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Editorial

The success of France Télévisions depends on all of us: on our work, on our actions, on our decisions clearly, but also on how we carry them out. This is necessary for the exemplary conduct we are seeking for our company, the only guarantee of trust that we must - and like any public service company more than any other - inspire in our audience and all of our professional contacts.

Everyone's conduct is an essential component of our image, our reputation and the trust we inspire in our environment: it is consequently important that it is exemplary. To ensure that everyone knows what is expected of them, we have consolidated the ethical principles that must guide our day-to-day actions and conduct in this Charter. Compliance with these principles is essential to protect the company, but also to protect all employees.

I kindly ask you to read, absorb and refer to this Charter every time you ask yourself a question when faced with a sensitive situation. If in doubt, do not hesitate to request advice from your colleagues or your line management.

Delphine Ernotte Cunci
Chief Executive Officer at
France Télévisions

December 2017



What is the Ethics Charter?

The Ethics Charter consolidates the principles of collective and individual conduct that must guide our decisions and actions, as employees of France Télévisions Group. Compliance with these principles by all of us is essential to reinforce all stakeholders' trust in the Group, and avoid high-risk situations for everyone and for France Télévisions. Although it is important to achieve our objectives, the way in which we manage to do this is just as important. The Ethics Charter helps us adopt the right attitude, take the right decisions, by acting loyally, with integrity, and with respect for others and by avoiding all conflicts of interest.

Respect for laws and regulations
Each Group employee must act in compliance with laws and regulations in the scope of their position.

France Télévisions, as a public service audiovisual group, has specific duties deriving from laws or regulations, which everyone must be familiar with in relation to their position. Some areas of law are becoming more and more complex and are regularly changing. If in doubt, request assistance from your line management or the Legal Department before taking a decision to avoid all risks for yourself and the company.

Who does this Charter apply to?
It applies to all France Télévisions employees.

How to use this Charter?
The Charter enables each employee to reflect on the attitude they should adopt in sensitive situations which they may face in performing their duties. If in doubt regarding a sensitive situation, it is important to ask the right questions before taking a decision.

Reading this Charter should help you. You can also ask yourself the following questions:

- Does it comply with the Ethics Charter?
- Is it legal?

- What would be the impact of my actions on our stakeholders and

can I justify my decision?

- What would be the reaction if it is made public?
- Am I prepared to fully assume my decision before my colleagues, employees, my line management, third parties?
- Am I in a position to take an impartial decision in the company's interest and not favour of a personal interest to the company's detriment?
- Can I take this decision in accord with my conscience?
- Does my action or decision protect our company's reputation?

What happens if I do not respect the Charter?
The principles set out in this document are not optional: you must comply with them. Non-compliance may lead to sanctions applicable under existing mechanisms.

Seek advice
Don't forget that if in doubt or in a sensitive situation, you can always seek advice. Your manager is there to help you in this type of situation. Do not hesitate to be open with them. You may also, according to the circumstances, contact the HR Director, Legal Department, Procurement Department (excluding programmes), another specialised department in the company or management in charge of ethics and deontology.



What are we talking about?

France Télévisions intends to promote quality professional relations, both internally between employees and towards all persons with whom everyone has relations in a professional setting.

We, France Télévisions employees, show respect for each other and maintain a pleasant and harmonious working environment, which does not discriminate, with respect for diversity and human dignity.
We, France Télévisions managers,

encourage equal opportunities for each employee at every stage of their working life: recruitment, remuneration, internal mobility, professional development, access to training. Our decisions are solely based on professional skills and experience. We all promote diversity (Diversity Label awarded in March 2014) prohibit all discrimination based on unlawful grounds (*), and prevent and sanction all types of harassment.

We have entered into agreements in relation to equal opportunities for women and men, disability, inter-generational contract, and we have signed the Corporate Parenthood Charter and LGBT+ Charter. Three dedicated services (hotlines and website) have been implemented and have been widely publicised in the company. They are open to employees who would like to be listened to, receive advice or answers to questions relating to discrimination, psychological support or disability.

() Discrimination is defined as any distinction carried out between physical persons due to their origin, gender, marital status, pregnancy, physical appearance, particular vulnerability resulting from their economic situation, that is apparent or known to the person liable, their last name, their place of residence, their state of health, their disability, their genetic characteristics, their morals, their sexual orientation or identity, their political opinions, their trade union activities, their actual or presumed belonging or non-belonging to a given ethnic group, nation or religion.*



“Talk about this to your line management, HR Manager or Diversity Contact Person”

What is expected of me?

- Comply with legal and regulatory provisions of employment law.
- Respect others (colleagues, employees, line management, internal and external contacts) and treat others how I would like to be treated.
- Be polite, fair and respectful towards everyone in all circumstances.
- Do not harass, discriminate against others on grounds linked in particular to gender, age, origin, religion, sexual orientation, disability, state of health, physical appearance, trade union membership, etc.
- Listen to and take into consideration colleagues' contributions.
- Do not use violent or threatening words, gestures or attitudes.

Examples

• How should I react if rude jokes (homophobic, sexist, etc.) are being made about some colleagues?

→ Try to make the person who is making these comments understand that their conduct is not acceptable. Otherwise, talk about this to your line management, HR Manager or Diversity Contact Person.

• The diversity policy is an important focus for France Télévisions.

Does this mean that we should only recruit women, persons from ethnic minorities or with disabilities?

→ No. It's the upstream recruitment process that leads to a diversity of candidates. The manager is responsible for selecting the best candidate(s) for the position based on objective criteria relating to skills and professionalism.

▪ One of my colleagues is highlighting their manager's inappropriate conduct towards them. What should I do?

→ Encourage them to talk with their line manager if they feel able to do so.

Otherwise, tell them to talk to their local HR Contact Person. They can also, depending on the circumstances, contact Allo Discrim, the service dedicated to discrimination issues, or the Psychosocial Risks Hotline for psychological support.



For more information:

- Social responsibility / Diversity and equal opportunities.
- Agreements (disability, gender equality, inter-generational contract, etc.):
 - Disability,
 - Gender equality,
 - Inter-Generational Contract.
- Corporate Parenthood Charter.
- LGBT+ Charter .
- Allo Discrim website
 - Psychosocial Risks Hotline (0800 503 204).
 - Disability issues (0800 200 260).

Respecting the environment

What are we talking about?

France Télévisions Group is committed to fighting climate change and is also striving to reduce the negative impacts of its operations and increase the positive effects, focusing on three areas:

- reducing the environmental footprint linked to its operations;
- implementing an approach aimed at reducing the direct impacts of its film shoots;
- educating and raising public awareness of the public environmental challenges.

We must in particular actively contribute to achieving the objectives set by the Group aimed at reducing the impacts of its day-to-day operations on the environment. We apply a voluntarist responsible procurement policy (*) and expect the suppliers and service providers with which we work to comply with the laws and regulations laid down by the competent authorities on corporate responsibility and sustainable development. The CSR (corporate social responsibility) aspect

is included in all contracts where possible, in the form of allocation criteria or a contract performance clause.

As a media operator, France Télévisions focuses on raising awareness of environmental matters and pays particular to sustainable development issues attention in its programming.

(*) Responsible procurement includes the challenges of corporate sustainable development by taking into account environmental, social and economic aspects.



What is expected of me?

- Ensure that energy resources are used properly and avoid waste, by taking simple day-to-day actions such as turning off lights and office equipment, making sure that taps are turned off, printing documents only when necessary, etc.
- Reduce the number of unnecessary travel and trips.
- Avoid producing waste and carry out appropriate selective sorting to enable correct processing and waste recovery.
- Promote applying environmental protection rules to our suppliers and service providers and consider their implementation as assessment criteria.
- Contribute to improving understanding of challenges by sharing the same vision of the environment as a source of progress and opportunities with all of the

Group's stakeholders (colleagues, public, service providers, suppliers, academia, etc.)

- Remember that small actions can make a difference.

Examples

• What is the point of adapting my conduct in view of environmental challenges if I am the only person to do so?

→ The question of individual conduct is fundamental in protecting our environment and combatting climate change. To do so, appropriate conduct is essential. For example, a building that has an optimal energy performance level for its construction or renovation will not be able to achieve its objectives if best practices are not observed.

• I make an effort by turning off the lights but I leave my devices in sleep mode or on because it takes me too long to turn them on.

→ Although devices use less energy in sleep mode, their energy consumption is not nil and over time and use, the bill can mount very high. We have estimated that for computers only, 65% of consumption occurs in sleep mode or lock screen mode. Everyone has an individual role to play because combined together, a

multitude of similar behaviours end up generating a significant impact on the environment and the climate.

• I have reached the limit of my email account: I am going to ask the IT Department for more memory:

→ Use of new technologies generates hidden pollution which is still hardly known. The more we communicate, the more we use and deploy data centres (which are very big consumers of energy and resources). We do not need to avoid communicating but adapt our use to these new


challenges. I free up space on my email account by deleting files and emails that I do not consider necessary to store (deleting 30 emails results in reducing the equivalent energy consumption of a light bulb switched on for 24 hours). Where possible, I send links rather than files.

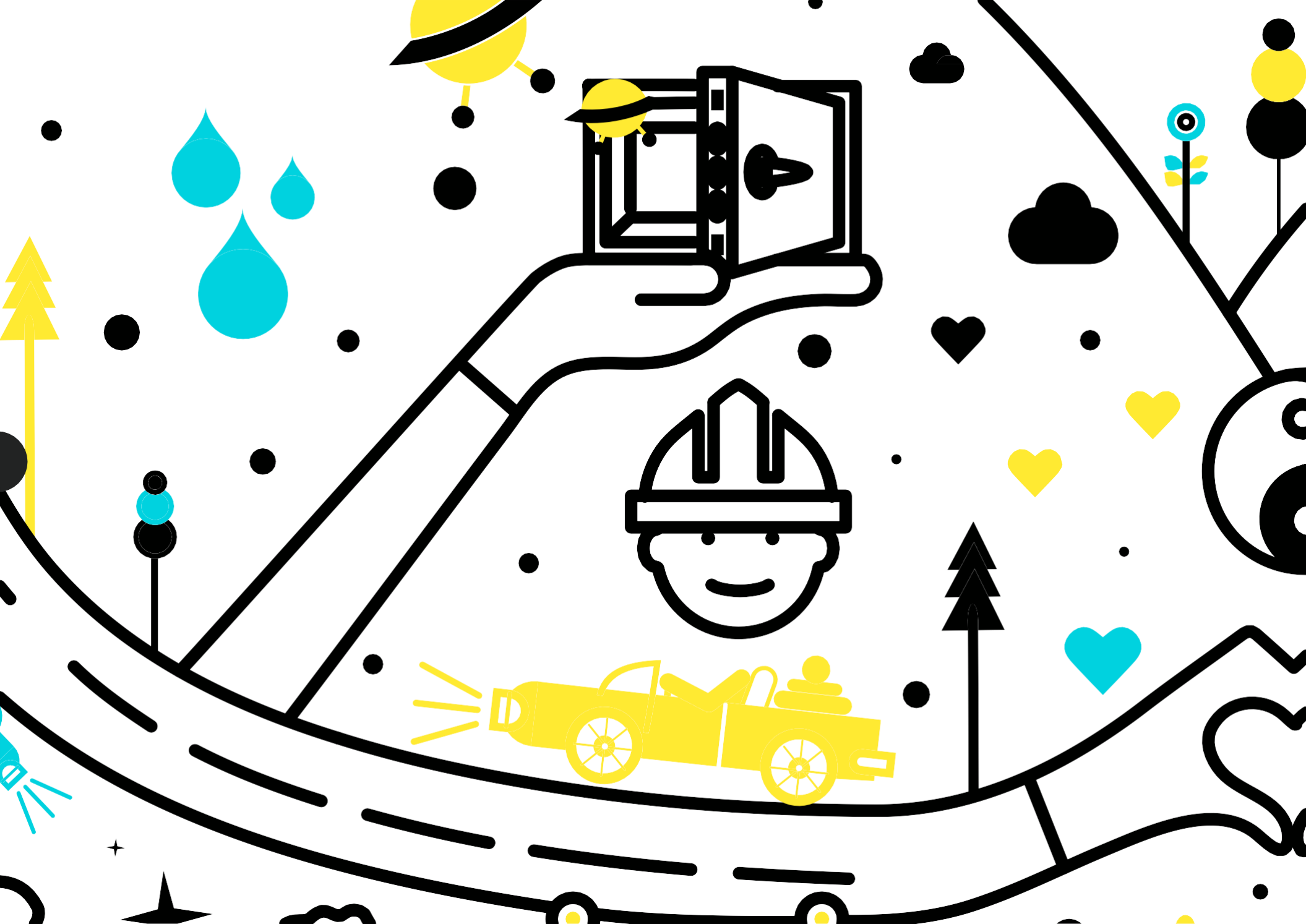
"Remember that small actions can make a difference"



For more information:

- France Télévisions Specifications, Appendix Art. 7.
- CSR principles guiding responsible procurement.
- Sustainable Development of Public Establishments and Public Companies Charter.
- Dedicated headings on the Group intranet:
 - My company / Environmental responsibility,
 - Our operations / Procurement excluding programmes,
- Our operations / Real estate and facilities.

- Ethics Charter: "Relations with customers, suppliers and service providers". 



Health, hygiene and safety

What are we talking about?

France Télévisions Group commits to continue to take the measures required to ensure safety, protect the health of its employees and optimise security at its sites, in compliance with applicable health and safety laws and regulations.

Development of a health and safety culture and quality of life at work is a strategic and priority focus for the Group.

We place particular importance on promoting employee health throughout their careers, integrating technological and operational developments in approaches to health and safety, support for all

players in the company in the development of a successful, sustainable and operational health policy. We implement the safety measures required at all of our sites, in particular at sites open to the public. All of us must contribute to maintaining a healthy and safe working environment.



“Pay attention to others and report an issue if I think that a person is in a sensitive situation.”

What is expected of me?

- Comply with health and safety rules in force in the Group.
- Make sure that I know what to do in an emergency at my workplace, in particular swiftly comply with all evacuation procedures and instructions.
- Report any situation to my line management or the person in charge of safety that may compromise the safety of our working environment.
- Do not work under the influence of drugs or alcohol.
- Pay attention to others and report an issue if I think that a person is in a sensitive situation.

Examples

- I make sure that external visitors who I invite are signed in and accompanied at all times on site.
- I note that the colleague who has been given the keys for the broadcast vehicle on leaving the company is clearly under the influence of alcohol and is no longer in a condition to drive. What should I do?
 1. I offer to drive and make sure that the team returns safely.
 2. If the colleague refuses,

I try to find alternative means of transport to return to the office, with my line management's consent, by any other safe means (taxi, public transport, rental, etc.).



For more information:

- Internal Company Rules.
- Response sheets (conduct to adopt in high-risk situations).





Ethical and deontological commitments relating to produced and broadcast content

What are we talking about?

Our main objective is to put forward a quality offer, which meets the satisfaction of our audience.

We are attached to seeking to set the example with regard to the content we produce and broadcast, in compliance with the rules governing our operations (i.e., mainly but not limited to the Act of 29 July 1881 on press freedom, Act of 30 September 1986 on freedom of communication and France Télévisions Specifications).

We have set out the principles that we must observe in **France Télévisions Broadcasting Policy** to provide a reference offer, in particular, in relation to respecting human rights, honest information, pluralism and democratic debate, and combatting discrimination.

We promote “coexistence” in our programmes and pay special attention to environmental issues. We have made commitments to increase the share of experts consulted in our content and favour a greater diversity of faces appearing on air. Directories have been introduced to help writing teams and programming departments with this approach.

...



“Seek advice from internal experts if I have a query or if in doubt.”

...

We endeavour to constantly improve accessibility to our programmes by using audio description, sign language and subtitles.

We place importance on dialogue with all of our audiences and favour exchanges, via information mediators and programming, to develop relations with our viewers and publications on social media.

Our social commitment is also reflected by initiatives aimed at passing on the

tools to understand the media and digital world to young audiences and teachers.

We are seeking lastly to reduce the environmental impact of our productions by encouraging all professions to apply green production recommendations in relation to producing content [France Télévisions is a partner founder of Ecoprod (*)].


() Ecoprod is a collective bringing together Audiens, the CNC, the Commission du film d'Île-de-France, France Télévisions, the Pôle Média Grand Paris and TF1. Since 2009, it has been developing tools to reduce the environmental footprint of film shoots.*

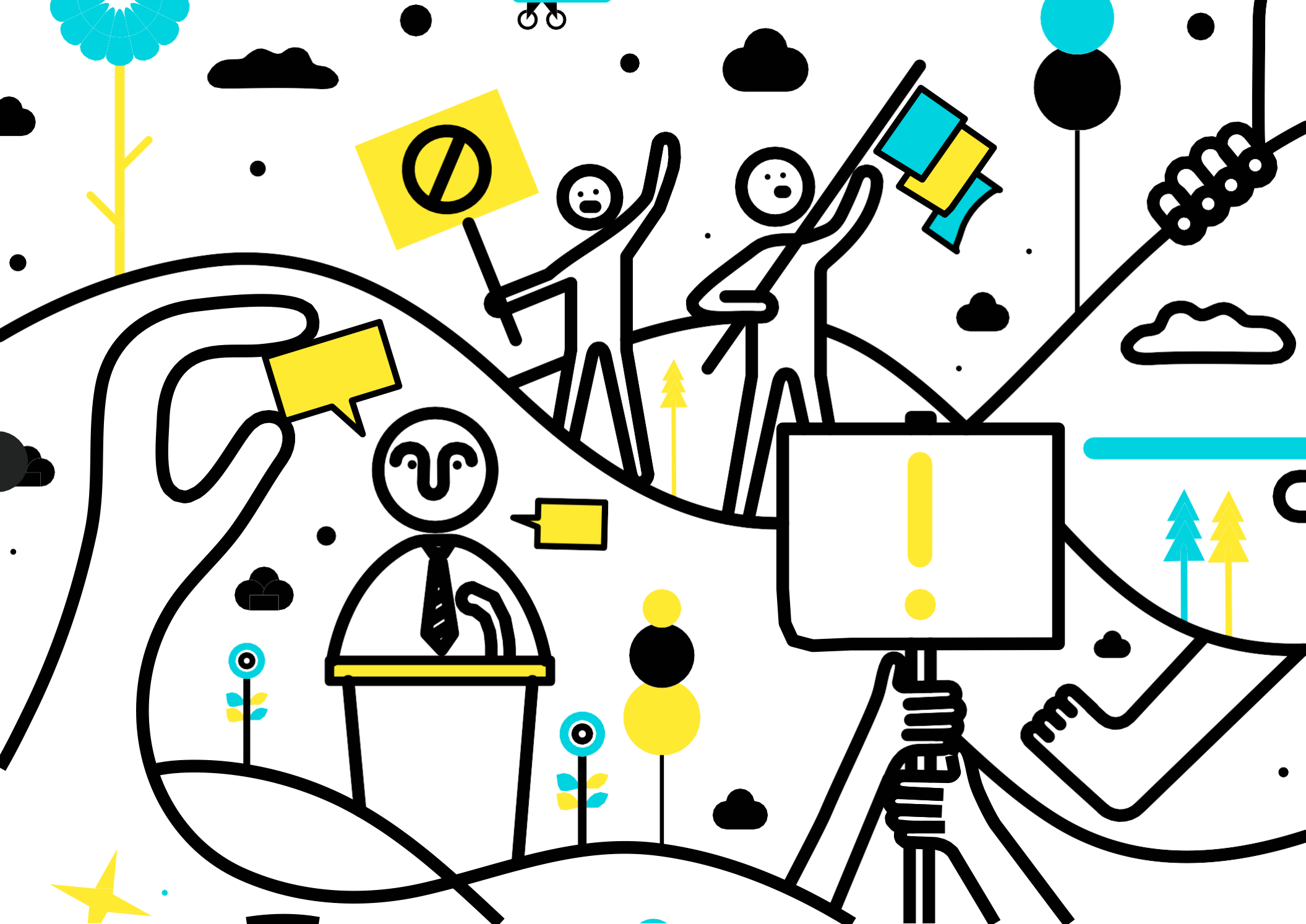
What is expected of me?

- Comply with provisions of laws and regulations on production and broadcasting of content.
 - Comply with France Télévisions Broadcasting Charter, and, in the capacity as journalist, the professional principles set out at the beginning of Book 3 of France Télévisions Collective Agreement.
 - Comply with regulations on political pluralism, during and outside election periods.
 - Contribute to compliance with ethical and deontological commitments
- in relation to content and be particularly careful with regard to the honesty of information and rigorous information processing, diversity of points of view, respect for human rights, in particular dignity, and combatting discrimination.
- Become familiar with tools and best practices developed by Écoprod and promote their implementation in coproductions and productions on which I participate.
 - Seek advice from internal experts if I have a query or if in doubt.



For more information:

- France Télévisions Broadcasting Charter.
- Collective Agreement, Book 3, Title 1 “Professional Principles for Journalists”
- Act of 29 July 1881 on press freedom
- Act of 30 September 1986 on freedom of communication
- France Télévisions Specifications
- CSA recommendations and resolutions
- Decree of 27 March 1992 on advertising and sponsorship
- Online directories of experts: expertes.fr and expertiseplus.eu
- Ecoprod website: ecoprod.com 



Political and association activities

What are we talking about?

France Télévisions Group does not pay any contributions to political activities or parties (*).

As an audiovisual group with a public service mission, France Télévisions must maintain strict political neutrality and respect pluralism of information on its channels, in addition to pluralistic expression of ideas and opinions.

The Group respects its employees' rights as citizens to take part in political activities or associations in a personal capacity. Such a commitment must be performed outside of the employment contract (and consequently with no reference to working for France Télévisions) and by avoiding all conflicts of interest with the employee's position within the Group. It must be clear that the opinions expressed in this framework are personal opinions and do not commit the Group under any circumstances.

Special attention must be paid when employees are candidates (or openly support a candidate) for an election. They may not appear on air in any way during the official campaign period. Special obligations (set out in an internal memorandum in addition to the Broadcasting Policy, for each election) may also exist in relation to an earlier period to avoid creating a situation of favouritism in relation to other candidates (via an "image effect").

Social media communications must be carried out with great care in a thoughtful way when they relate to political issues and respect the principles set out in the Guide on Social Media Best Practices.

(). However, Article 46 of France Télévisions Specifications (on expression of political formation) provides that "the financial cost of regular programmes on direct expression by political formations represented by a group in one or the houses of Parliament is borne by France Télévisions (within the limits of a cap set by its Board of Directors)".*

What is expected of me?

→ In any event:

- avoid expressing a political opinion in a professional setting;
- be clear about the fact that the opinions expressed are personal opinions;
- be careful about political content published on social media (respect the principles of the Guide on Social Media Best Practices).

→ If I engage in political or association activities as a citizen:

- act on a personal basis, i.e., outside of my workplace and my working hours and without using the Group's resources (telephone, computer, paper, photocopies, etc.);
- make sure that I never mention that I work for the Group;
- inform my line manager if I have the slightest doubt regarding the possibility of a real or assumed conflict of interest, with my duties in the Group.

→ If I am a candidate for an election, I must:

- inform my line manager, if I am likely to appear regularly or occasionally on air (or contribute to programmes) in the scope of my work for the Group;
- comply with internal rules and procedures about appearing on air.



For more information:

- France Télévisions Specifications, Appendix Art. 35, on honesty and pluralism of information,
- Act of 30 September 1986, Art. 1 and 13 on pluralistic expression of ideas and opinions,
- CSA resolution on electoral candidates.
- Broadcasting Charter, in particular Art. 6.1.6, on candidacies for staff elections.
- France Télévisions Collective Agreement of 28 May 2013 for journalists, Book 3, Title 1, Art. 1.1.
- Guide on Social Media Best Practices.

“Avoid expressing a political opinion in a professional setting.”



What are we talking about?

A conflict of interest is a situation in which the personal interests of an employee (or a friend or relative) are – or risk becoming – in conflict with the Group's interests.

It may occur for example when an employee:

- has interests directly or through an intermediary that may compromise their independence in a competing company or in business dealings (or may become so given their activities) within one of the Group's entities;

- accepts a gift/invitation/benefit other than for a symbolic value, which may give them the feeling of being indebted to the person who offered it;

- performs an external activity or assignment that may have an influence on their decisions or judgment in the scope of their professional duties for the Group;

- participates in a procurement procedure in which a company with which they have links, directly or through one of their friends or relatives, is involved.

It is necessary to avoid finding yourself in one of these situations.

It is necessary that everyone analyses their personal situation, and talks about it with their line management before taking a decision if there is a conflict of interest that may – or appears - to call into question the objectivity of their decisions.

Employees or recruitment candidates must complete a form to report any risk of conflict of interest.

“Comply with the rules defined by the Ethics Charter.”

What is expected of me?

- Inform my line management regarding any relationship that may create a conflict of interest or may be perceived as such, so that an in-depth analysis of the situation can be carried out or appropriate measures be taken, where applicable, and before the decision is taken.

- I question the risk of a conflict of interest I may face every time I change position or on the launch of any new procurement project.

Where applicable, I report any conflict of interest and refrain from participating in the decision-making process, or I inform my line management if in doubt.

- Comply with the rules defined by the Ethics Charter relating to gifts and invitations.

- Respect company procedures on external collaborations: submit a written request to my line management for any external collaboration and obtain permission in writing before it is launched.

Renew the request for any new proposal for collaboration, even if it is similar.

- Refrain from intervening in the recruitment or career development of any employee with whom I have a close personal relationship (salary, performance assessment, promotion, etc.) and any supervision relating to them.

Examples

- **A member of my family or one of my friends or relatives works in the same department as me. What is expected of me?**

→ You should report this so that their assessments can be carried out by a third party.

- **One of my friends or relatives manages a company which the Group may use as a supplier or service provider. Is it prohibited to enter into an agreement with this company?**

→ No, but you should report the existence of this relationship to your line management and not get involved in the procurement procedure.

- **I am working on a programme project in the process of selection or development. A member of my family is involved in this project. What should I do?**

→ I report this to my line management and do not approve this project without my line management's express consent.

- **I am a journalist and am asked to give advice to company directors or association managers who wish to learn how to act in front of a camera. Am I authorised to do this?**

- No, as this involves media training, which France Télévisions journalists are not authorised to provide.



For more information:

- Ethics Charter: “Gifts and invitations”.
- External collaborations:
 - Broadcasting Policy, Art. 6.1.2,
 - Collective Agreement, Book 1, Art 3.5 and 3.6 : “Exclusive Collaborations and “Crossed Interests”
 - Memorandum on external collaborations
- Collective Agreement, Book 3, Title 1: “Professional Principles for Journalists”





What are we talking about?

Gifts (*) or invitations may form part of courteous practices in professional relations, but accepting or offering them must observe some rules to avoid being perceived as intended to obtain or grant an inappropriate benefit, or being liable to influence a decision or lead to a suspicion of a conflict of interest.

It is necessary to assess the reasonable nature of such gifts or invitations, be transparent with your line management and check the professional context.

As an exception to this rule, Group employees whose position requires them to participate in public procurement procedures cannot accept any gifts (apart from promotional items with a low value or gifts with a low value associated with cultural practices in some countries, such as Japan for instance). These rules are stated in the

procurement procedure for (excluding programmes). **In addition, in some cases, and for all employees, a gift or an invitation cannot be accepted or offered, regardless of the value. This consequently applies during calls for tenders and decision-making periods which may involve the person giving the invitation.**

(*) Gift means any item, service or benefit.



What is expected of me?

I can accept a gift (if I do not take part in the public procurement process), provided that:

- the value of the gift is lower than €150 (estimated retail value), including on an accumulated basis (if several gifts are offered by the same third party over a 12-month period and the value of the gift offered exceeds the maximum value authorised, I politely refuse the second gift and any subsequent gifts;
- I inform my line management about the gift and it grants me permission;
- I share the gift offered with the team whenever possible;

I must not:

- accept a gift whose (unit or accumulated) value exceeds €150
- accept a gift in cash or a financial gift;
- accept a gift received at my home;
- accept a gift in the form of a service or any other benefit in kind (for example, a promise to hire a friend or relative, etc.)
- accept a gift or benefit for a member of a member of my family or a friend;

- request a gift or a benefit for myself or a member of my family or a friend.

I can accept an invitation to lunch if:

- it is business-related;
- it is for a reasonable value;
- it does not take place during a call for tenders or a decision-making period relating to the bidder.

I am invited for a second time in the year by the same person. I inform my manager and request permission before accepting.

Special attention must be paid to invitations to external events, seminars, trips, stays, etc.

- they must be business-related
- I must request my manager's prior permission and provide them with full details regarding the invitation (purpose, date, venue, programme, participants, costs covered, etc.);

- if I am a journalist, I respect the professional principles set out in the Collective Agreement laying down a certain number of rules concerning invitations on television reports.

I refuse politely but firmly any gift or invitation which does not correspond to the principles set out above. If in doubt, I request advice from my line management.

“I must not accept a gift received at my home.”

I apply the same rules to gifts or invitations that I may offer on behalf of the Group, bearing in mind that I can only do so with my line management's permission.

I inform my commercial partners regarding the Group's policy in this respect, by sharing in particular France Télévisions Ethics Charter with them.

Examples

- **I am invited by a producer (or a technical or IT service provider) to a trade fair abroad. Can I accept this invitation?**

No, as it is an invitation whose value is clearly very high, you cannot accept as it may influence your judgement on future decisions or appear to do so. If your presence at this trade fair is considered to be necessary by your line management, your expenses will be paid by France Télévisions.

- **In the scope of a work seminar organised by an external partner, an extra-professional activity is offered. Can I accept it?**

→ Yes, if the time spent doing this activity remains marginal in relation to the main purpose of the invitation and its cost remains low.

- **I have received two invitations from France Télévisions Communications Department to attend**

a show (or a sports event) for which France Télévisions is a partner. It is not linked to my position at France Télévisions.

Can I accept anyway?
→ Yes, you can accept them! As it is an invitation granted by France Télévisions Communications Department, it will not create any suspicion of a conflict of interest.



For more information:

- Procurement procedure for goods and services (excluding programmes), point V: supplier relations procedure
- Collective Agreement for Journalists: Book 3, Art. 1.5 "External Financing"
- France Télévisions Collective Agreement of 28 May 2013, Appendix to Book 3: Professional Ethics for Journalists.
- Broadcasting Policy, Art. 6.1.5 "Gifts"





Relations with customers suppliers and service providers

What are we talking about?

The Group wants to build trusting, honest, reliable and fair relations with regard to its commercial partners.

We act in compliance with laws and regulations, in particular in relation to competition law, and apply the procedures laid down by France Télévisions on public procurement procedures (excluding programmes).

We place great importance on preventing conflicts of interest and combatting corruption.

Our managers ensure that our employees involved in commercial processes act honestly, fairly and impartially during negotiations and treat their contacts with respect, courtesy and professional diligence.

We implement specific procedures for different commercial actions (sales, procurement, procurement excluding programmes, etc.), by entity and we make

sure that they are observed.

We apply a voluntarist responsible procurement policy (*), include CSR criteria in our calls for tenders and expect the suppliers and service providers with which we work to comply with laws and regulations laid down by the competent authorities on corporate responsibility and sustainable development.

...

() Responsible procurement includes the challenges of corporate sustainable development by taking into account environmental, social and economic aspects.*



“Keep information confidential that does not need to be disclosed.”

We all share our ethical principles with our suppliers and service providers, notably by providing them this Charter, and encouraging them to observe similar practices. In particular, we ask our suppliers and service providers to report any conflict of interest that may affect the performance of their assignment or provision of their service.

Use of intermediaries, advisors and consultants

Selection must be strict and comply with rules on public procurement. Such contracts can only be signed on behalf of France Télévisions by duly authorised persons, holding a delegation of authority in the relevant area. It is necessary to ensure that the services actually supplied (such as deliverables, etc.) provide for transparent remuneration in relation to the services stipulated in the contract.

What is expected of me?

In the scope of commercial relations:

- comply with the procedure(s) laid down by my company relating to the commercial approaches on which I am involved in the scope of my work;
- act transparently;
- act fairly at each stage of the procedure;
- keep information confidential that does not need to be disclosed;
- prior to any negotiation, selection of suppliers/service providers or significant interaction, report to my line management

my relations with current or potential partners with whom I have non-work-related, family or friendly relations, or financial interests; in this case, avoid any involvement in the commercial relations with this entity on behalf of the Group. I must accordingly reflect on my personal situation especially each time a new procurement project is launched. If in doubt, I request advice from my line management;

- strictly comply with the rules laid down by the Group on gifts and invitations,

in order not to put myself at risk of a conflict of interest or corruption. Remember that in some cases (in particular during call for tenders or decision-making procedures, or for employees involved in a public procurement procedure), no gift or invitation may be accepted or offered;

- provide this Ethics Charter to my partners and encourage them to adopt similar principles.



For more information

- Ethics Charter: “Prevention of conflicts of interest”.
- Ethics Charter: “Gifts and invitations”.
- Programme commitment procedure.
- Procurement procedure of goods and services (excluding programming)
- CSR principles guiding responsible procurement.



“No tolerance is applied to any form of corruption.”

What is expected of me?

- Comply with internal procedures and do not use the resources and means of France Télévisions for the purposes of corruption or personal or unlawful purposes.
- Comply with the provisions of laws and treaties on combatting corruption and ask our service providers to do the same.
- Comply with France Télévisions Anti-Corruption Code of Conduct.
- Comply with the rules set by France Télévisions on gifts and invitations (cf. section on “Gifts and Invitations” in the Ethics Charter) and, in particular, do not offer or promise and gift or benefit to a third party to obtain an unfair benefit, or accept or request a gift or benefit which may result in my non-compliance with my duty of loyalty towards France Télévisions or be perceived as influencing a commercial relationship.
- If in doubt, request advice from my line management or the Legal Affairs Department before taking any decision.
- Immediately inform my line management if I am aware of inappropriate conduct. If I so wish, I can also report the matter via France Télévisions whistleblowing procedure.
- Cooperate diligently and transparently with internal control and audit processes.



For more information:

- France Télévisions Anti-Corruption Code of Conduct.
- Act no. 2016-1691 of 9 December 2016 on transparency, combatting corruption and modernisation of the economy (Sapin II Act).
- Whistleblowing procedure.





Professional discretion and confidentiality

What are we talking about?

We observe professional discretion with regard to all facts, information or projects relating to the company or the Group, which we become aware of in the scope of our duties, and by chance due to working for the Group.

We protect confidential information. It must be used only in a professional setting and must not be disclosed externally without specific permission (even after leaving the company), or be shared internally with persons whose work does not require them to know such information, as disclosure may harm the Group's interests and image.

In particular, procurement requires strict confidentiality at many stages of the procedure.

Particular attention should be paid to protecting personal data. Disclosure of personal data constitutes a privacy breach.

Personal data is information directly or indirectly identifying a physical person (name, registration number, telephone number, photograph, date of birth, home town, etc.) .



“Comply with the security rules set out in the IT Policy.”

What is expected of me?

- Keep all confidential data in my possession completely safe, in hard copy or electronic format (for example, keep these documents in a closed cabinet, do not share my password, be careful during hands-free telephone conversations, etc.).
- Respect professional discretion regarding sensitive or confidential information, including in family or friend circles.
- Comply with the security rules set out in the IT Policy.
- Comply with data protection rules.
- Be careful during conversations or when working in public places: trains, planes, restaurants (including the staff canteen), etc. and in public gathering places.
- Ensure that these principles are observed by services providers I may entrust with data collection or processing.

Examples

- I add a password to open files containing sensitive data (in Word, Excel, etc.).
- When travelling on public transport, if my screen can be seen by other people, I do not open an email or document containing confidential information.



For more information:

- Collective Agreement, Book 1, Art. 3.4 : “Professional Discretion”.
- France Télévisions IT Policy.
- Procurement procedure of goods and services (excluding programmes).





Protecting company assets

What are we talking about?

Security and protection of assets are fundamental to protect the Group's interests.

Assets refer to the Group's tangible and intangible property (such as intellectual property rights, know-how, technical studies, technical or commercial practices, sensitive data, etc.).

We must contribute to protecting and safeguarding resources entrusted to us in the scope of our work and in compliance with internal rules and procedures. In particular, we must be particularly careful when we use IT resources. Strict compliance with the IT Policy is essential to protect the Group against cyber security risks.

Special importance must be paid to protecting confidential information which is brought to our knowledge in the scope of our work.

“Do not use resources for personal purposes.”

What is expected of me?

- Remember that all company assets and documents are the property of France Télévisions.
- Preserve and protect the company's resources to prevent them from being wasted, damaged, poorly used or disposed of without permission.
- Do not make commitments on behalf of the Group exceeding my powers and authority conferred on me in the scope of my position at France Télévisions.

- Do not use resources for personal purposes.
- In the scope of my work, do not use resources belonging to third parties (videos, photos, etc.) without making sure that France Télévisions has the rights required.
- Strictly comply with the IT Policy and do not inappropriately use information systems, email and the Internet. Reasonable use of means of communication (email, telephones, Internet and desktop computers) for private or personal

purposes is tolerated if it complies with applicable laws, does not harm the company's image, does not disrupt the employee's or their colleagues' work, does not put professional applications at risk and is strictly for personal use.

- Make sure that confidential information in my possession is stored to prevent inappropriate disclosure or use, or theft (see section “Confidentiality”).

- Remember that the obligation to protect confidential information continues to apply even after I leave the Group.

Examples

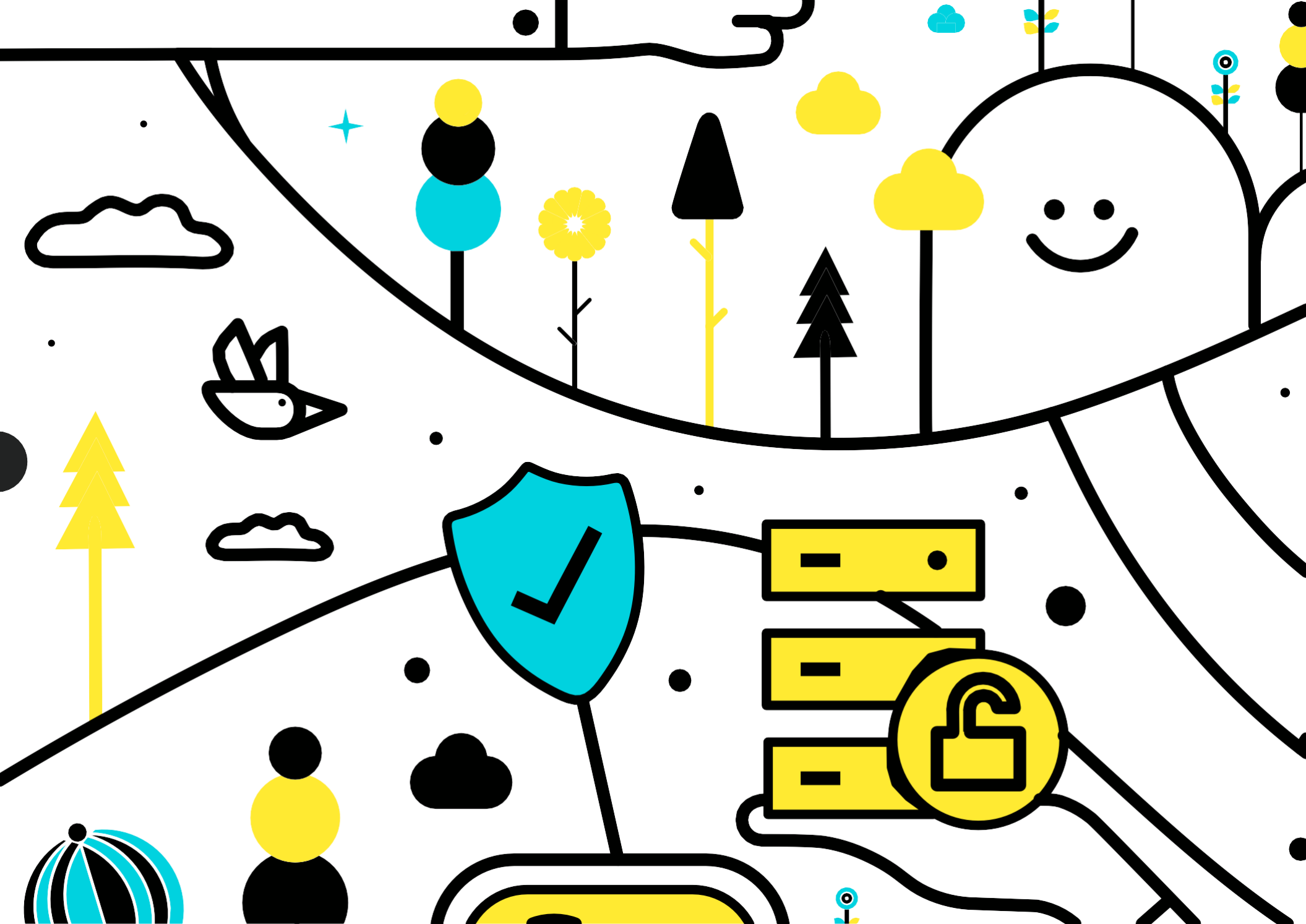
- I do not use centralised storage space to save personal documents.



For more information:

- France Télévisions IT Policy.
- Ethics Charter: “Confidentiality”.





Communication outside the Group and on social media

What are we talking about?

We must pay attention to messages sent to the outside world to ensure that they do not cause harm to the Group's interests or reputation.

Only duly authorised employees may speak on behalf of the Group.

We refrain in all circumstances from any disparagement.

We are careful when we communicate on social media and never publish sensitive or confidential information,

respect our colleagues' privacy and image rights.

As citizens, we may take part in public debate. We must accordingly be clear about the fact that we are expressing our personal opinions and not as a representative of France Télévisions.

- Do not communicate:
 - if I am not authorised to do so by my position – outside the Group or on behalf of the Group, unless I have expressly been authorised to do so.
 - Inform my line management and a representative of the Communications Department regarding any external request for an opinion or comment relating to the Group, its activities or running and only reply after having been granted permission.

What is expected of me?

- Make sure that there is no confusion between my personal messages and Group messages.
- Comply with the principles set out in the Guide on Social Media Best Practices.
- Make sure in all circumstances, and in particular in communications on social media, that I observe the duty of loyalty towards the Group and refrain from making any disparaging comments about the company.

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For more information

- Guide on Social Media Best Practices .
- Collective Agreement, Book 3, Title 1, Art. 1.1.

