

CORPORATE SOCIAL RESPONSIBILITY CHARTER

ALLEZ & ASSOCIES

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Translation for information purposes only



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Allez & Associés is a leading notary's firm, operating in the commercial real estate industry. Our reputation is built on the dedication and professional skills of all members of our firm. Our work requires irreproachable ethics in everything we do, every single day.

We strongly value human relationships within our firm and with our Stakeholders. Our endeavor is to ensure a special relationship with such Stakeholders based on trust and long-term support. We also fully assume our role as public officers, and our priorities are legal protection and risk management. Our clear-cut advice sets us apart from other legal experts. Finally, we provide support for our youngest team members, making their professional training and internal development a priority. We are also committed to ensuring well-being in the workplace and to constantly enhancing the individual skills of each member of our firm.

It is therefore only natural for the management team to draw up this Charter and to ask all members of the firm, regardless of their position, to abide by these ethical principles that we all value and share.

We have the duty to be vigilant and that is why we thank you for your day-to-day personal involvement in preserving the integrity and the reputation of our firm at the highest level.

The partners of Allez & Associés.



1 WHY HAVE A CSR CHARTER?

Having a charter drawn up by our firm is a fundamental step. This Charter formalises our commitment to complying with regulations, our values and the ethical principles that apply to our business. It is the compass for our daily actions, and the foundation of the trust that our Stakeholders have in us.



2 PURPOSE OF THE CHARTER

The purpose of this Charter is to define the guiding principles of conduct expected of our members, to provide a framework for professional practice in accordance with these principles, and to reinforce the shared business ethics within our firm. It aims to prevent unethical behaviours and to guide our members in their decision makings. The Charter complements the notary's firm's internal documentation, including the rules of conduct.

3 THE IMPORTANCE OF ETHICS IN OUR LINE OF BUSINESS AND OUR WORK

In our line of business, as public notaries, ethics are vital. Our complex and high-impact activities require high moral standards. In our profession, ethics ensure that the interests of all Stakeholders are protected, in a constant trustful environment and that our actions are legitimate and sustainable. Ethical behaviour is essential to preserving fairness, transparency and accountability in all our operations.

4 THE COMMITMENT OF THE MANAGEMENT TEAM

The management team's is totally dedicated to complying with this Charter and the partners of the firm are aware that their behaviours and decisions set the tone for the entire firm. The management team commits to actively promoting an ethical business culture, to make sure the principles of the Charter are respected and to act as a role model when conducting our professional responsibilities.

5 THE CSR COMMITTEE OF THE FIRM

Allez & Associés has set up a committee dedicated to Corporate Social Responsibility (CSR), reflecting our commitment to integrating the principles of sustainable development and social responsibility into our business. This committee plays a key role in developing our CSR policy, monitoring its implementation and evaluating its impact. It also ensures that information is shared with the members of the firm so as to promote an inclusive and interactive approach to CSR.



6 HOW TO REPORT AN INCIDENT

- An email address is available:

alerte-rse@allezetassocies.com

- Alerts can also be sent *via* an anonymous drop box located in our premises.

7 ALERT PROCEDURE AVAILABLE TO STAKEHOLDERS TO REPORT INFORMATION SECURITY ISSUES

Any issues relating to secured information may be reported to the data protection officer at the following email address: cil@notaires.fr and to the notary's firm via the above-mentioned reporting channel. Reports can be made anonymously.

8 WHISTLEBLOWING PROCEDURE AVAILABLE FOR STAKEHOLDERS TO REPORT ANY FORM OF CORRUPTION

Any corruption-related problems can be reported via the above-mentioned reporting channel. Reports can be made anonymously.

For each report, the whistleblower's identity will be kept confidential and information we have been provided with.

Our firm also undertakes to protect any whistleblower having filed a report in good faith against any form of retaliation or discrimination.

Upon receiving a report, the partners of the firm will assess the situation, conduct an internal investigation and, if necessary, take appropriate action based on the results of such investigation.

1 WHO DOES THE CHARTER APPLY TO?

The Charter applies to all members of Allez & Associés, namely :

- The partners (the **Management team**),
- Employees of the notary's firm (together, with the Management Team, the **Members**).

Everyone is expected to agree to apply the principles set out in this Charter in the performance of their duties and in their interactions with Stakeholders. We also expect from our Stakeholders and anyone with whom we may collaborate, to agree to such principles.

The term "**Stakeholders**" refers to all persons or groups of persons who have a professional relationship with our firm, particularly clients, partners, suppliers and service providers.



2 HOW TO USE IT?

The entry into force of this Charter requires the active participation of everyone. Each Member is invited to integrate these principles into their daily work and to refer to the Charter if any question or any complex situation arises. Training sessions are arranged to help Members understand and effectively implement the guidelines of the Charter. If you have any doubts, do not hesitate to contact the Management Team and the CSR committee of the firm.

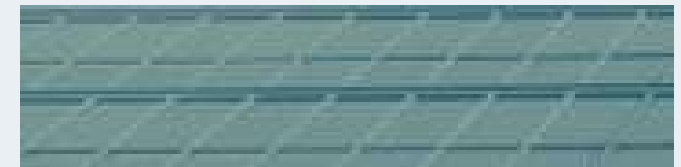
3 WHERE TO VIEW THE CHARTER?

The Charter is publicly available. It is published on the firm's website both in French and English language.

<https://www.allezassociés.com/>

It is also available internally via the U-Man Link platform (to which each Member has access *via* a personal login and password) and on the notary's firm server, enabling easy and transparent access to Members.

This choice underlines our commitment to accessibility and transparency, ensuring that our Charter is readily available to our Members and all Stakeholders.



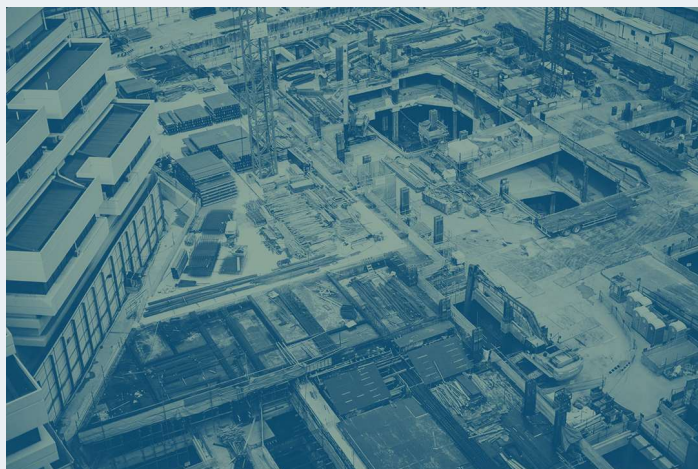
4 COMMITMENT OF THE NOTARY'S FIRM MEMBERS

Each Member of the firm shall undertake to respect the principles set out in this Charter, which is a key element for the Member's induction and approval of the firm's values. It demonstrates our shared desire to maintain the highest standards of professional integrity and ethics. In case of non-compliance with such principles, the relevant Member may be sanctioned pursuant to and in accordance with our internal Code of Conduct.



5 MONITORING AND ASSESSMENT MECHANISMS

To ensure the approval of, and compliance with this Charter, we will put in place monitoring and evaluation mechanisms. This includes periodic audits and evaluations, and feedback from Members and Stakeholders if they chose to provide any. These mechanisms will help us identify areas of improvement and ensure that our practices remain aligned with our principles.



6 UPDATE OF THE CHARTER

The Charter is an evolving document, which will be reviewed and updated to reflect developments in our professional environment, legislative and regulatory changes, and standards in our sector. These updates will be communicated to all Members and covered into our training sessions.

For us, ethics are at the heart of our values, both internally and with our Stakeholders. We strive to maintain a professional environment characterised by mutual respect, collaboration, transparency and protection of everyone's interests.

1 MUTUAL RESPECT AND COOPERATION

We encourage a climate of mutual respect and collaboration between all Members of the notary's firm as we believe that these principles are essential for a positive working culture, and for innovation and excellence in our service. Everyone of us must treat each other and all Stakeholders with courtesy.

2 CONFLICT MANAGEMENT AND CONFIDENTIALITY

Any conflict is dealt with professionally, fairly and with a desire to find constructive solutions. We are committed to preserving the confidentiality of sensitive information, thereby ensuring a safe and respectful working environment for everyone. Each Member of the notary's firm must ensure absolute confidentiality inside and outside the premises regarding sensitive data, and remain cautious.

3 INFORMATION SECURITY

Security and protection of the personal information within the firm and externally is of paramount importance for us. We have implemented a strict information security policy which we are constantly improving to prevent any loss, misuse or unauthorised data alteration. We undertake to use information only within the strict framework of our professional activities in compliance with our professional obligations and to ensure the collection, processing and storage of third-party information in a secured manner. In particular, we have appointed a data protection officer who can be contacted at the following address: cil@notaires.fr.

4 ANTI-BRIBERY AND EXTORTION

We apply a zero-tolerance policy regarding this matter. Actions have been implemented to prevent, detect and respond to any attempt of bribery or extortion, ensuring that our business practices remain ethical, transparent and fair. Every Member and every Stakeholder must report any suspicious behaviour.

5 FRAUD

We have an utterly firm position on preventing and combating fraud. We have set up strict internal controls and audit procedures to detect and prevent fraudulent activity. Our duty regarding this matter is to show the utmost caution and integrity, and we are committed to protecting the interests of our clients and Stakeholders. Preserving trust and security, foundations of our profession, is fundamental.

6 FIGHTING MONEY LAUNDERING AND FINANCING OF TERRORISM

We are committed to fight against money laundering and financing of terrorism and we strictly apply in force regulations, carrying out thorough identity checks. This constant vigilance guarantees financial transparency and security.

7 CONFLICTS OF INTERESTS

Protecting our clients' interests and respecting the rights of third parties are essential. We act with integrity and diligence to defend their interests, while complying with the applicable standards and professional ethic rules, thus guaranteeing our practice is perfectly ethical.

8 ANTI-COMPETITIVE PRACTICES

We are required to comply with the rules set forth in Decree no. 2023-1297 of 23rd December 2023.

We undertake to promote responsible procurement practices as part of our determination to promote social responsibility, respect of human rights and environmental sustainability. This is essential so as to limit our environmental footprint and reinforce our social responsibility.

1 ETHICAL AND SUSTAINABLE PROCUREMENT POLICY

Our sustainable procurement policy aims at favouring sustainable and ethically produced products and services. Within our firm, we are aware that our purchases have an impact on the environment. We thus favour products that have a low environmental footprint, are recyclable and/or entirely or partially recycled, regarding, among others, office supplies and choosing energy-efficient technologies and devices.

2 RAISING AWARENESS ABOUT RESPONSIBLE PRACTICES

All Members of the firm are encouraged to learn about responsible procurement practices and why they are important, as well as the impact of our decisions making on the environment and our firm. Raising awareness encourages developing a critical eye on our consumption choices, hence creating a more responsible and sustainable corporate culture.

3 CHOICE OF SUPPLIERS

We select the suppliers of the products and/ or services we need depending on their social, economic, and environmental impact, and provided that strict ethical and human rights criteria are complied with. We look in priority for suppliers that have adopted an environmental-friendly policy and that offer complete transparency of their supply chain, thus guaranteeing they provide for ethical products or services. This approach aims at minimizing negative impacts on the environment and society.

4 COOPERATION WITH SUPPLIERS

We make sure to preserve a respectful relationship with our suppliers, maintaining a constructive and open dialogue in a spirit of cooperation. When an issue occurs, we try to work with our suppliers to improve their social and environmental responsibility practices rather than excluding them because of strict criteria not being complied with.

5 INCLUSION AND DIVERSITY

Whenever possible, we encourage diversity and inclusion by selecting suppliers managed by minority groups or collaborative and social entrepreneurs or companies. We thus tend to provide for equal opportunities for everyone and enhance innovation and creativity through a diversity of experience.

6 SUPPORTING LOCAL PROCUREMENT

Whenever possible, we favour local procurement to support local businesses and to reduce transportation costs and impact. This approach does not only support regional economic growth, but also strengthens local relationships.

7 RESPECT OF HUMAN RIGHTS

We ask our current suppliers as well as any new suppliers before entering into any new agreement, with any question we may have if required information is not made available of the relevant supplier's website, regarding respect of legal requirements in the work place, human rights, discrimination, harassment, promotion of diversity and inclusion, respect of legal working hours limitations, the right to join a trade union, the right to negotiate collective arrangements, the prohibition to use undeclared or illegal work force and respect of labour legislation.

We are committed to reducing our environmental impact and to actively promoting sustainable development both internally and with our Stakeholders.

1 REDUCING OUR ENVIRONMENTAL FOOTPRINT AND MANAGING OUR RESOURCES

We are committed to minimising our environmental footprint and preserving our resources. This includes reducing our energy consumption, optimising the use of material resources, choosing consumables with low environmental impact, recycling goods and having a sensible utilisation of office supplies.

2

CONCRETE ACTIONS

Concrete actions are being actively implemented.

More and more, in order to reduce our environmental footprint and minimise our paper use, we pursue adopting digital solutions, particularly for archiving documents, and we arrange almost systematically for electronic signatures of our notarial deeds. We have installed low-energy lighting systems, optimised the use of electronic equipment and introduced intelligent thermostats to control heating and air cooling. We also pay close attention to sorting and recycling office waste, and have a selective sorting and recycling system for paper, plastic, glass and ink cartridges. For instance, we also encourage Members of our firm and Stakeholders to reduce the number of their email recipients to only those concerned.

To ensure we manage our resources efficiently, we carefully choose our office supplies, including among others recycled paper, recyclable office equipment and vegetable-based inks. For the well-being of our staff and so as to reduce gas emissions due to Members commuting to work, we have encouraged remote work.

We hope that such initiatives will reinforce our internal culture for sustainability within the firm and encourage everyone to make a positive contribution for the environment.

3

COMMITMENT TO SUSTAINABLE DEVELOPMENT

We are committed to sustainable development. We care about the environmentally-friendly practices of our Stakeholders, and work as much as possible with suppliers and partners who share our values. Sustainability and environmental responsibility are essential in the selection and evaluation of suppliers and partners.

4

ENVIRONMENTAL AWARENESS AND EDUCATION INITIATIVES

We make sure to explain to our Members the energy-saving measures that are undertaken within the firm as well as any other or further improvements to come.

We have adopted a proactive and committed approach with respect to social responsibility and respect for human rights, both internally and towards our Stakeholders.

1

RESPECTING HUMAN RIGHTS

We undertake to respect fundamental human rights, and in particular human dignity and human being's value, the privacy of Members of the firm, equality between men and women, mutual respect and equal treatment between all Members of the firm.

3

EMPLOYMENT LAW

We comply with all legal rules applicable to employer /employee relationships in the private sector, and we guarantee working conditions in line with the notaries Collective Labour Agreement (*convention collective*), particularly in terms of working hours, compensation and social protection.

2

HARRASSMENT AND VIOLENCE

We do not tolerate any form of harassment and physical or moral violence. We make sure that we offer our employees a working environment that respects their individual freedoms and their privacy. No Member of the firm shall harass another Member nor a Stakeholder for any reason whatsoever.

4

DIVERSITY AND INCLUSION

We are committed to promoting diversity and inclusion within our notary's firm through a fair recruitment policy, valuing talent from all backgrounds, and respecting diversity of perspectives and experiences. We are convinced that diversity is an asset that contributes to creativity, innovation and performance.

5 FAIRNESS AND WORKING CONDITIONS

We are committed to providing fair, safe and healthy working conditions by preserving work/life balance, vacations and physical and mental health of Members of our firm. We ensure equality between men and women. We are against any form of discrimination based on origin, life habits, age, sex, political or religious opinions, trade-union membership or disability. However, hygiene and safety at work depend on each and every one of us, and every Member shall ensure that their actions do not raise any risk for themselves or for others.

6 WELL-BEING AND PROFESSIONNEL DEVELOPMENT

The well-being of our Members is a priority. We support professional development, continuing training and career development to enable everyone to achieve their goals. We also strive to create a safe and healthy working environment, where respect and training are key values.

7 SOCIAL CONTRIBUTION AND COMMITMENTS

Our social responsibility goes beyond our notarial activities. We are involved in social initiatives and we support social projects. These commitments reflect our desire to make a positive contribution to society and to strengthen relationships with groups of people or entities, particularly at a local level.

8 DIALOGUE AND COOPERATION WITH LOCAL PLAYERS

We are convinced that a constructive dialogue and close collaboration with local stakeholders is essential. Engaging in such streams is crucial if we are to fully tackle the challenges of our surrounding environment and act responsibly. These social and human rights commitments prove our desire to act as a responsible company, mindful of its impacts on its Members and on society as a whole. They reflect our belief that professional success goes together with respect and valuation of each individual.

With this Charter, Allez & Associés reaffirms its continuing commitment to maintaining and promoting the highest standards in its business, in particular by applying strict principles concerning ethics, responsible procurement, environmental and social issues and human rights.

Preserving the trust and respect of our Stakeholders towards us, based not only on our professional expertise, but also on the way we conduct our business and interact with the world around us is of paramount importance.

We invite every Member of our notary's firm and every Stakeholder to embrace and support the principles set out in this Charter. It is thanks to both our joint and individual commitments that we will build a responsible, fair and sustainable future.

Adopting this Charter, means we are setting high expectations for ourselves and for our Stakeholders. Together, we have the duty to promote transparency, accountability and excellence, so that the decisions we make and actions we take today will build a legacy we can be proud of tomorrow.

