



# Code of Ethics

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# Introduction

To inspire confidence in its community, ATS believes that a company needs to work with integrity and consistency.

Honesty, equity and integrity are necessary to create an healthy work environment and reinforce the confidence of all the stakeholders : employees, customers, suppliers, partners and shareholders...

This is the reason why ATS decided, in its relations, to always act with ethics in order to prioritize healthy practices.

Our **Code of Ethics** exists to represent the state of mind and values within ATS. It gives instructions on how to act in our work environment, our business practices and relations with our customers, suppliers, partners and outsiders.

This code represents the values of the company, the rules that every employee must follow and respect under any daily work circumstances and relations with others.

In order to help our collaborators to take their decisions following the values of the company, this Code of Ethics presents also our guiding principles.

## 2 The code of Ethics

### Who's concerned ?

This code is addressed to every employee and shareholders of the company, without any exceptions. Each of who engage himself to respect this code under an circumstances. It is automatically given to every new collaborator integrating the company

It is also addressed to all of our suppliers, partners and customers of the company, who are asked to apply those same rules when they either represent ATS or work for it.

### The company policies

ATS has defined the general policies per service :

- General Policy
- Sales Policy
- Operations Policy
- Purchasing Policy
- HR Policy
- Quality, Security, Sustainable Development Policy

These policies are attached of standardized management and operation rules that collaborators are asked to respect in addition of the following code.

# ATS' values

## Our values

We base our values on moral and societal principles and integrate them entirely to make our strategic decisions, and also enhance the company. It reflects our board of direction vision and lead our activity on a daily basis.

Since its foundation, ATS is based on these following values :

### Humility

- We are a SME and act as it;
- We characterize ourselves as humble in our way of doing and being;
- We are modest and ambitious;

### Service-minded

- We are honest and totally respectful towards our customers
- We maintain our engagements;
- As professionals, we master our products and profession;

### Sense of responsibilities\*

- We grant our personnel high autonomy and entire trust,
- Each of our decisions and actions are based on a sense of responsibility;
- Professionalism and responsibility under any circumstances

\* The sense of responsibilities ensuing a "right to make mistake" for each collaborator.

Each collaborator must appropriate, share and pass on these values, it represents the company values.



# ATS' mission

## ATS's Mission

Our mission is to accompany our clients in their economic and geographic development :

- By offering premium logistic solutions adapted to their budget and needs,
- By guaranteeing a total and clear visibility on their shipments
- By helping them control their costs,
- By allowing them to realize savings on a daily basis.

Our goal is simple :

- Enhancing our clients supply-chain operations,
- Guaranteeing the stability of their services and production operations,
- Contributing directly to the enhancing of their competitiveness.

This way, we are helping our clients to stay agile and effective

In terms of populations' health, ATS decided to give medical professionals and humanitarian organizations, customized and safe transport solutions with lower margins and act as a company, responsible member of civil society.

## Principles & rules

### Legislation compliance

We are proud to work at an international scale and have the opportunity to work in lots of different countries around the world thanks to our profession as a carrier and freight forwarder.

As a consequence, we commit to respect all the laws and regulations in effect.

These fundamental rights lead our purchasing policy.

Before starting building a collaboration, we must verify our suppliers respect as well all the regulations in effect.

We strongly support and totally respect the laws with the aim of fighting against corruption, banishing illegal child labor and forced labor.

### Security and people harassment

We pay a very particular attention to people safety, security and health. The policies in effect at ATS have the aim to protect the employees from any forms of harassment or intimidation whether it's sexual, physical or psychological.

Each collaborator has the right to work within a respectful and healthy professional environment and must make sure to preserve this working environment at his own level...

### Neutrality et independence

No matter the political affiliation or religious beliefs, those subjects must stay private. It doesn't belong to the context of the company.

Our society doesn't fund any political or religious organization.

# Principles & rules

## Integrity

Our partners and suppliers choosing process is based on a fundamental criteria : integrity. We commit to notify and make public any conflict of interests.

Finally, our employees are asked to adopt an honest and upright behavior continuously, in particular within their relations with others such as : customers, suppliers, partners, and outsiders.

## Company properties

The company's properties are strictly intended to be used for professional purposes. It is recommended to every employees to take care of the given material they're responsible for.

## Confidentiality

We guarantee the total confidentiality of the data given by our customers, suppliers and partners as part of our activity, and will never disclose these information to outsider.

Also, we are careful about the confidentiality of our expertise and internal information on which depends the durability of our company.

The information we decide to be released publicly are the only ones that can be communicated outside the professional environment.

# Principles & rules

## Communication

ATS employees are required to be franc and sincere with their colleagues, and under any circumstances intentionally mislead colleagues, customers or suppliers.

## E-mail and internet

These tools, put in place by the company, are intended to be use by the employees only for professional purposes. Computers and internet access must never be used for personal researches or content downloads that are totally inappropriate and don't answer to any professional criteria.

Today, email messages have become the most popular form of communication used inside companies. Each employee must be aware that a electronic message can be intercepted, printed, forwarded to an outsider potentially affect badly the company. As a consequence, it is asked to be very careful when this form of communication is being used.

## Transparency

A complete transparency on the carrying missions we achieve for our customers is guaranteed. An access to our exploitation system and operational data is offered to our customers so they can take the lead on their carrying activity easily.

KPIS are also sent to our customers regularly for them to keep a an eye on their activity.

# Responsibilities

## Employees

Each employee is asked to :

- Engage himself entirely in achieving the objectives of ATS;
- Know about the following code and respect it every single day;
- Be honest and execute their professional missions with professionalism;
- Be aware of the Code of Ethics principles and put it to work under every circumstances;
- Refer to a superior in the company in case of interrogation about the Code of Ethics;
- Refer to a superior in the company if he attends to a Code of Ethics transgression;

## Managers

Besides respecting the responsibilities previously detailed, ATS's manager must have a perfect awareness of the code of Ethics in order to :

- Behave with exemplarity to encourage the development of a healthy working environment ;
- Be attentive to any transgression did to the Code of Ethics and eventually report it to a superior;
- Protect and help any employee referring a transgression did to the Code of Ethics;