

Code of conduct

Compagnie Plastic Omnium



2018



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PLASTIC OMNIUM



Message from the Chairman

To Plastic Omnium staff and stakeholders,

The growth and development of Compagnie Plastic Omnium are inseparable from its ethics and observance of fundamental rights, which form part of the Group's social and environmental responsibility.

This Code of conduct very clearly and simply defines the Group's commitments and the commitments that all employees of Plastic Omnium must comply with on a daily basis in dealings with their colleagues and with Plastic Omnium's partners (customers, suppliers, etc.).

Regardless of your functions or where you may be based, I expect every one of you to apply these rules in an exemplary way and to demonstrate high ethical standards by your individual good conduct.

Apart from complying with applicable laws and regulations, everyone in a supervisory role is responsible for specifically ensuring that this Code of conduct is communicated, understood and strictly applied.

I am counting on all of you to ensure that this Code of conduct is properly applied.

Laurent Burelle

Chairman and Chief Executive Officer
Compagnie Plastic Omnium



PLASTIC OMNIUM



What is the purpose of this Code?

This Code of Conduct is intended to help you to understand and apply the ethical values that fundamentally **bind us together** at Plastic Omnium, and which apply to all our businesses, wherever we have a presence.

It defines the nature of the relationships that we wish to have within the Group to ensure **good relations**, both **internally** and with all our **stakeholders** including our customers, suppliers, other partners, administrative bodies, shareholders and the financial community.

It sets out:

- ❖ **Plastic Omnium's commitments**
- ❖ **your commitments** in terms of ethics, which must guide all of us in our day-to-day activities.

Each item of the Code shows the following:

1. **The principle:** an explanation of the ethical standard that everyone must observe and see applied.
2. **The rules of conduct:** a summary of the rules of conduct that must guide your actions and those of Plastic Omnium to ensure compliance with the principles of conduct in our day-to-day activities.



PLASTIC OMNIUM



Some of the **rules of conduct** set out in this Code are further detailed in specific codes/standards as follows:

- ❖ The IT users' security best practice guide (in particular, regarding the use of the IT tools made available to you, your business e-mail and internet browsing);
- ❖ The charter for the prevention of insider dealing;
- ❖ The competition law compliance code;
- ❖ The OPUS rules.

All these codes/standards can be accessed on our intranet "Topnet". You must familiarise yourself with them and apply the rules that they contain.

The Code of conduct can be accessed on our website at: <http://www.plasticomnium.com> and on the intranet "Topnet".

I have responsibilities as a senior executive/team manager.

Do I have additional responsibilities?

❖ Yes, you must set an example, ensure that those for whom you are responsible have the resources and the knowledge to comply with the Code, and assist any employees who, in good faith, ask questions about the Code.

❖ In return, every employee must, by their behaviour, demonstrate a personal and constant commitment to comply with the law and with the ethical rules set out in the Code.

To whom does this Code apply?

This Code applies to Compagnie Plastic Omnium and to all companies controlled by the Group ("the Group" or "Plastic Omnium").

It applies in all countries where Plastic Omnium has a presence.

We must therefore not only always respect the regulations, cultures and environment of those countries, but also apply the principles set out in this Code over there.

It applies to everyone: senior executives, team managers and employees.

For Plastic Omnium, any conduct contrary to the rules contained in this Code could not only damage its reputation and affect its business (in its relations with its customers, for example through its exclusion from contracts), but also expose it to an obligation to compensate any loss caused (by way of damages). Where there is a breach of the law, this could also expose the Group to criminal and/or administrative proceedings (involving criminal or civil fines, injunctions requiring it to change its behaviour, orders requiring publication in the press, etc.).

For you, breach of the rules of conduct set out in this Code could result in disciplinary sanctions imposed by the Group, which might include dismissal for gross misconduct. You could also be exposed to administrative, civil and criminal proceedings brought against you personally.

Why should we comply with this Code?

Plastic Omnium is determined to conduct its business at all times and in all places in compliance with the law and with ethical rules, which implies **strict compliance with the rules set out in this Code of conduct**.

We must show our customers the high level of ethics to which Plastic Omnium has always subscribed. We must also make sure that our partners and suppliers apply the same ethical standards as ours.

Failure to comply with the rules contained in this Code could have serious consequences, not only for Plastic Omnium and all its employees but also for the individuals involved.

Let's talk it over

There's no such thing as an irrelevant question.

If you have any doubts, and before making a decision, ask yourself the following questions:

- ❖ Is my decision or are my actions compliant with Plastic Omnium's Ethics and Code of conduct?
- ❖ Is it legal?
- ❖ Does my behaviour risk having negative consequences for Plastic Omnium?
- ❖ Would I like my decision or my actions to be reported in the press?
- ❖ What would my colleagues, family and friends think of this decision or of my actions, if they became known?

Your contacts:

You may have concerns about certain practices and need help or advice to resolve them.

You may also have a question about this Code, or be put in a situation, or be aware of a situation, that appears to you contrary to the rules contained in this Code, or be faced with a situation that is not covered by this Code.

The **normal procedure** for raising such concerns is to contact your **immediate superior**.

However, a **dedicated procedure** is also available to you in the event that:

- ❖ you think that informing your immediate superior could cause difficulties;
- ❖ the irregularity in question relates to bribery and corruption, fraud, anti-competitive practices, discrimination, harassment in the workplace, health, hygiene, safety at work, product quality/safety or protection of the environment.

In those cases, you can use the e-mail address provided for that purpose:

`corporatesecretary.ethicsalert@plasticomnium.com`

or use the postal address also provided for that purpose:

COMPAGNIE PLASTIC OMNIUM, Alerte Éthique,
1 allée Pierre Burelle, 92300 Levallois Perret (France).

The operational procedure for referring matters to ethics officers, and their identity, are set out on the Group's intranet «Topnet» and website: <http://www.plasticomnium.com>.

Employees who in good faith and without ulterior motives use these methods to warn of the existence of situations in conflict with the Group's Ethics and Code of conduct of which they are personally aware will be protected and will not be subject to any sanction.



The image features a solid blue background. A white rectangular area is positioned in the center-right, containing the text 'Plastic Omnium's commitments' in a blue, sans-serif font. The text is arranged in two lines: 'Plastic Omnium's' on the top line and 'commitments' on the bottom line.

Plastic Omnium's
commitments

To observe human rights

THE PRINCIPLE

Plastic Omnium undertakes to observe and promote **human rights**, in accordance with the United Nations Global Compact, in every country in which it is established.

Plastic Omnium will ensure that, wherever they may be located, its employees are offered and guaranteed **safe and healthy working conditions and observance of fundamental freedoms**.



THE RULES OF CONDUCT

Thus, Plastic Omnium guarantees:

- ❖ that **its employees have freely chosen their job** and that they are **free to leave** on the terms set out in their employment contract, which specifies the essential elements of their employment (salary, working hours, etc.);
- ❖ that **no child is employed by the Group**. In accordance with the standards of the International Labour Organisation (ILO), and without prejudice to more protective local provisions, Plastic Omnium undertakes not to hire any person of less than 15 years of age for work of any kind, or any person of less than 18 years of age for work involving specific risks (for example, the handling of hazardous products).

To observe freedom of expression and employer/employee dialogue

THE PRINCIPLE

Plastic Omnium respects everyone's **convictions** and recognises its employees' right to **freedom of expression**.

Plastic Omnium undertakes to develop **employer/employee dialogue** and encourages its employees to **express themselves freely** in order to improve their working environment while acting in accordance with the rules contained in the Code.



THE RULES OF CONDUCT

- ❖ Plastic Omnium **undertakes not to interfere politically or religiously** (by way of adoption of a position, intervention or support), in any of the countries in which it is established, in favour of a political party, religious community or any other political or religious organisation.
- ❖ Plastic Omnium recognises its **employees' right to form the union organisations of their choice and/or to organise staff representation**, within the framework of the regulations.
- ❖ Plastic Omnium undertakes **to keep its employees or their representatives** informed in good time about its activities, and to comply with its obligations in each country to inform and consult its employees.

To guarantee employees' health and safety

THE PRINCIPLE

Plastic Omnium undertakes to put a working environment in place which protects its employees' **physical and mental health** and **safety**.

This is an **absolute priority** for the Group, and everyone must make it their business.

The Group's ambition is to strive for **zero accidents**.

THE RULES OF CONDUCT

Plastic Omnium has set up a **health and safety management programme** reflecting the Group's intention to continue to improve both the physical and mental safety of its employees, so that the working environment is kept safe and free of danger.

Thus:

- ❖ Plastic Omnium undertakes **to make its directors and team managers responsible for safety issues**, to increase their vigilance and involvement (with training courses in safety management in all countries where the Group is established).
- ❖ Plastic Omnium will ensure the **conformity of equipment** (with audits of machinery and equipment and rectification of non-conformities identified) and the quality of working conditions.
- ❖ Plastic Omnium **encourages** its employees to propose any improvements both of procedures and of machinery and equipment.
- ❖ Plastic Omnium **encourages** its employees to implement **solutions that improve their quality of life at work**.

To promote the diversity of staff

THE PRINCIPLE

Plastic Omnium's employees are its greatest strength. Plastic Omnium's policy is to recruit, train and promote its staff, in all positions, according to their individual abilities and aptitudes.

Plastic Omnium strives to promote the diversity of its staff, **which is a great advantage for a global business with local roots.**

Through equality of opportunity, Plastic Omnium hopes to increase the number of women on its staff and develop their careers both in technical and managerial positions.

THE RULES OF CONDUCT

Plastic Omnium undertakes not to **discriminate in any way** particularly on the grounds of gender, skin colour, age, origin, sexual orientation, religion, political opinions, union activity, pregnancy, family situation or disability.

This rule applies in **all situations**:

- ❖ at the recruitment stage, as regards a **candidate**, in the context of a recruitment process or an application for an internship;
- ❖ at the career development stage, as regards an **employee**, in the context of the performance of the contract (remuneration, promotion, transfer, training application, etc.) or with regard to the continuation of careers at Plastic Omnium (dismissal, contract renewal).

To prohibit and prevent any form of harassment

THE PRINCIPLE

Plastic Omnium undertakes to maintain **a professional environment in which employees are treated with respect** and are not exposed to **any psychological or sexual harassment**.

Plastic Omnium does not tolerate any form of violence, which constitutes harassment regardless of its nature. Every employee has the right to work in an environment free of any form of harassment that undermines his or her dignity and physical or psychological integrity.



THE RULES OF CONDUCT

Plastic Omnium prohibits:

- ❖ **any form of psychological harassment:** any inappropriate behaviour such as shaming, intimidation, or vexatious comments and conduct, intended to hurt colleagues and employees;
- ❖ **any form of sexual harassment:** any inappropriate behaviour towards colleagues and employees, such as improper comments, inappropriate conduct, physical touching, solicitation or improper invitations.

To prevent bribery and corruption and influence peddling

THE PRINCIPLE

Plastic Omnium rejects bribery and corruption and influence peddling in any form, including through intermediaries: such conduct is unacceptable and is subject to **zero tolerance**. The prevention of bribery and corruption is one of the commitments given by Plastic Omnium in the context of the United Nations Global Compact.

Bribery is an illegal arrangement between two or more people, the purpose of which, for the person making the bribe, is to obtain benefits or special treatment, and, for the person receiving the bribe, is to obtain payment in exchange for his favours.

There are two sides to bribery and corruption:

- ❖ **Bribery** involves offering or giving something in order to secure an improper advantage;
- ❖ **Corruption** involves soliciting or accepting something in exchange for the giving of an improper advantage.



Influence peddling, which is an offence similar to bribery and corruption, involves:

- ❖ proposing, offering or giving any improper advantage, whether directly or indirectly, by way of a fee, to any person asserting or confirming its ability to exert influence over the decisions of a national or international public official, whether that improper advantage is for that person or for someone else;
- ❖ the solicitation, receipt or acceptance of the offer or promise by way of a fee for such influence, whether or not the influence is applied or **whether or not the supposed influence produces the desired result.**

Plastic Omnium requires its employees to act honestly and with integrity in all circumstances, wherever they may be, and this implies strict observance of the laws in force with regard to the prevention of bribery and corruption and influence peddling in all countries in which Plastic Omnium may operate.

You must therefore comply with these regulations and apply the applicable rules with regard to the prevention of bribery and corruption.

To prevent bribery and corruption and influence peddling

THE RULES OF CONDUCT


GIVING OR RECEIVING GIFTS:

- ❖ Plastic Omnium prohibits the offering or giving of gifts or invitations to the executives, representatives, intermediaries or employees of a supplier, customer or organisation, which are or might reasonably be regarded as likely to influence the business relationship between Plastic Omnium and that supplier, customer or organisation.

The only exceptions relate to gifts and invitations of low value, when they are usually offered in a completely transparent way to third parties having similar relationships with Plastic Omnium, and which are not prohibited by law, custom or the rules of the company concerned.

GIFTS OF MONEY ARE ALWAYS PROHIBITED.

- ❖ Plastic Omnium prohibits employees from receiving money, gifts or invitations from its customers or suppliers, whether for themselves or for members of their family, unless such gifts or invitations are of low value.
- ❖ In any event, such gifts and invitations must be the exception.



They must not have any connection with the taking of important decisions (for example, the award of a contract). In effect, the circumstances of the gift or invitation must not be such as to give rise to suspicions of bribery or corruption, even after the event. Care must therefore be taken with regard to the context and meaning that an advantage or gift might have, and nothing must be expected in return.

RELATIONS WITH PUBLIC OFFICIALS:

- ❖ Plastic Omnium **prohibits any payments of money, or the giving of gifts or invitations**, to public officials, in order to influence their actions and decisions, and particularly in order to secure or retain a contract.
- ❖ Plastic Omnium prohibits employees from **mentioning or offering the possibility of employment, or of any financial or commercial advantage**, to public officials.

RELATIONS WITH INTERMEDIARIES:

Regardless of the situation, any decision of an employee of Plastic Omnium to **use the services of an intermediary** (representatives, agents, negotiators, advisers, consultants, etc.) must be **justified and documented** and be the subject of **prior approval by management**.

Any use of an intermediary must also be carefully reviewed and **screened in advance** so that only honest and bona fide intermediaries are hired.

Any action by an intermediary must be taken in the context of an **agreement** that clearly states the services to be provided and the fees for, and other terms and conditions of, those services. Intermediaries' fees must be transparent and precisely correspond to the services actually provided.

To prevent bribery and corruption and influence peddling

SUPPLIERS AND INDUSTRIAL AND COMMERCIAL PARTNERS:

Plastic Omnium ensures that its suppliers and industrial and commercial partners comply with rules that are at least the equivalent of those contained in this Code with regard to the prevention of bribery and corruption.

Plastic Omnium also requires contracts with its suppliers and industrial and commercial partners to contain **clauses relating to their obligations concerning the prevention of bribery and corruption**.

SPONSORSHIP:

- ❖ When making financial contributions to cultural, charitable or sporting activities in the context of sponsorship transactions, Plastic Omnium requires its employees to comply **strictly with the laws in force in the countries in which it operates**.
- ❖ In any event, any payments made to support such activities **must be the exception** and will require the **prior consent of the General Management of each Division**, which shall be the only body authorised to rule on the impact of such contributions.



FINANCING OF POLITICAL ACTIVITIES:

Plastic Omnium **prohibits any direct or indirect contribution, whether financial or in kind**, by the Group or on its behalf to political organisations, parties or personalities.

In fact, the financing of political activities could be used to conceal an improper advantage intended to obtain or maintain a commercial transaction or relationship. In other words, the financing of political activities could be regarded or interpreted as direct or indirect bribery or corruption.

LOBBYING:

Plastic Omnium **prohibits its employees from seeking to obtain an improper political or regulatory advantage by means of the Group's lobbying activities.**

Lobbying is any activity intended to influence a government's or institution's decisions or directives in favour of a particular cause or towards a desired result.

To respect the environment

THE PRINCIPLE

In all countries in which it is established, Plastic Omnium follows **an active policy to protect the environment**, in accordance with the United Nations Global Compact.

This not only involves complying with the legal provisions in force in the countries in which Plastic Omnium operates, but also, where such provisions do not exist or are regarded as inadequate, drawing up and implementing Plastic Omnium's own rules and ensuring that they are implemented and applied, with the aim of constantly improving its environmental management system (EMS).

Plastic Omnium strives to control the environmental footprint of its products. In particular, actions are taken to limit the use of raw materials, to optimise natural resources, to use renewable energies, to favour clean energy suppliers in order to reduce emissions of pollutants, to reduce waste production at every stage of the manufacturing process and to encourage recycling.



THE RULES OF CONDUCT

- ❖ Plastic Omnium adopts a **precautionary approach to problems affecting the environment**, particularly by auditing the environmental risks associated with its activities.
- ❖ Plastic Omnium observes **commitments with regard to the environment**, by developing programmes and practices that are favourable to the environment in each of its businesses. Plastic Omnium also applies “green” solutions in its **environmentally-friendly approach** to the automotive industry.
- ❖ Plastic Omnium develops and promotes **technologies that respect the environment in the context of its industrial process**.



Your commitments

To protect Plastic Omnium's assets

THE PRINCIPLE

In the context of their activities, Plastic Omnium's employees have the use of **assets** belonging to the Group, which **must be used only in its interests**.

These include Plastic Omnium's tangible assets (stocks, computers, mobile telephones, photocopiers, books, buildings, vehicles, etc.) and its intangible assets (licences, software codes, information relating to intellectual and industrial property, etc.).

Every employee is **responsible** for protecting these assets and using them properly.

THE RULES OF CONDUCT

- ❖ Plastic Omnium's assets are intended to be used **for business purposes**.
- ❖ **You must not use them for personal purposes**. They must be used in accordance with the interests of the Group and in compliance with applicable regulations.
- ❖ You must only **use communication systems** (internet access, e-mail, telephone, etc.) **in the context of your business activity** at Plastic Omnium. However, the use of communication systems for personal purposes may be authorised provided it is reasonable and does not interfere with your business activity.
- ❖ You must not use Plastic Omnium assets for **any fraudulent purpose**, and you must take any necessary steps to **prevent the misuse or theft of those assets**.
- ❖ You must take any necessary steps to **prevent damage to Plastic Omnium's** assets. In particular, you must not log onto free download sites (which frequently contain viruses), or install software on your computer yourself.

To guarantee product quality and safety

THE PRINCIPLE

The safety and quality of products have always been of **capital importance** to Plastic Omnium.

In order to meet its high level of excellence, Plastic Omnium applies **very strict design, production and quality standards** and ensures that its products comply with all the legal, regulatory, technical and commercial requirements in force.

Regardless of your function within the Group, you must strive to achieve these standards at all times.



THE RULES OF CONDUCT

- ❖ You must comply with all the laws and regulations **to guarantee the conformity** of all Plastic Omnium products.
- ❖ You must ensure that **health, safety and quality** control standards are implemented at every stage, from the design of products to their production and distribution.
- ❖ If any signs or indications of a potential problem appear regarding the safety or quality of our products or of our manufacturing processes, you **must respond immediately and alert your line manager**.

To protect business secrets

THE PRINCIPLE

Historically, innovation has been the driver of Plastic Omnium's success. It is our trademark and reflects the Group's pioneer spirit.

Disclosure of our secrets, and more broadly, unauthorised disclosure of **information obtained** in the context of your business activity, could cause Plastic Omnium serious harm.

You must **always treat information** that you obtain within Plastic Omnium, and **which has not been made public, as confidential**.



THE RULES OF CONDUCT

- ❖ You must ensure that when preparing documents containing confidential information, **they are marked “Confidential”**.
- ❖ **You must not discuss** confidential information, particularly on social media, or read confidential documents in public places, or throw them away in places where they could be recovered by third parties.
- ❖ **You must not leave** confidential documents behind, particularly when leaving a conference room.
- ❖ **You must not disclose** documents produced or obtained in a work context, or photographs and videos taken in your workplace, which might reveal Plastic Omnium's activities.

To protect Plastic Omnium's image

THE PRINCIPLE

Our image is our most precious asset. **It depends upon the behaviour of every one of you.**

You must act at all times with its protection in mind, avoiding any communication that might undermine it, particularly on social media.

THE RULES OF CONDUCT

- ❖ Only the representatives designated by General Management can make public statements on behalf of Plastic Omnium.

You must not create any account in Plastic Omnium's name, or use its logo or share information in its name, on social media.

- ❖ When you take part in conversations in the context of your external activities, and particularly in online conversations, which might directly or indirectly involve Plastic Omnium, you must mention that you are speaking personally and **not for and on behalf of Plastic Omnium**.

- ❖ You must not use your business e-mail address on forums or on non-professional mailing lists.

- ❖ You must not send messages of a **racist, obscene, defamatory, or simply offensive or humiliating nature**, from your business e-mail address. You must not publish content that denigrates Plastic Omnium, or **relay messages of that kind** to your contacts.

To prevent conflicts of interest

THE PRINCIPLE

The existence of conflicts of interest could harm Plastic Omnium, not only due to its own interests being supplanted by personal ones, but also because its reputation and that of all its employees would be damaged.

In your business activity, you must therefore act at all times only in Plastic Omnium's interests.



THE RULES OF CONDUCT

- ❖ You must refrain from promoting **any personal, financial or family interest** that might prevent you from acting in the best interests of Plastic Omnium.
- ❖ You **must not be involved directly or indirectly** in the conclusion of any business with any member of your family, or with a person or business with which you or your family are associated.
- ❖ You should not take any position in any entity having a business similar to that of Plastic Omnium.
- ❖ With the exception of the shares of listed companies, you **must not acquire a stake in the company of a competitor, supplier or customer**, whether directly or through relatives, friends or intermediaries.
- ❖ When you are in a situation in which you employ a member of your family, you must ensure that this does not give rise to a conflict of interest.

To comply with competition law

THE PRINCIPLE

The purpose of competition law is to **set the rules governing the economic interplay between companies on the market**, in order to ensure that companies compete with each other fairly and on merit.

Thus, competition law requires that no agreement, understanding or more generally conduct should take place that one way or another prevents fair competition, particularly on the part of a company in a position of strength on a given market or vis-à-vis a customer or a supplier.

Plastic Omnium's intention is to comply strictly with the rules of competition law, since its competitive advantages must result from its own performance and not from unfair practices.

You must therefore comply with these regulations and apply the applicable competition rules set out in the Code of compliance with competition law.

THE RULES OF CONDUCT

- ❖ You must always determine your commercial policy based on the market and **act in a totally independent and autonomous way** without communicating or consulting with your partners and competitors.
- ❖ You must ensure that any **exchanges** of information, discussions or other communications that you might have with competitors, whether directly or indirectly, for example in the context of business associations, **will not be able to be interpreted in any circumstances as constituting prohibited agreements or understandings.**
- ❖ if Plastic Omnium is in a **position of strength** on a given market or as regards a customer or supplier, you must observe certain precautions in order **not to abuse that position** by attempting to exclude competitors, impose prices on resellers, or boycott certain customers, for example.

To comply with the regulations on insider dealing

THE PRINCIPLE

Plastic Omnium is a company listed on the stock exchange and is subject to the regulations governing negotiable securities in force in France.

You must therefore comply with those regulations and with the applicable insider dealing rules set out in the **Charter for the prevention of insider dealing**.

THE RULES OF CONDUCT

- ❖ When you are in possession of inside information concerning Plastic Omnium, you must not engage in any transactions (and particularly purchases or sales) relating to Plastic Omnium shares, or arrange such transactions or recommend to third parties to carry out such transactions, for as long as that information has not been made public.

“**Inside information**” is any precise and tangible information concerning the situation of the Group that could have a positive or negative impact on the price of Plastic Omnium or **Burelle SA** shares, the content of which has not yet been made public by way of a press release.

If you act in breach of this rule, you will be liable to the criminal penalties provided for in respect of **insider dealing** and to the administrative penalties imposed by the French Financial Markets Authority (AMF).

- ❖ Furthermore, if you are in possession of inside information concerning Plastic Omnium, you must not disclose it to a third party until it has been made public, in most cases by way of a press release.
- ❖ If you act in breach of this rule, you will be liable to the criminal penalties provided for in respect of insider dealing and to the same administrative penalties as the person using the information.



PLASTIC OMNIUM

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