

CHARTER FOR COMPANIES

PREAMBLE

Business France, a national public institution of an industrial and commercial nature, has been appointed by the French government to manage the administrative, financial and social aspects of the V.I.E international internship program.

Established by law no. 2000-242 dated March 14, 2000, the V.I.E program is a form of civic service that is carried out in a company abroad. It is open to all French, EU and EEA nationals aged between 18 and 28, and there are no requirements regarding qualifications or work experience.

The implementation of the program is consistent with the missions and purpose of Business France, namely to meet the growing requirements of French companies seeking to expand into international markets, to showcase and promote French products, services, companies and regions on the international stage, and to make sure that young people have access to the best possible training opportunities abroad.

Within this specific legal framework, Business France undertakes to act fairly, objectively and impartially towards both companies and young people throughout the company accreditation process, the examination of internship applications and the management of assignments to completion.

Business France agrees to make every effort to advise and support companies and interns in their international endeavors and to ensure that the rules of the program are observed at all times, i.e. that interns are safe, and that companies and interns alike comply with the underlying principles and objectives of the V.I.E program.

By joining the V.I.E program, companies agree to do everything within their power to honor their obligations towards Business France and the interns, and to comply with the basic principles and values set out in this Charter, subject to the contractual arrangements and legislation applicable both in France and the host country. This commitment safeguards the foundation of trust and reciprocity that must be present at all times in the partnership between Business France and the companies.

Participation in the V.I.E program requires companies to ensure that all entities within their group - as well as any partner organizations taking on interns - also comply with the obligations, principles and values set out in this Charter.

Failure by companies to comply with the obligations and principles detailed in this Charter - which is appended to all contracts between Business France and host companies - may, depending on the seriousness of the breaches observed, lead to the imposition of sanctions as provided for in the contract between Business France and the company, and in the corpus of legislation governing the V.I.E program. The sanctions may involve monitoring, the interruption of ongoing assignments or even the severing of ties between Business France and the company in question, through withdrawal of the V.I.E accreditation.

The purpose of this Charter is to provide - in addition to the legal texts governing the V.I.E program and the agreement between Business France and each company - a formal

framework outlining the key principles and basic values that should guide all those involved in the program.

This Charter is intended to inform all stakeholders of the continuous involvement needed to implement the V.I.E program, and of what a company infused with the intrinsic values of this public program should be like.

A COMPANY THAT HELPS TO INCREASE THE OUTREACH OF A FRENCH PUBLIC PROGRAM

Companies that use the V.I.E program must, with the support of Business France, pursue objectives such as:

- Expanding internationally
- Helping to increase French investments abroad,
- Promoting foreign investments in France,
- Increasing France's economic influence across the world.

Every time a company seeks to recruit an intern, they agree to submit a coherent project to Business France for its approval. The project must be developed according to the terms and conditions of the V.I.E program and must detail the role that the intern will play.

Through this project designed to promote the company's international development, and bearing in mind the public nature of the V.I.E program, the company must ensure that its behavior and actions present a positive image of France and reflect a commitment to comply with the universal principles of corporate social responsibility.

AN ETHICAL COMPANY THAT OFFERS GUARANTEES OF GOOD GOVERNANCE AND COMPLIANCE WITH THE PROVISIONS GOVERNING THE V.I.E PROGRAM

The company undertakes to show loyalty, mutual respect and trust in its dealings with Business France, national, local and international authorities, and all business partners of any kind.

The company must abide by the laws and regulations applicable in the host country and ensure that its employees do likewise. To this end, it undertakes to inform all its employees of these laws and regulations.

The company offers guarantees of good governance and adopts an environment-friendly business approach.

It ensures that all its employees behave loyally and honestly, and effectively prevents all forms of misconduct, such as corruption and influence peddling.

The company also undertakes to comply fully with the V.I.E program and the provisions that govern it, and to make sure that the local host structure does likewise.

It acknowledges having taken cognizance of all the recommendations issued by Business France in addition to the legal texts and ensures their implementation.

It must refrain from any behavior or action that would contravene the terms and conditions of the V.I.E program and, generally speaking, endanger the program in France and abroad.

The company ensures that the host structure has a clear understanding of the V.I.E program and of the related regulations. In this regard, Business France would like to point out that the intern is not an employee either of the company or of the local host structure; consequently, he or she is not entitled to the same benefits normally provided to employees.

The company ensures compliance with processes and proper use of the tools implemented by Business France to develop and manage the V.I.E program. These include the CIVIWEB website - which advertises assignments available exclusively under the V.I.E program - and the company's digitized platforms.

A COMPANY THAT PLAYS AN EDUCATIONAL ROLE WITHIN A WELL-PLANNED AND PROPORTIONED PROJECT

Training

The aim of the V.I.E program is to give interns a top-quality, formative experience abroad.

The company undertakes to supervise and support the intern throughout his or her assignment.

It agrees to take all internal measures necessary to provide this supervision and support.

The company undertakes not to entrust the intern with an authority or responsibility that would exceed the bounds of his or her assignment, as approved by Business France.

The company provides the intern with sufficient resources to learn relevant new skills in his or her chosen field of study.

Thus, thanks to the V.I.E program, interns develop/strengthen their professional skills while pursuing their education through an internship abroad, which gives them the possibility of working in an international environment in the future.

This on-the-job experience coupled with the company's strong support throughout the assignment will have a positive impact on the intern's future career.

Interns enjoy a special status under public law, which is specific to the V.I.E program. Throughout their assignment, they remain under the joint authority of the Ministry for Europe and Foreign Affairs and the Ministry of the Economy and Finance. Therefore, interns are not employees either of the company or of the local host structure.

Proportionality

There is no limit as to the number of interns that an accredited company may recruit to develop its projects abroad.

Nevertheless, given its educational role, the company must be careful in their use of the V.I.E program, and call upon interns in a proportionate manner so that sufficient resources are available for supervision and training purposes.

Irrespective of the scale and importance of its international development project, the company must strike a reasonable balance between intern and employee numbers both in France and the local host structure.

A SOCIALLY RESPONSIBLE COMPANY THAT PROTECTS THE HEALTH AND SAFETY OF INDIVIDUALS

The company must make sure that local social regulations are properly complied with.

It must provide a safe and healthy environment for interns by identifying and protecting them against all risks liable to endanger their health and physical safety.

The company undertakes to provide risk prevention training for interns engaged in potentially hazardous activities.

The company ensures that interns have a fair work-life balance.

The company shows due respect for the privacy and personal data of interns and makes sure that such information is securely stored.

A COMPANY THAT RESPECTS DIVERSITY IN A NON-CONFLICTUAL ENVIRONMENT

The V.I.E program is built upon the diversity of the interns, which is a major asset.

The company agrees to treat all interns with dignity and to ensure that no discrimination occurs either in the selection process or during assignments, on the grounds of:

- gender;
- disability;
- family situation;
- sexual preferences;
- political and philosophical opinions;
- religious beliefs;
- racial, social, cultural or national origins.

The company provides an environment that encourages respect for others. It supports and promotes all measures to create a work environment free of harassment (of any kind).

The fundamental texts governing the V.I.E program

- Articles L122-1 to L122-20 of the French National Service Code
- Decree no. 2000-1159 dated November 30, 2000, on the application of the provisions of the French National Service Code related to civilian internships
- Decree no. 2002-183 dated February 13, 2002, on the application of the provisions of the French National Service Code related to civilian internships and to the payment of an advance to some civilian interns assigned abroad
- Decree no. 2000-1161 dated November 30, 2000, setting out the annual leave entitlement for civilian interns
- Law dated November 30, 2000, setting out the list of approved activities for civilian internships abroad
- Law dated November 30, 2000, setting out the amount of the supplementary allowance granted to civilian interns assigned abroad
- Law dated March 24, 2004, setting out the conditions for applying for a civilian internship abroad