

CODE OF CONDUCT
ENVIRONMENTAL
SOCIAL
HYGIENE
HEALTH
AND SAFETY



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1 - Preamble

Created in 1972, SCET-TUNISIE never ceased to develop its fields of expertise and widen its geographical area of intervention. Today, we are proud to be among the first leaders in the engineering sector in Africa. Our main strength relies on a competent and multidisciplinary staff of men and women who share the same values and the same passion for their profession. Our skills cover all the engineering profession' processes and phases i.e. Design, Studies, Project management, Supervision of works, Consulting and Technical assistance,... Most of our projects are financed by major international financial institutions such as the World Bank, ADB, BADEA, IDB, Arab Funds (FADES, FSD, FKDEA...), KfW, AFD, JICA, EIB,...

This Code constitutes the backbone and the reference framework for both our professional practices and our continuous improvement approach. It summarizes the commitments as well as the fundamental corporate culture of SCET-TUNISIE. Fully aware of our role as an important economic player, we are devoted to follow a responsible approach and deploy the necessary means to implement it in our daily activities. This approach is becoming more critical as our international development is accelerating.

2 –Corporate Culture and Values of SCET-TUNISIE

The employees and staff of SCET-TUNISIE share the same fundamental values: Integrity, Rigor, Respect of our Commitments... These values frame and shape our line of conduct in addition to being the common ground which unites and characterises us collectively.

Due to its international presence, SCET-TUNISIE is very respectful to the variation of cultures encountered during our interventions in different parts of the world.

3 - Regulatory and normative framework

The present Code of Conduct based on the respect of the fundamental principles recommended by several founding texts: the Universal Declaration of Human Rights (UDHR), the fundamental conventions and recommendations of the International Labour Organization (ILO), and the guiding principles for Companies and Human Rights (UN).

In August 2000, we obtained the ISO 9001 certification. Ever since then, and thanks to the commitment and mobilization of our staff, we have developed our Quality Management approach so to finally reach the implementation of an Integrated Management System "Quality, Safety and Environment" (IMS) meeting the following standards' requirements:

- ISO 9001: 2015 - Quality standard
- ISO 14001: 2015 - Environmental standard
- OHSAS 18001:2007 - Occupational Health and Safety standard.

All the requirements of ISO 9001, ISO 14001 and OHSAS 18001 are applicable to our system for the following activities:

- Studies and control of the works in the fields of Building, Infrastructure, Transport, Hydraulics, Agricultural and Rural Development and Environment.
- Studies in the fields of Town and Country Planning.
- General Economic Studies, Technical Assistance.

Please refer to the QSE Manual (Quality, Safety and Environment Manual) for a detailed presentation of our IMS (Integrated Management System).

4 - Commitments and principles

SCET-TUNISIE complies with the following fundamental principles respects and requires from its partners to commit to them:

- **Freedom of labour and prohibition of forced labour use**

SCET-TUNISIE pledges to never resort to the use of forced labour. As part of the work supervision activities, we are particularly vigilant with regard to the employment conditions of the personnel working on sites under the responsibility of the Contractors.

- **Prohibition of child labour**

SCET-TUNISIE pledges to never resort to the use of child labour, and never hire persons under 18 years of age.

- **Prohibition of all forms of discrimination and harassment**

SCET-TUNISIE is committed to recruiting its employees on the sole basis of their ability to accomplish a mission and not because of personal characteristics, beliefs or other discriminating criteria. Our Employees are promoted to hierarchical levels according to their qualifications, regardless of their gender, ethnicity, colour, religion, personal beliefs or any other discriminating criteria.

SCET-TUNISIE will not tolerate any form of harassment and/or intimidation either internally or externally (partners, subcontractors, co-contractors, etc.). No employee shall be subject to threats of violence or any other form of psychological or physical harassment, abuse or coercion.

As far as possible, the recruitment policy promotes diversity in our teams in terms of training, social, gender and cultural backgrounds.

- **Freedom of association and the right to collective bargaining**

SCET-TUNISIE respects the right of its employees to associate, organize and bargain collectively in a legal and peaceful way.

- **Working conditions, compliance with hygiene, health and safety rules**

SCET-TUNISIE is committed to treating its employees with dignity and respect, to providing them with a safe, healthy, clean, well-lit and ventilated work environment. This includes the appropriate equipment as well as the personal protection necessary for some risky activities (prospecting missions, supervision of works, sites survey...).

All of SCET-TUNISIE's premises shall comply with the laws and regulations in force relating to working conditions, in order to protect the employees from any harm on their physical integrity.

SCET-TUNISIE undertakes to verify and checks the suitability of each person to work in a requested position. Employees receive specific safety training. We

make sure that legislation on health and workplace safety are applied wherever we operate.

Our Health, Safety and Environment program, based on hazard identification, risk assessment and hazard elimination, aims to create an incident free work environment.

- **Fair treatment**

SCET-TUNISIE is committed to fairly remunerating its employees with appropriate wages and benefits and to requiring reasonable working hours in accordance with local standards and applicable laws. All employees also benefit from a written employment contract, stipulating the terms and conditions of their employment.

- **Non-excessive working time**

SCET-TUNISIE does not require its employees to work beyond the times prescribed by the Law.

- **Fight against precarious work and hidden subcontracting**

Any work will be provided based on a concrete employment relationship and established according to national laws and practices, and materialised by a letter of employment or an employment contract specifying the worker's rights, obligations and conditions of employment.

SCET-TUNISIE undertakes not to act to the detriment of a regular working relationship and not to divert the spirit of the national labour laws. This Code of Conduct strictly prohibits any hidden subcontracting.

- **Respect of the environment**

Respect and protection of the environment are fundamental values to which SCET-TUNISIE completely adheres by working in compliance with the environmental legislation applicable in each of the countries we work in.

SCET-TUNISIE is committed in its business processes to control and reduce the environmental impacts of its activity both in our premises and on worksites.

▪ **Business Ethics**

SCET-TUNISIE pays great deal of attention to the professional relationships established with all of our clients, partners and employees. We reaffirm our commitments to the principles of institutional respect, transparency, integrity, collaboration and respect for ethics.

SCET-TUNISIE objectively selects its suppliers and service providers in order to insure top quality services and for the sole interest of the company.

No member of SCET-TUNISIE may solicit, receive or accept, from a source outside the company, any benefit whatsoever, whether direct or indirect, which is in any way related to his or her position within the company. Members of staff must avoid any situation likely to create a conflict of interest.

SCET-TUNISIE and its employees shall refrain from giving benefits of any kind or unjustified payments.

Each employee of SCET-Tunisie is also committed to

- Keep away from any political or religious matters in the course of his professional activity;
- Always adopt a respectful attitude towards colleagues and external parties (clients, subcontractors, partners, but also civil society, etc.);
- Not to divulge to third parties any information of which he would have become aware in the course of his activity without the formal authorisation of the Client and his hierarchy and to maintain the strictest confidentiality on information and documents of any nature to which he may have access in the course of the execution of his mission;
- Not to divulge any information relating to the activities and operation of SCET-TUNISIE to outside persons;
- Respect the intellectual property rights of SCET-TUNISIE but also of third parties.

SCET-TUNISIE expects its partners to respect these commitments as well.

Mr. Slah-Eddine BENSAID

Chief Executive Officer