

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 immensely proud to be among the first leaders in the engineering field in the African Continent. Our main strength relies on a competent and multidisciplinary staff of men and women who share the same values and same passion for their profession. Our skills cover the entire engineering processes and phases which range from Design, Project management, Technical Assistance and Supervision of Works. The uttermost of our projects are financed by major international lenders (World Bank, AfDB, and EIB), Arab Funds (FADES, FSD and BADEA...), Bilateral Funds (KfW, AFD and JICA) as well as local projects financed by national budgets.

This “Code” constitutes the backbone and the reference framework for both our professional practices and for our approach to continuous improvement. It summarizes the commitments as well as the fundamental corporate culture of SCET-TUNISIE.

Fully aware of the continuous development in the field of engineering not to mention the fierce competitiveness in the marketplace, we are devoting ourselves to follow a comprehensive responsible approach and deploy all necessary means to implement it in our daily activities.

2 - Corporate Culture and Values of SCET-TUNISIE

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

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

3 - Regulatory and Standards Framework

This Code of Conduct is built on a set of fundamental values outlined in key texts, such as: The Universal Declaration of Human Rights (UDHR), the fundamental conventions and recommendations of the International Labor 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
- ISO 45001: 2018 - Occupational Health and Safety Standard

All the requirements of ISO 9001, ISO 14001 and ISO 45001 are applicable to our system for the following activities:

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



Please refer to the QSE Manual for a detailed presentation of our SMI.

4 - Commitments and Principles

SCET-TUNISIE is committed along with its partners and collaborators to fully adhere to the following fundamental principles:

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

SCET-TUNISIE pledges to never use forced labor. As part of the works' supervision activities, we are particularly vigilant when it comes to the employment conditions of the personnel on site.

- **Prohibition of child labor**

SCET-TUNISIE pledges to never use child labor or hire staff under 18 years old.

- **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, color, 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 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 (works control, site survey...).

SCET-TUNISIE is committed to the Laws and Regulations in force covering the 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, workplace safety is applied wherever we operate.

Our Health, Safety and Environment program, based on hazards identification, risks assessment and hazards 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 materialized 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 labor laws. This Code of Conduct strictly prohibits any hidden subcontracting.

- **Respect for 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 any hazardous environmental impacts of its activity whether in our premises or on worksites (as part of any project management or control assignments).

- **Business Ethics**

SCET-TUNISIE pays great deal of attention to the professional relationships established with all our clients, partners and collaborators. Reaffirming thus our commitment to the principles of institutional respect, transparency, integrity, collaboration as well as respect of work ethics.

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

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 collaborators 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 authorization of the Client or 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 implementation of his assignment;
- 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 adhere and respect these commitments.

5 –Mastery of these Commitments

▪ Knowledge about and Application of the Code of Conduct Terms

The proper application depends first and foremost on the moral conscience and common sense of the people to whom the Code is addressed. Besides the day-to-day vigilance demonstrated by all SCET-TUNISIE employees, and depending on their position, they also play an essential role in advising and supervising employees to make sure that these provisions are respected. Each new recruit is given a briefing, during which the Code of Conduct is presented and signed. The Code of Conduct is also made available to all employees via SCET-TUNISIE's SMQSE document management software.

To ensure that the afore-mentioned provisions are complied with, SCET-TUNISIE and its employees are also committed to the following:

- Clear displaying of the Code in the workplace as well as during the works' supervision and monitoring missions;
- All employees are briefed on the Code of Conduct before they start working.

- **Controlling the compliance with the Code provisions, Identifying and dealing with inconsistencies**

So as to guarantee the total compliance with its Code of Conduct, SCET-TUNISIE performs regular internal audits for all its business process as well as support processes. External audits are also performed once a year by AFAQ/AFNOR as a further step in the monitoring process.

Beyond this standards-based approach, the company's managers keep a rigorous and close check on their teams' activities, and stay up-to-date with both Clients and Partners as projects progress ("Clients Listening" and "Partners Listening").

Finally, SCET-TUNISIE welcomes in total confidence and without any fear of reprisal the suggestions of its employees or any other interested parties who may have any concerns to report.

SCET-TUNISIE will not tolerate any retaliation, discrimination or disciplinary action against anyone who, in good faith, has expressed reasonable reservations about an actual or alleged breach or violation of the provisions of its code of conduct.

Finally, SCET TUNISIE, which is ISO 9001, ISO 14001 and ISO 45001 certified, systematically deals with any detected deviations by identifying the causes, implementing a corrective and preventive action plan, and monitoring the effectiveness of these actions.

Said DRIRA

General Director

The Managing Director

Said DRIRA

