

## The Publicis way to take care of our people

### HR – General policies

#### Why?

We claim that our people are our most valuable asset. These procedures are meant to protect them, to treat them with respect and also with responsibility. They also owe us to behave with respect towards their colleagues, the Solution Hubs, our assets, our clients and their brands.

#### For whom?

All business units and Solutions Hubs and all Groupe employees, whether full or part time.

#### What?

- Publicis Groupe is an equal opportunities employer and does not discriminate by reason of age, gender, race, sexual orientation, nationality, religion or disability or any other difference.
- Personal details about each employee must and will be treated with the utmost confidentiality.
- Every member of staff must behave according to Publicis Groupe values, including on social medias. Key principles expressed in the Publicis Groupe Social Media Guidelines should be strictly adhered to.
- No employee should receive any advantage or be disadvantaged due to personal relationships or family relations with another person in the Groupe.
- Any complaints or issues raised by staff members in relation to the workplace, be it health and safety, sexual discrimination and/or harassment by staff, clients or suppliers, equal opportunities, unfair dismissal or any other type of work related issue must be immediately advised to a senior manager in their Business Unit of employment. Meetings on such matters with the staff members must be conducted in a fair and professional manner following the correct procedure (with two people present and documented where appropriate). The legal aspects of such procedures will have to be adapted to local legal rules.
- All local applicable legal and union agreements in relation to employment must be complied with, such as those concerning prohibition on employment of child workers, minimum wage and smoking in the workplace.
- Every member of staff must dedicate all of his/her time within working hours to the company, apart from exceptions which must be expressly agreed to by the Business Unit CEO. These exceptions may include teaching activities, military service as a reservist and taking part in work undertaken in professional, inter-professional or humanitarian organizations.

All Business Unit and Solution Hubs HR rules and procedures must, as a minimum, incorporate Groupe HR policies.

#### Who is in charge?

Business Unit CEOs are responsible for compliance with this policy with the assistance of Solution Hubs CTOs.