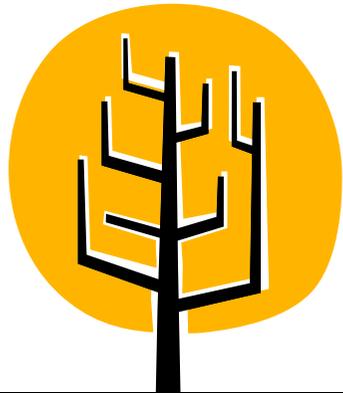


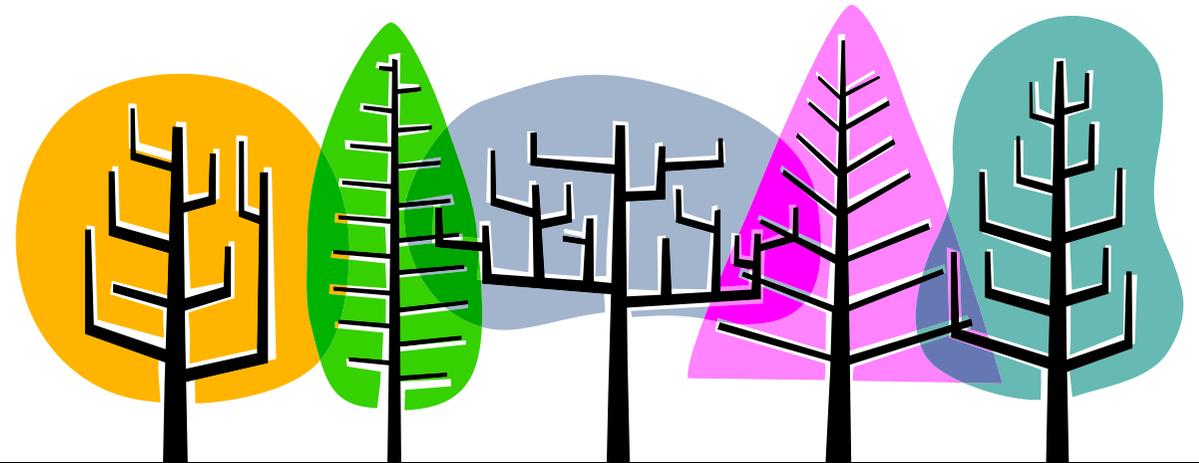
code of conduct



we are a part



and the whole



# conduct

**The affirmation of our Values,  
of our principles, put into action.**

In what we decide and do.  
In the situations we live.  
When we meet others.  
When we confront ourselves.

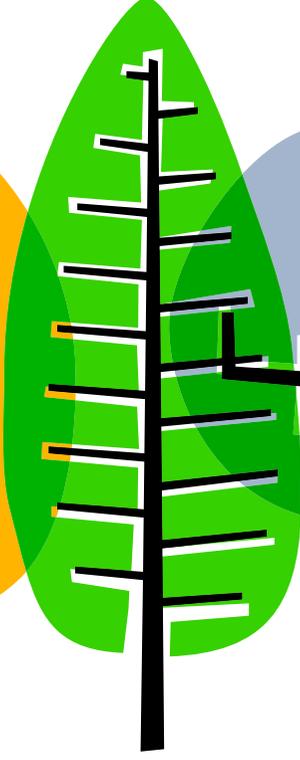
It is the space where we cultivate  
confidence, joy and friendship.  
Teams.  
Knowledge and the will to use it  
and share it actively.

What we are, what we want to be.  
It is us in our entirety.  
What we put into our actions.  
As People, Professionals and Citizens.  
As Individuals. As Novabase.

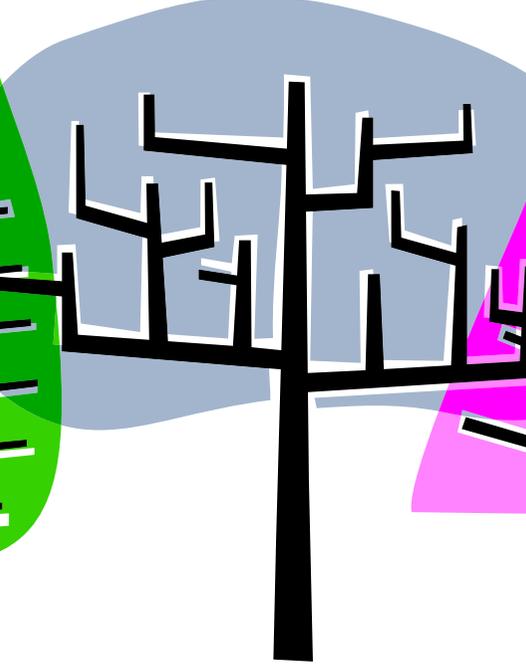
04  
**people**  
We are a Part



06  
**professionals**  
At Novabase



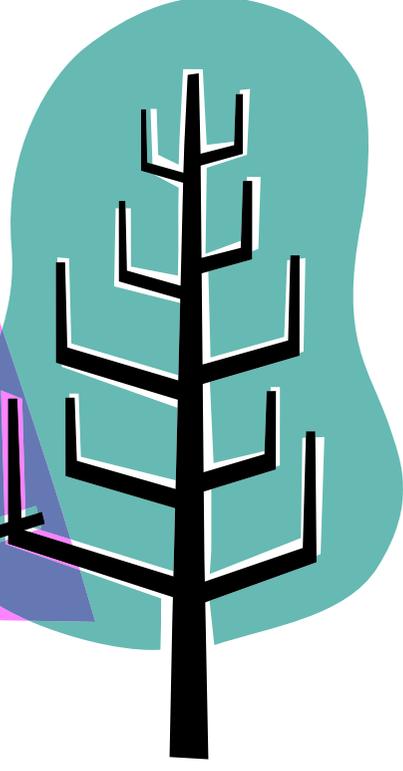
08  
**professionals**  
At the Client



10  
**professionals**  
In Business



12  
**citizens**  
We are Aware





# people

We are a Part

Me and Others.  
We give and receive.

## 1 With Responsibility

Ours, first of all.  
We say us. We say me. Not them.  
We participate. We take responsibility.  
We make our own path by Ourselves,  
Knowing where we want to go and following on.  
By asking questions, deciding, doing,  
we gain autonomy and confidence.  
And new responsibilities. Once again.  
We grow as people and as professionals.  
And go further. All of us. Us and me.

## 2 With Respect

For others and for ourselves. Without precedence.  
We respect all and everyone  
for what they are and what they do, with talent, with limitations.  
Equal and different.  
We don't discriminate, we don't undervalue.  
We don't abuse, we don't coerce.  
We don't demand more than can be given.  
We don't ignore life paths and aspirations.  
We don't overlook any aspect of life.

## 3 This is how we live

With joy.  
Eye to eye.  
Smiling. Shaking off shadows.  
Wherever we go, wherever we are.  
Even in the lift, we raise our eyes off the ground.

## 4 This is how we connect

With loyalty.  
We weave networks of support and encouragement,  
Of confidence  
to say "I don't know" and learn,  
to speak about ourselves, about what we feel, about our lives.  
Without fear. Without risk.  
And we conquer horizons.  
We open paths. We progress.  
Together.

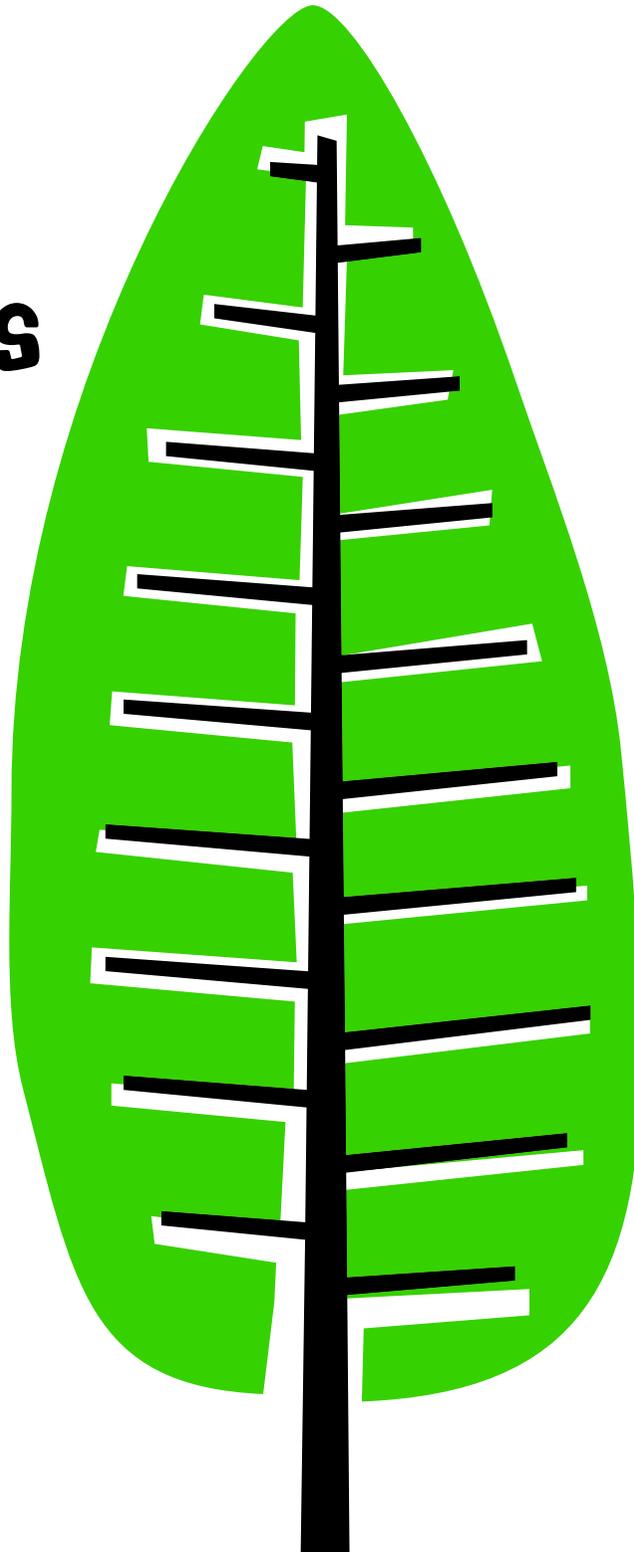
## 5 Available

For others.  
For ideas.  
To the world.  
For the future.  
For happiness.



# professionals

At Novabase



We are individuals, we are teams,  
We are a Company.  
We are a part and the whole.

## 6 We know

Where we are.  
What we have to do. What the Other expects of us.  
And we respond. We take it even further.

## 7 We act

With creativity and rigour.  
As a team.  
With initiative, discipline, mutual help, enthusiasm.  
And well, better, and on time.

## 8 We share

Experience, knowledge, best practices, opinions.  
Objectives, setbacks and victories.  
We communicate and discover.  
We grow.  
In knowledge, too.  
New knowledge. Our knowledge.  
With our effort, with our initiative.  
With support.

## 9 We innovate

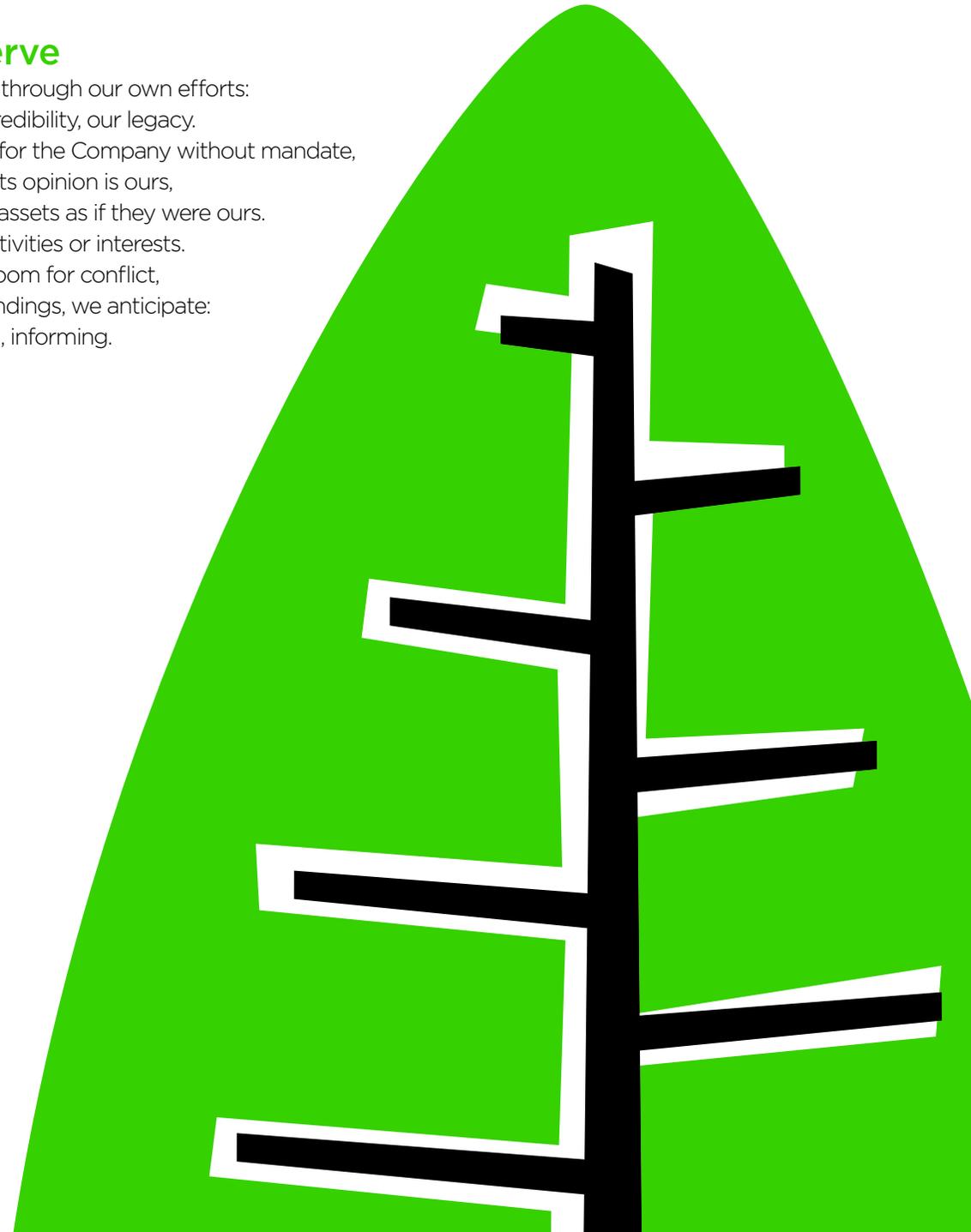
With focus. Balance. Responsibility.  
We face risks.  
We value initiative and accept errors.  
We are critical. We give opinions.  
We suggest other ways.  
We agree and disagree. To achieve.  
To advance. Easier, simpler,  
for those that work, for those who use.  
Open. Without inhibiting. Without underestimating.  
Listening. Always.

## 10 We deliver

We don't let those by our side down.  
We do not tolerate failures due to slackness

## 11 We preserve

What we create through our own efforts:  
our name, our credibility, our legacy.  
We don't speak for the Company without mandate,  
We don't imply its opinion is ours,  
we don't use its assets as if they were ours.  
We don't mix activities or interests.  
we don't leave room for conflict,  
for misunderstandings, we anticipate:  
asking, clarifying, informing.





# professionals

At the Client

We live our Client's objectives and aspirations.  
We create confidence and future. With truth.  
With respect.

## 12 We give

What we are and what we have.  
Availability, commitment, enthusiasm.  
Experience, know-how.  
The desire to do well and simply.  
We suggest what we believe to be appropriate.  
What we know we can deliver.  
And we strive to surprise: with more, with better.  
We say no, if necessary. We justify.  
We give alternatives.  
We have an objective: to deliver value.  
And we deliver.

## 13 We respect

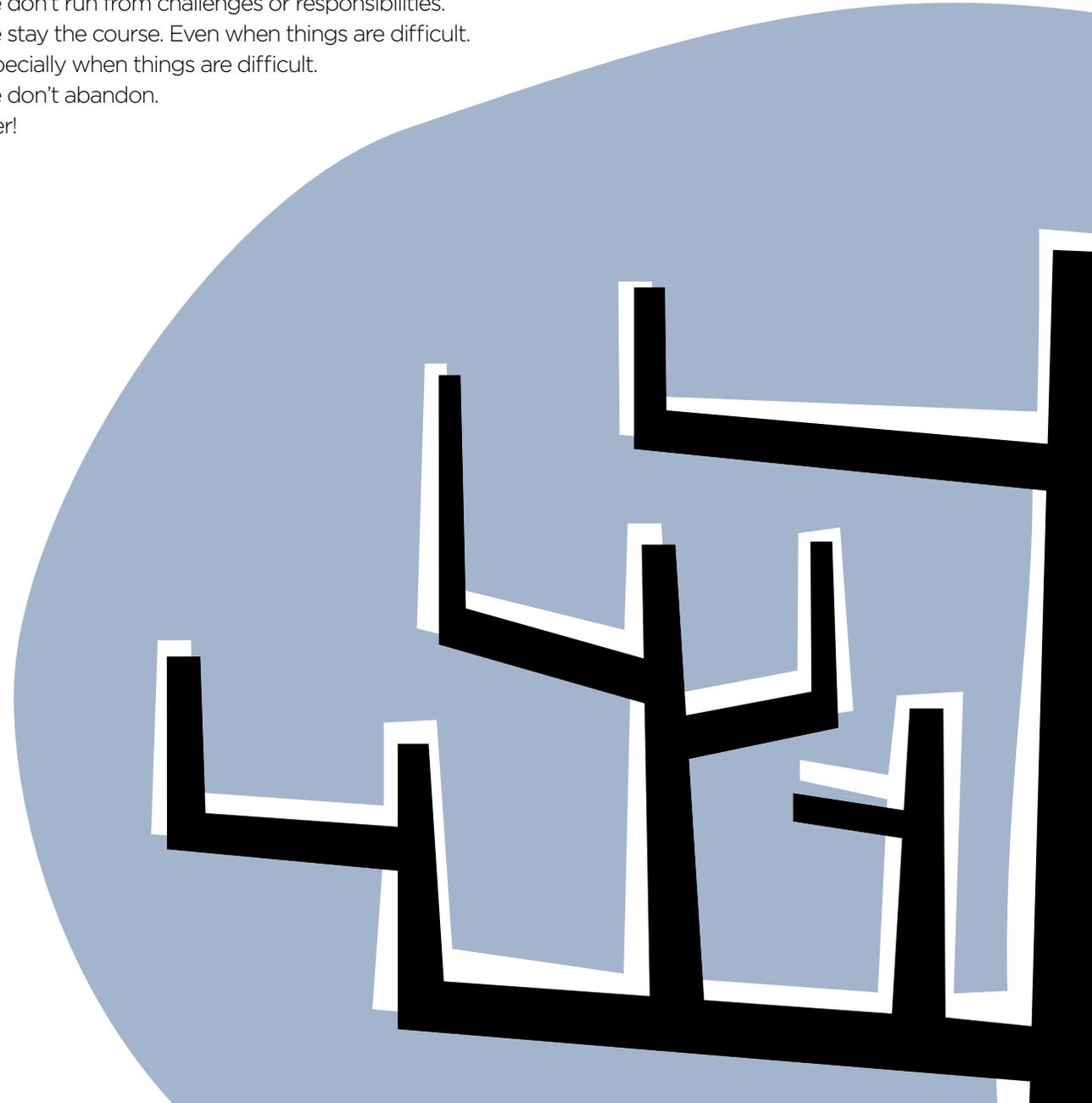
People. Every one and all the time. Without exception.  
Ways of being, rules, schedules, dress.  
We adapt without foregoing who we are,  
Us and Novabase.  
We use our Client's property with permission,  
when work requires it.  
No more.  
We don't pry into information,  
And we don't take out or use what we hear,  
see or know.

## 14 We act

Truthfully  
Informing, assuming shortcomings,  
eliminating false expectations.  
With empathy.  
Understanding and supporting.  
Without arrogance. Without value judgements.  
As a team. Valuing. Recognising. Sharing.  
And we transmit energy,  
Believing and showing the way.  
With stamina, with determination.

## 15 And we practise solidarity

We share risks.  
We don't run from challenges or responsibilities.  
We stay the course. Even when things are difficult.  
Especially when things are difficult.  
We don't abandon.  
Ever!



# professionals

In Business



We want to create and grow.  
Within and beyond frontiers.  
With an identity that is ours,  
which we bring with us.

## 16 We want to do more

Different and new.  
For more people, more world, more uses.  
With more people and more know-how.  
In connection. Sharing.  
Here, wherever. With each and everyone.  
Every day.

## 17 We think future

Today's decisions support tomorrow,  
they don't call it into question.  
We accept risks. The necessary ones and the calculated ones.  
Without exposing assets, reputation or principles  
in exchange for immediate gains,  
or through lack of reflection.

## 18 We are partners

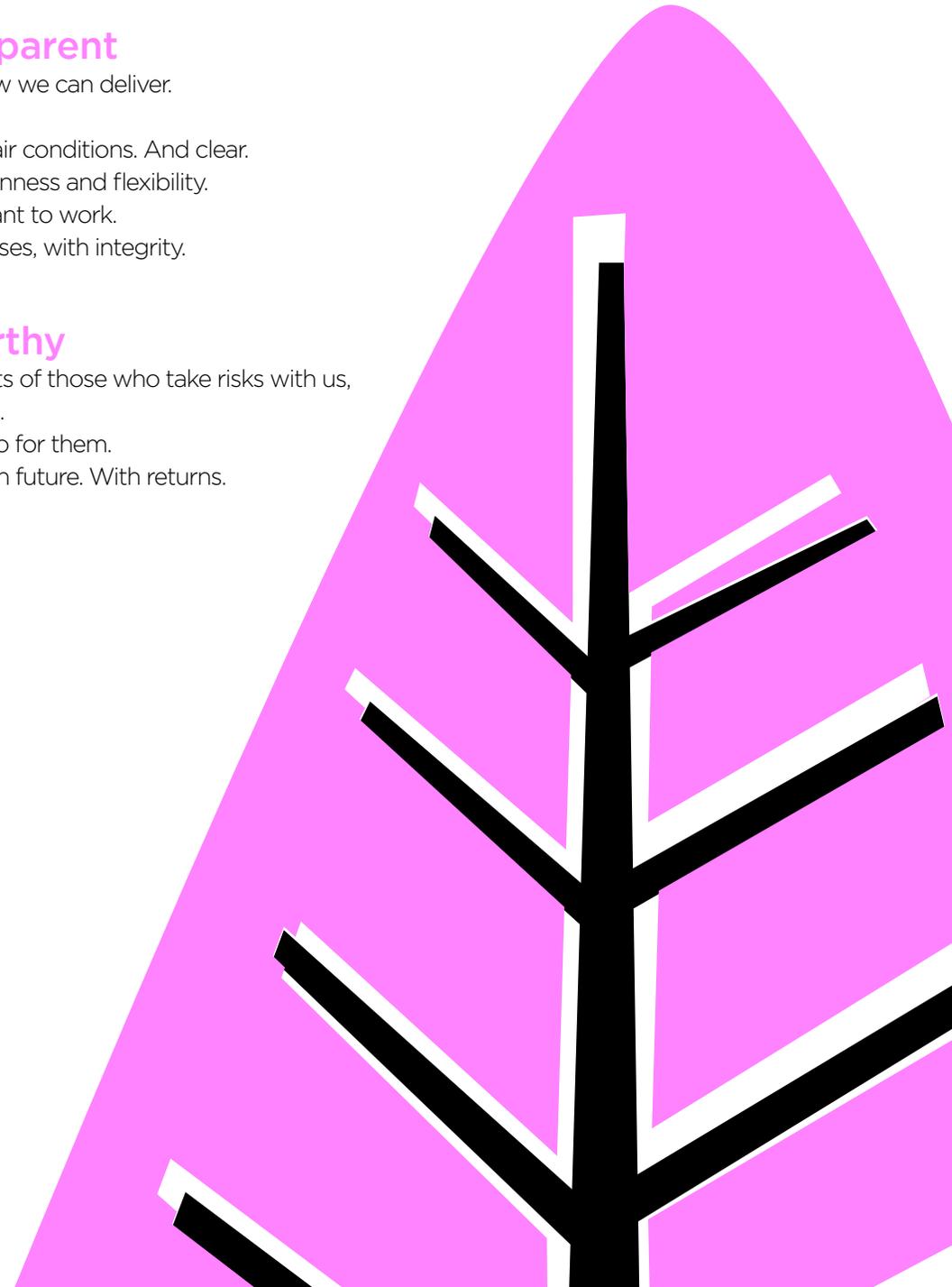
First with ourselves,  
with those who sit at our side.  
With those who associate with us,  
sharing projects and responsibilities.  
With those who support us,  
supplying goods or services.  
And we take great care in the choice, fairness  
and impartiality of our relations.  
We look out for the interests of those who are with us.  
We are supportive.  
And demanding. With rigour. Without arrogance.

## 19 We are transparent

We offer what we know we can deliver.  
No more than that.  
With considered and fair conditions. And clear.  
We negotiate with openness and flexibility.  
We want to win, we want to work.  
But without compromises, with integrity.

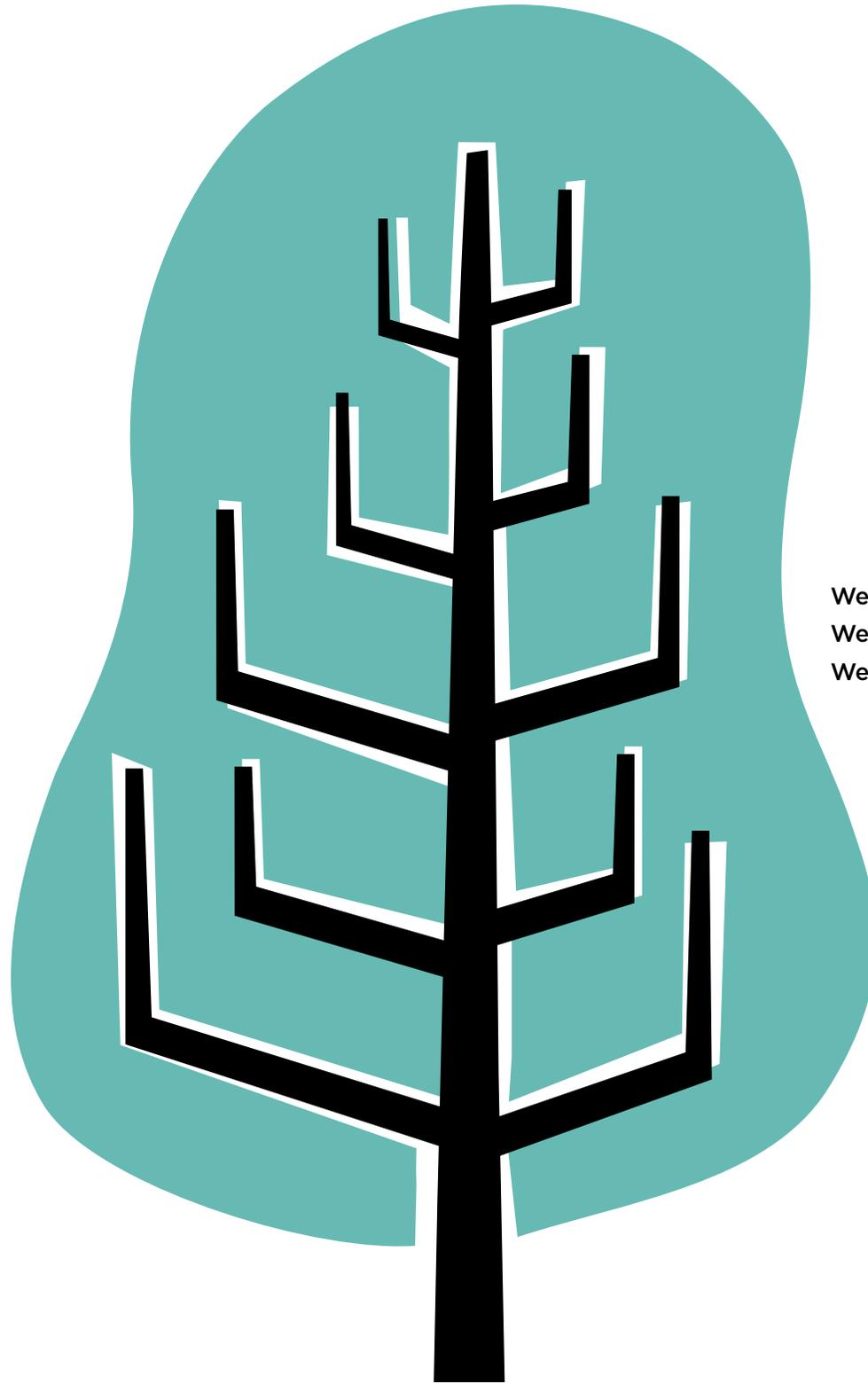
## 20 And trustworthy

We respect the interests of those who take risks with us,  
investors. Shareholders.  
We grow for them. Also for them.  
With sustainability. With future. With returns.



# citizens

We are aware



We know our actions have impact.  
We want to be the solution. Not the problem.  
We play our part.

## 21 We comply with the law

We study. We keep informed.  
And when in doubt, we ask  
those who know.  
Because they are specialists. Because they have experience.  
We don't cut corners.  
We don't do because "we had an idea that..."  
especially if we are out, beyond borders.  
To be independent is not to be alone, nor to know everything.

## 22 We observe customs

Ours and those of Others,  
with respect, with empathy.  
There, here, wherever, we are open  
to hear. To learn  
how to be and do things the right way.  
While being ourselves.  
Knowing how to say no  
when challenged in our Values,  
in our principles.  
Without entering into conflict. Without judging.  
Without giving in.

## 23 We are open

We are in this world with the others, not against them.  
We respect competition,  
their business, their resources, their information.  
We don't beat down. We don't act to cause harm.  
We don't want to prosper at the expense of others.

## 24 We are honest

We respect what others have created  
and what belongs to them.  
We do not appropriate what is not ours,  
even when it's intangible and "everybody does it".

## 25 We have integrity

We refuse ambiguous situations.  
We don't get embroiled in conflicts of interest.  
We don't send false signals to the market.  
We don't use information that doesn't belong to us.

## 26 We are part

Of the world.  
Where we are, with whom we are.  
Aware of rights and obligations.  
We create jobs.  
And know-how and wealth that we share, that we give back  
to people, to society, to the future.  
Being responsible, fair, practising solidarity.  
Looking at the means as much as at the end.  
Evaluating decisions and actions by their consequences  
beyond just ourselves,  
beyond just our time.  
For others. For the environment.

## 27 And we are open

To causes and to cooperation.  
To responsibilities.  
To scrutiny.  
Exercising it too.  
With loyalty, with rigour.



We are an example.  
We are a Part.  
We are the Whole  
We are People,  
Professionals, Citizens.  
We are Us and Novabase.  
**Inseparable.**





**code of conduct**

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