with dignity, recognizing diversity and fundamental human rights.
- **Responsibility:**
Take responsibility for our actions and decisions and be accountable.
- **Fairness:**
Treat all parties fairly and impartially, ensuring equity in processes and outcomes.
- **Confidentiality:**
Protect sensitive information and respect individual privacy.

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- **Loyalty:**
Remain faithful to commitments made to stakeholders and the organization's mission.
- **Innovation:**
Continuously seek improvement and progress, encouraging creativity, openness to new ideas, and investment to stay at the forefront of our industry.

Our Ethical Principles

Our ethical principles define our commitment to responsible conduct and guide our actions and decisions.

- **Compliance with Laws and Regulations:**
Comply with all applicable laws and regulations and ensure all actions are legal and ethical.
- **Transparency:**
Be open and honest in all communications and actions, providing clear and accurate information.
- **Fairness:**
Treat all parties fairly and impartially, avoiding conflicts of interest and ensuring equal opportunities.
- **Social and Environmental Responsibility:**
Positively contribute to society and the environment, considering the impact of our actions on the community and the planet. This includes reducing our ecological footprint, promoting sustainable practices, and protecting natural resources.
- **Data Protection:**
Respect the confidentiality and security of personal and sensitive information, in compliance with data protection laws.
- **Commitment to Excellence:**
Strive for high-quality services and products, constantly seeking to improve practices and results.
- **Respect for Human Rights:**
Promote and respect human rights in all activities and interactions, ensuring that everyone's fundamental rights are upheld, including:
 - **Prohibition of Child Labor:**
Ensure the organization is not involved in any form of child labor and support initiatives for its eradication
 - **Promotion of Women's Rights:**
Promote gender equality and women's rights by ensuring equal opportunities and combating all forms of discrimination.

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- **Professional Integrity and Anti-Corruption:**
Maintain high standards of professional conduct by acting honestly and avoiding unethical behavior, including all forms of corruption.
- **Promotion of Diversity and Inclusion:**
Encourage a diverse and inclusive environment, valuing differences and ensuring all individuals feel respected and included.
- **Accuracy of Financial Records:**
Ensure the accuracy and transparency of financial information by maintaining rigorous accounting practices in compliance with applicable standards.
- **Export Controls:**
Comply with export regulations and ensure precise and lawful tracking of export activities, adhering to international laws and regulations.

Our Standards of Conduct

Our standards of conduct establish clear expectations and high standards for all members of our organization, including employees, leaders, and business partners. They aim to promote a respectful, ethical, and professional work environment aligned with our core values and ethical principles.

- **Conflicts of Interest:**
Avoid situations where personal interests could interfere with the organization's interests.
- **Information Confidentiality:**
Protect sensitive information and respect individuals' privacy.
- **Use of Company Resources:**
Use resources responsibly and efficiently, avoiding waste.
- **Relationships with Customer and Supplier:**
Maintain professional and respectful relationships with customers and suppliers
- **Workplace Relationship :**
 - **Respect and communication** regardless of personal agreements or disagreements.
 - **Solidarity:** trust, mutual assistance, and friendliness.
- **Online and Social Media Conduct:**
Adopt appropriate and professional online behavior, in accordance with the organization's policies
- **Prohibition of Bribery:**
Prohibit all forms of corruption, including bribery and promote ethical business practices.
- **Prevention of Fraud and Extortion Prevention:**
Implement measures to prevent and detect fraud or extortion and encourage transparency in all transactions.

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Whistleblowing Mechanisms

Establishing whistleblowing mechanisms is essential to allow all members of our organization to securely and confidentially report any ethical concerns or behaviors that violate our values and principles. These mechanisms are designed to protect whistleblowers and ensure that all concerns are addressed appropriately and promptly.

- **Confidentiality:**
Ensure that whistleblowing mechanisms allow individual to report concerns confidentially.
- **Accessibility:**
Provide multiple reporting channels such as a dedicated phone line, a secure email address, or an online platform, to facilitate access for all members of the organization.
- **Protection Against Retaliation:**
Implement protection policies for whistleblowers to safeguard them against retaliation or discrimination.
- **Clear Reporting Process and Timelines:**
Describe the process for handling reports, including the steps of reception, investigation, and resolution of reported concerns.
- **Transparency and Follow-Up:**
Ensure transparent communication on the status of reports and provide feedback to whistleblowers, as far as possible while maintaining confidentiality.
- **Continuous Improvement:**
Regularly review reporting mechanisms to ensure their effectiveness and improve them based on feedback and best practices.

Disciplinary Measures

At T2i, we take compliance with our code of ethics very seriously. In the event of a breach of these principles, sanctions will be applied to guarantee integrity and compliance. The potential sanctions for non-compliance with the established standards include:

1. **Verbal Warning:**
For minor infractions or first incidents, a verbal warning may be issued to remind the individual of expected behaviors and standards.

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2. Written Warning:
For more serious breaches or repeated offenses, a written warning will be issued.
3. Temporary Suspension:
For serious or repeated breaches, a temporary unpaid suspension may be considered to allow time for reflection and behavioral reassessment.
4. Dismissal:
In the most serious cases or repeated offenses after warning, dismissal may be considered to protect the organization's integrity and reputation.
5. Other Measures:
Depending of the nature of the breach, other measures may be applied, such as the restriction of certain responsibilities.

These sanctions are intended to ensure that all members of our organization uphold our core values and ethical principles while maintaining a fair and respectful work environment.

T2i may update this Code of Ethics in response to organizational needs or changes in regulations, industry practices, or market developments.

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