

ETHICS CHARTER AND CODE OF BUSINESS CONDUCT

SUP-TEC aims to be a respectful partner at each stage of its services, and to meet its stakeholders needs and requirements.

This Code of Charter is the foundation of our corporate culture, it defines the conduct to be held during our missions, and the values we want to share with our Collaborators, Customers and Partners.

SUP-TEC Mission is to provide its Clients with drilling skill Support from project research up to operations achievement in the following areas:

- ❖ **TRAINING** → Workforce technical skills development.
- ❖ **ENGINEERING** → Consulting Engineering, Research & Development Project and Technical Programme Design.
- ❖ **CONSULTING** → Operation technical assistance, Site activities coordination and Service.

SUP-TEC VALUES

Sup-Tec is your Partner from your Project preparation up to its achievement and also for your workforce skills development. Our management is based on Three Values which represent the mainspring of our Company actions:



Respect is a feeling of being regardful of someone else, it is based on what each individual must, or should, be able to experience towards other or the established order.

Respect is the foundation value for humankind relationships, and it is reflected by kindness in our behaviours. That is why we:

- Offer our employees a personalized support taking into account each one's dignity, expectation and Labour Regulations (contractual terms, travel mobility, healthcare coverage...)
- Ensure that each employee is involved in his or her own safety as for as for the others', and that he or she observes the general and particular Health and Safety instructions in force at the workplace.
- Reject any kind of bribery, fraud and anti-competitive practices.
- Respect the HSE rules and ethical values defined by the Client at the mission locations.
- Implement safety recommendations and are respectful of Culture in force in countries of assignment.

Commitment is an essential value for any success, whether personal, professional, individual, collective, or intellectual.

Commitment means mobilizing all our skills and know-how to achieve our goals, while constantly improving our service to internal and external customers.

This is possible through each one's will to step further in order to make the collective more efficient, mainly for:

- **Internal Customers (Staff)**, by making sure that:
 - The Staff skills are improved accordingly to the missions needs
 - Pass on to the Personnel information regarding the Company strategic orientations, values and performances.
- **External Customers** (Clients, investors, consumers), through:
 - Listening their demands and finding solutions to meet their requirements.
 - Offering a service quality in compliance with the Drilling activities rules
 - Providing them with Human resources with technically skilled to meet their needs and requirements.
- **Suppliers & Partners**, by being respectful of
 - Their field of competency and agreement terms defined with us,
 - Their own principles of good management.

Faithfulness is a value expressed by the fulfilment of any commitment undertaken, respect for rules, and involvement in the company.

Faithfulness is frankness, reliability, moral and professional righteousness that is essential for living together with the company stakeholders (customers, partners, employees, colleagues, suppliers) in a reciprocal trust.

Faithfulness is carried out in our daily behaviour and is showed through such actions as:

- Being respectful of ethics, other people's and oneself values.
- Showing honesty and respecting our commitments and promise.
- Being kind in our communicating and behaviours
- Forbidding any subject and any action that could harm the company such as information delivery to competitors, conflicting activity, active or passive bribery.

These values are essential to perpetuate our company. There are to be applied from the beginning with any stakeholder up to the achievement of our services.

A shared vision of our company culture is guaranteed by all stakeholders' approval of values and rules described in this Code of Conduct. Each Employee (or Partner) must read and commit to abide by this Code of Conduct in any action.

On behalf of SUP-TEC:

Julien COURREGES

Chairman

