

**Trescal**

| CALIBRATION SOLUTIONS TO IMPROVE YOUR PERFORMANCE |

# The Trescal Way to Act Code of Conduct

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*The company retains the right to modify this Code of Conduct at any time and without any notice.*

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# Introduction

Code of Conduct

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## — Why a Code of Conduct?

We are the global leader in precision solutions. The very heart of our business depends on ensuring the highest quality standards throughout the world. **By acting with integrity, we protect and preserve our industry-leading reputation.**

Our Code will provide you with the information and empowerment you need to focus on what matters most and to navigate any ethical challenge you might face at Trescal. This is more than a book of rules. It is our cultural framework in action, enabling us all to work with integrity and deliver on our purpose: improve industry performance.

By asking “**What is the right thing to do?**”, we see clearer and make better decisions. Together, we strive to be exemplary.

**Marie-Zoé Beaugrand**  
Chief of Staff

Acting ethically creates trust with all our stakeholders. Without trust, Trescal cannot continue to operate.

The standards set out in this Code are not optional: **we must respect them.**

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# — Individual integrity, collective trust

Every one of us is responsible for knowing, upholding – and representing – this Code.

Personnel and Representatives must comply with internal policies, local and global regulations, including without limitation:

- the OECD Anti-Bribery Convention, the United States Foreign Corrupt Practices Act (“FCPA”), the UK Bribery Act, and other national anti-corruption laws (collectively, the “Anti-Bribery Laws”)
- UN Global Compact Principles
- OECD Guidelines for Multinational Enterprise
- ESG policy
- Best practice Charter for technicians
- Equal, Diversity and Inclusion opportunity policy
- Prevention of Sexual harassment in the workplace policy
- Statement Against Modern Slavery and Human Trafficking
- Whistleblower policy
- Cyber security policy

**We recognize that compliance with these laws, policies & Code of Conduct is essential to protect Trescal reputation and good standing in the global business community.**

This Code and its underlying principles apply to all Trescal Personnel (*employees, officers, directors, and contractors*) worldwide. We also expect our Representatives (*vendors, suppliers, agents, and other third-party business partners*) working on our behalf to comply with our Code and uphold our high ethical standards.

## Ethics

If it cannot be done ethically, we will not do it.

## Speak up

We are all empowered to raise ethical concerns.

## Teamwork

We work together with integrity.



Our values drive our Ethics culture forward:

INTEGRITY  
RESPECT  
TRANSPARENCY  
COURAGE

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# — Your voice matters

## Speak up

- If you see something that goes against our values and the principles in this Code, you must speak up.
- Failure to comply with any provision of this Code of Conduct may result in disciplinary action, including termination or dismissal for more serious violations, as well as civil or criminal charges.
- Trescal will guarantee the protection of whistle-blowers during the investigation.

## Report

- Report your concerns to:
  - Your manager or to another manager at your location
  - Your HR Manager
  - A member of the Ethics Committee
  - The Trescal Integrity Line
- Your confidentiality is our priority. We only disclose information if necessary to conduct the investigation.

## Act

- Trescal takes all cases seriously and has established a thorough and independent investigation process with our Ethics Committee.
- Trescal employees must cooperate with and provide relevant information when requested.
- The more detail you provide, the easier it will be to assess the problem, act, and find a solution.



# — Integrity Line reports in action

## STEP 1

### Reception

After receiving a concern, the person making an Integrity Line report could be contacted to gather additional information.

## STEP 2

### Admissibility Assessment

Based on the information received from the reporter, the Ethics Committee assesses if the allegations fall under the scope of the Code of Conduct.

## STEP 3

### Investigation

An investigation is required to assess the reality of the facts based on evidence gathered through interviews, witnesses and documentation. An investigation can last several months depending on its complexity.

## STEP 4

### Report and remedial actions

Based on a report shared among the Global Ethics department, Human Relations and management, specific conclusions are communicated to the relevant people involved. Appropriate remediation actions, that can include individual sanctions.

## STEP 5

### Follow-up

If necessary, the reporter will be contacted after the investigation to ensure that they are not facing any retaliation from speaking up.

## Ethics in Action

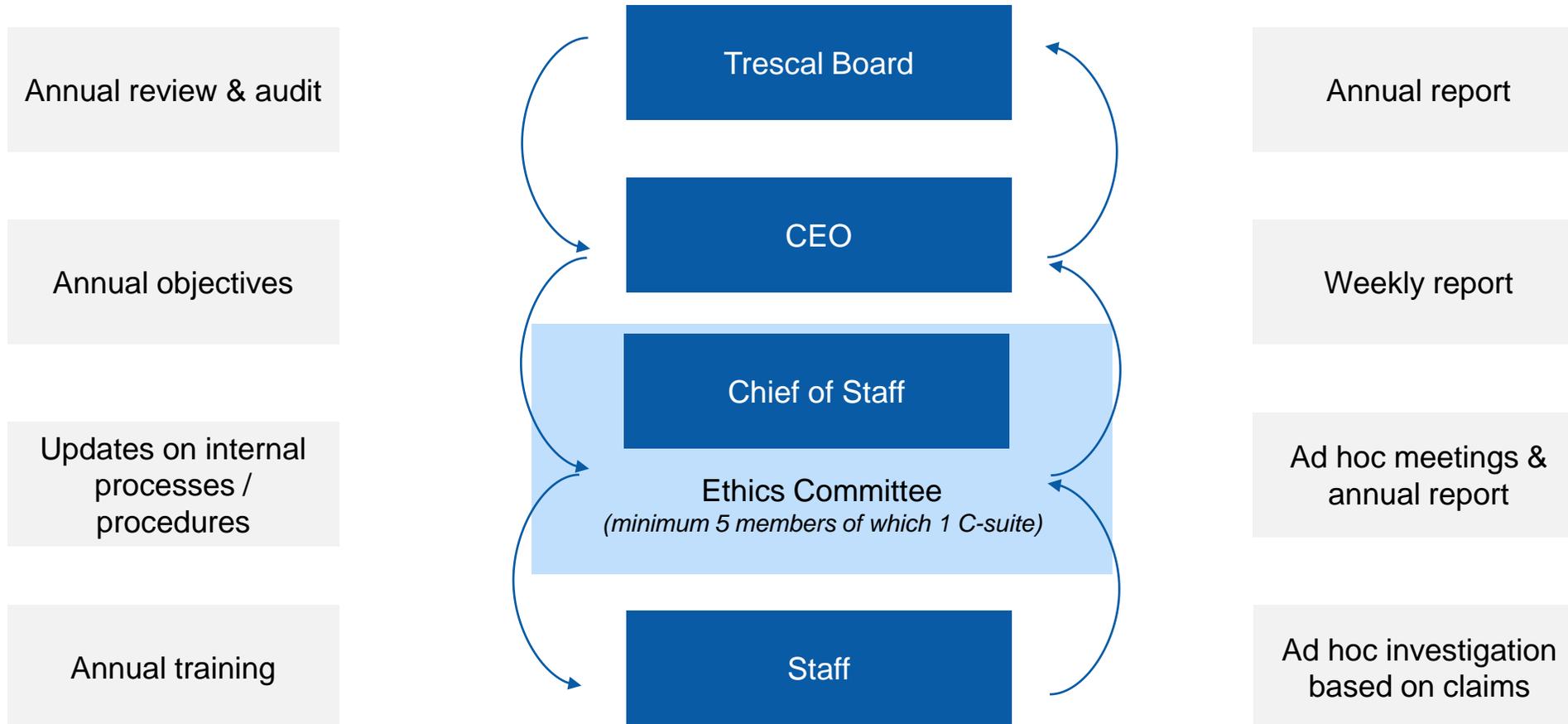
You can go directly to [trescal.integrityline.com](https://trescal.integrityline.com) here.

## How you can act

Contact your Ethics correspondent via [ethics.committee@trescal.com](mailto:ethics.committee@trescal.com) or the Integrity Line and read the **Whistleblower Policy**.



# **— Governance: together with integrity**



# As a business, act ethically & responsibly

Code of Conduct

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## — Ensuring quality services

We are committed to ensuring that instruments perform the way they are meant to. Traceable, accredited quality is central to our service promise.

Instrument safety and quality is the first building block of our customers' trust. They depend on it for their own performance. Trescal's reputation depends on everyone's exemplary behavior.

We will:

- Ensure that our certification services are carried out in accordance with internal procedure and external requirements.
- Ensure that our subcontractors and suppliers respect our safety and quality standards.
- Take action or make an Integrity Line Report if we become aware of any issues.

### Ethics in Action

All employees carrying out calibration services are required to commit to the Trescal Golden Rules.

### How you can act



Read our **Ethics Charter** and the **Trescal Golden Rules**. There may be specific policies that apply to your country. Contact your QHSE Director for more details.



## — Conduct our laboratories with integrity

Personal relationships should not influence our conduct while at work. Being transparent about these relationships ensures they do not become an ethical issue.

Laboratories must demonstrate their competence & conformity to ISO/IEC 17025 requirements to ensure the objectivity, reliability and reproducibility of our data. Data integrity is paramount and guarantees that we provide traceable services for our customers. They help ensure that our employees work in health, safe environments.

We will:

- Meet the management and technical systems requirements of laboratory standards, including adequate equipment and environmental conditions to perform the tests or calibrations
- Base our laboratory work on factual verification in line with internal processes and external requirements.
- Consider the impact of our laboratories with respect to our people and the environment, to preserve the wellbeing and health of our employees while saving natural resources.

### Ethics in Action

Every laboratory is audited yearly to ensure they meet quality, health & safety and environmental standards. We also conduct image audits to ensure the comfort of our people.

### How you can act



Review our **QHSE** and **Image Audit** forms.  
Read our **Laboratory Branding Guidelines**.  
Contact your QHSE Director or  
Communications Department for more details.



## — Be open about conflicts of interest

We are committed to ensuring the quality of our services and the safety of our employees. That starts with accredited laboratories that meet environmental criteria, have necessary technical equipment and ensure a great place to work.

We will:

- Immediately disclose to our management any personal relationships, outside activities or financial interests which might influence or appear to influence our judgments or decision-making.
- Seek advice if we are not sure we understand what might be considered a conflict of interests.

### Ethics in Action

Any breach of confidentiality will be treated very seriously, and even inadvertent disclosure will be dealt with under our Disciplinary procedures. This may include transfer to an alternative post.

### How you can act



Review our **Personal Relationships at Work** policy. Read our **Laboratory Branding Guidelines**. Contact your Human Resources manager or Ethics Correspondent for more details.



# — Fight corruption

We win business based on the quality of our services, pricing, innovation, and reputation. We carry out our business with Integrity and do not tolerate corruption of any kind.

We will:

- Immediately report any action that might be contrary to our zero-tolerance policy on corruption.
- Make sure our business partners and any person representing us with public authorities agree to comply with our anti-corruption policy. Encourage our business partners to adopt similar standards.
- Without delay, inform our manager of any gift or hospitality we receive, regardless of their value and nature.
- Maintain all records for a minimum of five years, or more depending on local regulations.
- Not offer any gift or entertainment to any customer or government official, unless and until approval has been obtained.

## Ethics in Action

To avoid the perception of corruption, gifts and entertainment must:

- Be reasonable, infrequent, and not extravagant
- Have a legitimate business purpose
- Not be cash (or cash equivalent)
- Not be in violation of any applicable law, Trescal policy, or customer policy
- Not include adult entertainment or entertainment at prohibited venues

## How you can act



Read our **Corruption Prevention** policy. Contact your CFO for more information on how the Group corruption prevention program is implemented in your entity



# — Promote fair competition

We want to win work through fair and open competition.

Healthy competition stimulates innovation and ensures our customers get the best service for a fair price. Any business engagements with our competitors must be undertaken with caution to ensure that we avoid even the appearance of anti-competitive conduct.

We will:

- Only collect information about our competitors through transparent and lawful means.
- Immediately inform our manager if we inadvertently find ourselves with confidential information relating to our competitors.
- Notify our Legal department of meetings with competitors (including professional trade associations) or before taking any actions which could prevent a company from buying or selling to one of our competitors.

## Ethics in Action

We ensure clear oversight of major bids through our Bid Review system. We also examine the sales pipeline at our monthly Business Reviews.

## How you can act



If unsure, contact the Legal department before sharing or exchanging information with a competitor. Never exchange pricing information or discuss bids.



# — Protect Trescal's reputation

Our brand defines us and embodies who we are, why we exist, and what we do. We are proud to be Trescal.

Trescal's reputation inspires confidence in our customers and instills trust within the communities where we work and within the market. We must be mindful of what we communicate to ensure it does not reflect negatively on the company's reputation. Trescal's reputation depends on the behavior of each and every one of us.

We will:

- Ensure Trescal's Ethical Principles are reflected in our professional behavior at all times.
- Avoid any possible confusion between our personal opinions and those of Trescal.
- Always keep in mind that nothing is secret or private or forgotten on the internet.
- Escalate to our management or Communications teams any incident which we feel may impact Trescal's reputation.

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## Ethics in Action

**Trescal's Communications Department validates all public information. It is communicated via official Trescal channels, such as the website or Trescal's LinkedIn.**

## How you can act



Ensure it is clear that statements you make on social media reflect your own beliefs. Refer to our **Classification Policy** to classify your documents. Contact your Communications Manager for more information.

# As an employer, value & empower our people

Code of Conduct

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# — Ensure safe working conditions

Nothing is more important than the health, wellbeing and safety of our people and others affected by our activities.

We take care to protect the physical and mental health of our employees, whether they are working from home, at the office or travelling for work.

## We will:

- Respect the balance between professional and personal life.
- Ensure that we are aware of and respect the various health, safety, wellbeing and security rules that apply to our activities.
- Provide the right equipment and services to ensure a safe and secure environment.
- Ensure the safety and security of our business partners and visitors while on our premises.

## Ethics in Action

Our HSE objectives are measured and reported every month to senior management. KPIs include Lost Time Accidents and Non-Lost Time Accidents. H&S alerts are issued via email and on awareness boards to prevent future accidents.

## How you can act



Read the **Safety Booklet** and **Business Travel Guidelines**. Keep a copy of the Safety Booklet to check during onsite jobs. **Stop the job or project and speak up if you believe it is unsafe to proceed.** Contact your Health & Safety Manager for more information.



# — Respect one another at work

We want a workplace that is free of harassment or bullying, gaslighting, hostility, and of any form of sexual harassment or sexist behavior and where everyone can work and thrive in a collaborative and respectful environment. We have a zero-tolerance policy towards harassment

The diversity of our people is essential to Trescal, both locally and globally. We recognize that different backgrounds, perspectives, and experiences are the foundation of innovative solutions that benefit our company.

## We will:

- Treat each other with respect, dignity and fairness, and continue to succeed through effective teamwork and collaboration.
- Recognise other people's ideas and contributions.
- Give and receive feedback in a constructive and respectful mindset.
- Prohibit discrimination in all decisions including recruitment, training, promotion, continued employment and working conditions, as well as in our relationships with business partners.
- Expect and promote an inclusive workplace where mutual respect and understanding between people with different personal situations or backgrounds is strengthened.

## Ethics in Action

Trescal investigates all claims of bullying, sexual harassment and discrimination. Appropriate measures are taken to ensure everyone feels safe speaking up.

## How you can act



Read our **Equal Opportunity Policy**. Contact your Human Resources Manager for more details.

**As a responsible company, invest  
in planetary health & communities**

**04**



# — Invest in planetary health

We drive environmental sustainability by minimizing our impact on climate, energy and waste.

As a service company, we reduce our carbon footprint most notably through environmentally conscious actions at our sites and for our vehicle fleet.

We will:

- **Track our energy consumption** in all of our laboratories and vehicle fleet. Find ways to reduce it.
- **Take into account the environmental impact** of every decision we make.
- **Seek out suppliers** who share our commitments.
- **Embark our partners** and consumers on our sustainable journey.

## Ethics in Action

We have committed to carbon neutrality by 2040. Our first energy-independent laboratory opened in 2023. We seek to replace our vehicles with electric where possible.

## How you can act



Read our **ESG Policy** and **annual ESG reports**. Propose waste reduction or energy reduction initiatives at your laboratories. Contact your QHSE Manager for more information.



## — Contribute to our communities

We feel our responsibility to have a positive impact in the countries and communities in which we operate. We invest in local communities in line with our technical strategy, for example science, technology, engineering and mathematics education.

We create community partnerships that engage our employees through volunteering as well as provide financial support.

We will:

- Support **non-profit public-interest organisations** not only financially but with manpower.
- **Carry out due diligence** to ensure that our partners and projects meet the Group's standards and have a meaningful impact
- **Ask our partners to update us regularly on progress**, use of funds or resources allocated and their impact.

### Ethics in Action

Trescal contributes to STEM education from elementary school students through to apprentices.

### How you can act



Read our **ESG Policy** and **annual ESG reports**. Get involved with a local initiative by contacting your HR representative. If one does not exist in your country, propose one through your HR representative or Global Communications and ESG.

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To access the **Ethics intranet site**, visit  
[trescal.sharepoint.com/sites/SPO-Corp-Ethics](https://trescal.sharepoint.com/sites/SPO-Corp-Ethics)

To raise a concern, visit [trescal.integrityline.com](https://trescal.integrityline.com)



**SPEAK UP!**

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