

TARKETT

Société anonyme (limited liability company) with a share capital of €318,613,480

Registered office: 2 Rue de l'Égalité - 92748 Nanterre Cedex, France

352 849 327 Trade and Companies Register of Nanterre

CODE OF CONDUCT FOR SECURITIES MARKETS MATTERS

Preamble

The following code of conduct for securities markets matters (hereinafter the “**Code**”) is intended to remind Directors and Officers, Similar Persons, Permanent Insiders and Occasional Insiders (as defined below) of applicable laws relating to financial markets.

Tarkett (the “**Company**”) wishes to ensure that the recommendations issued by market authorities with respect to the management of risks relating to the possession, disclosure and potential use of Inside Information (as defined below) are followed.

Tarkett reminds its Directors and Officers, Similar Persons, Permanent Insiders and Occasional Insiders that they are responsible for complying and enforcing compliance with these rules within the Company and the Tarkett Group (as defined below) through the implementation of preventive measures.

The purpose of this Code is therefore to draw the attention of Directors and Officers, Similar Persons, Permanent Insiders and Occasional Insiders to (i) applicable laws and regulations, as well as administrative and/or criminal sanctions that may result from a failure to comply with these laws and regulations; and (ii) the implementation of preventive measures enabling them to invest in Company Securities while complying with laws on market integrity. Outside third parties are subject to securities regulations but are not bound by this Code.

1. For further information on the interpretation, use or application of this Code, please contact the Director of Legal Affairs of the Tarkett Group, who has been appointed “**Securities Compliance Officer**”, at the following address: stephanie.couture@tarkett.com.

<p>IMPORTANT: All Directors and Officers, Similar Persons, Permanent Insiders and Occasional Insiders are responsible for informing themselves, for complying with this Code and for personally ensuring that their investment activities, and more generally the Transactions in Company Securities they carry out, are licit.</p>

1. Definitions

For purposes of this Code:

AMF means the *Autorité des marchés financiers* (the French financial markets authority).

Addressee(s) means the Directors and Officers, Similar Persons, other Permanent Insiders and the Occasional Insiders to whom this Code is addressed.

Tarkett Group means the Company and all of its controlled subsidiaries within the meaning of Article L.233-3 of the *Code de commerce* (French Commercial Code).

Inside Information means any information of a precise nature that has not been made public, relating directly or indirectly to the Tarkett Group, the Company, or one or more Company Securities, and which, if it were made public, would be likely to have a significant influence on the stock price of the Company Securities (Article 621-1 of the *AMF Règlement Général* (General Regulations)).

In addition:

- Information should only be considered “public” if it has been the subject of a press release by the Company and/or of a legal publication.
The publication in the press or via any other media of rumors relating to information not officially confirmed by the Company in a “public” manner does not imply that such information ceases to be Inside Information.
- Information is deemed to be “precise” if it indicates a set of circumstances or an event that has occurred or is likely to occur and if a conclusion may be drawn as to the possible effect of such a set of circumstances or event on the stock price of the Company Securities.
- Information that, if it were made public, “would be likely to have a significant influence on the stock price of the Company Securities” is information that a reasonable investor would be likely to use as part of the basis for his or her investment decisions.

In practice, and by way of example, the following would be deemed “Inside Information” until made public (note that this list is not exhaustive):

- any forecast relating to revenue or profits for the quarter, half-year or year;
- any forecast as to the growth of revenue, profits or dividends, or more generally any forecast as to changes in any financial indicator;

- any monthly report that may reveal a significant discrepancy with the forecasts communicated by the Company or with the market consensus;
- any proposed significant acquisition, sale, merger or partnership, the preparation for such a transaction, even at a hypothetical or preliminary stage;
- any projected material contract;
- any one-off event (such as litigation, disputes, financial transactions, restructuring, organizational changes or management changes) likely to have a material influence on the Company's condition;
- any information referred to in the above sub-paragraphs relating to an entity in which the Company has an investment and that, if it were published, would be likely to have a significant influence on the stock price of Company Securities.

Occasional Insider means any shareholder of the Company¹ or any person working for the Company and/or for the Tarkett Group who may hold Inside Information (as defined above) relating directly or indirectly to the Company and/or the Tarkett Group as a result of his/her involvement in a specific transaction.

Permanent Insider means any Director or Officer, non-voting observer (*censeur*), Similar Person or any person having regular access, as a result of his or her position in the Company and more generally in the Tarkett Group, to Inside Information (as defined above) relating directly or indirectly to the Company and/or the Tarkett Group.

Directors and Officers means the members of the Supervisory Board (*Conseil de Surveillance*) and the Management Board (*Directoire*).

Similar Persons means any person who, like the Directors and Officers, has the power to make management decisions relating to the development and strategy of the Company and/or the Tarkett Group and who also has regular access to Inside Information (as defined above) relating directly or indirectly to the Company and/or the Tarkett Group, as described in paragraph (b) of Article L.621-18-2, I of the *Code monétaire et financier* (French Monetary and Financial Code).

¹ Article 622-2 of the AMF General Regulations applies to shareholders.

Company Securities means:

- (i) shares and any negotiable securities issued or to be issued by the Company;
- (ii) rights detachable from such securities, particularly preferential subscription or allocation rights;
- (iii) any derivative instrument derived from the rights or securities referred to in (i) and (ii) above, and in particular futures contracts (including equivalent instruments for settlement in cash, swaps and options).

Transaction means:

- (i) any purchase, sale, subscription, exchange or conversion of Company Securities, whether immediately or in the future, and whether on or off-market,
- (ii) the entering into an undertaking to buy or sell Company Securities,
- (iii) any transaction in derivative products of which the underlying instruments are Company Securities,
- (iv) any hedging transaction whose effect is to acquire or transfer the economic risk attached to Company Securities

performed directly or indirectly by a Permanent Insider or Occasional Insider on his or her own behalf or on behalf of a third party.

Exercises of stock options and decisions to opt for the payment of dividends in shares are also considered Transactions.

2. Principles of Financial Disclosure

In accordance with Article 223-2 of the AMF General Regulations, the Company must disclose to the public as soon as possible any Inside Information that directly concerns it, subject to the exceptions provided for by applicable regulations.

In accordance with the AFEP-MEDEF Corporate governance code for listed companies (the “**AFEP-MEDEF Code**”), the practice of “selective disclosure”, intended to help analysts form their earnings predictions, is prohibited. The objective of the Tarkett Group’s financial disclosure policy is to ensure simultaneous, effective and complete disclosure of relevant, precise, true and accurate information, disclosed in a timely manner, with every communication from the Company providing everyone access to the same information at the same time.

Only authorized persons within the Tarkett Group are allowed to disclose information, directly or indirectly, to the financial markets via the press or any other media.

In addition to the confidentiality obligations referred to in Section 3 below, the Tarkett Group has implemented “quiet periods”, which are the periods of 2 weeks immediately preceding earnings releases, during which the Tarkett Group generally avoids any contact with the financial community.²

² AFEP Guide on the Prevention of Insider Trading (June 2008), p. 9.

3. Confidentiality Obligations

Any Addressee in possession of Inside Information must:

- refrain from communicating it to any other person, including within the Company or the Tarkett Group, other than in the ordinary course of performing his or her work, profession or duties and after taking the necessary steps to ensure that the person receiving such Inside Information will comply with applicable confidentiality obligations;
- keep all Inside Information confidential from any person, including within the Company or the Tarkett Group, whose business or assignment does not require such persons to be aware of such information; and
- refrain from disclosing information or spreading rumors, whether through the media (including the Internet) or by any other means, which are or are likely to be false or misleading as regards the Company Securities and/or the condition, results or prospects of the Company or the Tarkett Group.

In addition, all Addressees are advised to inform the Compliance Officer and the Chairman of the Management Board (*Président du Directoire*) as soon as they become aware or suspect that Inside Information has been disclosed (for example at an internal or external meeting).

4. General Obligation to Refrain from engaging in Transactions in Company Securities

4.1 Possession of Inside Information

Any Addressee in possession of Inside Information must:

- refrain from engaging or attempting to engage, directly or indirectly, whether on his or her own behalf or on behalf of another, on or off-market, in any Transaction in Company Securities before such information has been made public; and
- refrain from advising third parties to engage in Transactions on the basis of Inside Information or in a context in which such information would be known by the person making such recommendation.

Addressees in possession of Inside Information are reminded of the risk involved in the carrying out of Transactions in Company Securities by persons close to them, including the persons related to them listed in Section 6 below and more generally all persons who, by reason of their relationship with the Addressee in possession of Inside Information, could be suspected of having used Inside Information disclosed by such Addressee.

Where the Addressee is a legal entity, the obligations to refrain from engaging in Transactions in Company Securities also apply to the individuals involved in the decision to engage in the Transaction on behalf of the considered legal entity.

In addition, any Addressee who has doubts or questions about a potential Transaction in Company Securities or the content of the information that he or she may disclose, in particular in connection with an oral or written presentation, should consult his or her superior or the Securities Compliance Officer. In the event of doubt or while awaiting a response from the Securities Compliance Officer, the information in question should not be disclosed.

4.2 Black-out periods

4.2.1 *General rule*

Without prejudice to the general obligation to refrain from engaging in Transactions in Company Securities described in Section 4.1 above, and for improved prevention of insider trading and market manipulation, Permanent Insiders – even if they do not believe they are in possession of Inside Information – shall refrain from engaging in Transactions in Company Securities, directly or indirectly, for their own account or on behalf of another:

1. **during the continuous period beginning 30 calendar days before the date on which the annual consolidated financial statements (or failing, the annual non-consolidated financial statements) and the half-year financial statements of the Company are made public, and ending one trading session after the release of such information;**
2. **during the continuous period beginning 15 calendar days before the date on which the Company's quarterly results are made public, and ending one trading session after the release of such information.**

The financial disclosure schedule, that includes in particular planned dates for release of periodic information, namely the annual and half-year financial statements and quarterly information³, is prepared annually by the Management Board and published on the Company's website.

At the beginning of each fiscal year, the Securities Compliance Officer informs Permanent Insiders of black-out periods resulting from the publication of annual and half-year financial statements and quarterly financial information, based on the financial disclosure schedule determined for such fiscal year.

4.2.2 *Additional periods*

Additional black-out periods may be decided by the Directors and Officers in the event of financial transactions that could have a significant effect on the Company's stock price, or in the event of the existence of Inside Information relating to the Company's business.

The Securities Compliance Officer informs the Permanent Insiders and Occasional Insiders of these additional black-out periods by any means.

In such cases, Permanent Insiders and Occasional Insiders shall refrain from entering into any Transactions with Company Securities, either directly or indirectly, on their own behalf or on behalf of another, beginning on the day they became aware of such a project constituting Inside Information and ending on the date after the release by the Company via the press (including the Internet) of the confidential information on such a project.

4.2.3 *Specific provisions relating to shares granted for free*

These black-out periods are separated from the specific black-out periods resulting from regulations governing the grant of free shares (whether or not subject to Articles L.225-197-1 *et seq.* of the French Commercial Code), which provides that following the end of mandated holding period, shares granted for free may not be transferred:

³ AMF Recommendation No. 2010-07 - Guide to Preventing Insider Misconduct by Executives of Listed Companies.

1. during the **ten trading sessions preceding** and **three trading sessions following** the date on which the consolidated financial statements (or failing which the Company financial statements) are made public; and
2. during the period between the date on which the Company's governing bodies become aware of Inside Information and the date **following ten trading sessions** from the day on which the information is made public.

4.2.4 *Specific provisions relating to options to subscribe for or to acquire shares*

It is reminded that in accordance with Article L.225-177 of the French Commercial Code, options to subscribe for or to acquire shares, may not be granted:

1. during the **ten trading sessions preceding and following** the date on which the consolidated financial statements (or failing which the Company financial statements) are made public;
2. during the period between the date on which the Company's governing bodies become aware of Inside Information and the **date following ten trading sessions** from the date on which the information is made public.

4.2.5 *Shares to be held in registered form*

Directors and Officers and their cohabiting spouses and dependent children must, within the period mandated by regulations, register all Company Securities that they hold or come to hold⁴.

Voting and dividend rights pertaining to shares held by any person not in compliance with these obligations shall be suspended until the situation is corrected. Any vote cast or dividend paid during the suspension is null and void⁵.

5. **Prohibited Transactions**

Pursuant to the Company's by-laws, each member of the Supervisory Board must hold at least 1,000 Company shares. Until he or she holds 1,000 shares, each member of the Supervisory Board must use half of his or her attendance fees to acquire Company shares.

Members of the Management Board and certain employees and executives of the Tarkett Group are also shareholders of the Company due to their participation in Group's incentive plans giving the right to receive free shares.

To prevent stock price manipulation, Directors and Officers and, more generally, all Addressees, are strictly prohibited from entering into the following transactions:

- short selling Company Securities;
- **rolling over deferred settlement orders;**

⁴ Article L.225-109 of the French Commercial Code contains the list of persons subject to this obligation. Currently, the prescribed period is twenty days after coming into possession of the securities (Article R.225-111 of the French Commercial Code).

⁵ Article L.225-109, paragraph 2 of the French Commercial Code.

- **short-term buying and selling of Company Securities**, that is to say back and forths over a period of less than 20 trading days (with the exception of selling shares following the exercise of stock options).

In accordance with the recommendations of the AFEP-MEDEF Code, members of the Management Board who hold stock options and/or performance shares are prohibited from hedging their risk on either the options or the underlying shares or the performance shares, until the end of the period determined by the Supervisory Board for holding the shares⁶.

6. Reporting Requirements

Pursuant to Articles L.621-18-2 and R.621-43-1 of the French Monetary and Financial Code and Article 223-22 of the AMF General Regulations, Directors and Officers, Similar Persons and persons with close personal ties with such persons are required to notify the AMF by electronic means within five trading days after carrying out any Transaction in Company Securities.

Persons with close personal ties to a Director or Officer or a Similar Person, as defined by Article R.621-43-1 of the French Monetary and Financial Code, are the following:

1. his or her cohabiting spouse or partner with whom he or she has entered into a civil solidarity agreement;
2. children in respect of whom he or she exercises parental authority, or residing with him or her either habitually or during certain periods of the year, or of whom he or she is effectively or permanently responsible;
3. any other relative by blood or marriage who has resided in his or her home for at least one year on the date of the transaction concerned;
4. any legal entity, whether formed under French or foreign law; and
 - the direction, administration or management of which is the responsibility of the Director or Officer or of a Similar Person or of any of the persons referred to in 1, 2 or 3 above, and which acts in the interests of any of those persons (for example, a company of which an officer is a member of the board and which acts in the interest of such board member)⁷;
 - or that is directly or indirectly controlled, within the meaning of Article L.233-3 of the French Commercial Code, by the Director or Officer or a Similar Person or by one of the persons referred to in 1, 2 or 3 (for example, a company in which an officer holds more than 50% of the share capital);
 - or that is formed for the benefit of a Director or Officer or a Similar Person or one of the persons referred to in 1, 2 or 3;

⁶ Moreover, the members of the Management Board must formally undertake not to engage in such hedging transactions.

⁷ In other words, if the company of which the Director or Officer or Similar Person in question is a board member acts on its own interest and not in the personal interest of the Director or Officer or Similar Person, no notice is required.

- or of which a Director or Officer or a Similar Person or one of the persons referred to in 1, 2 or 3 receives at least the majority of the economic benefits.

Pursuant to Article 223-25 of the AMF General Regulations, the notice must include the following information:

- the name and position of the Director or Officer or the Similar Person having carried out a Transaction in the Company Securities;
- for persons related to a Director or Officer or a Similar Person, the name of such person, indicating to which Director or Officer or Similar Person he or she is related and the duties of such Director or Officer or Similar Person;
- the Company’s name;
- a description of the financial instrument;
- the nature of the Transaction in the Company Securities (purchase, sale, exchange, contribution, derivatives transaction, etc.);
- the date and place of the Transaction; and
- the unit price and amount of the Transaction.

A form of this notice is annexed to this Code. The notice must be sent electronically via the “Onde” extranet of the AMF website or to the following address:

<https://onde.amf-france.org/RemiseInformationEmetteur/Client/PTRemiseInformationEmetteur.aspx>

Notices filed with the AMF by Directors and Officers and Similar Persons must also be sent to the Securities Compliance Officer as quickly as possible. [Furthermore, Directors and Officers and Similar Persons are required to report to the Securities Compliance Officer, upon his or her request, the number and type of Company Securities that they hold, as well as any relevant information as to their ownership of the Company Securities (separate beneficial and legal ownership, undertakings to buy or sell, pledges of the Company Securities, etc.)]

In addition, Directors and Officers are reminded that they are required to notify the AMF on a monthly basis of the number of Company Securities that they sell to the Company in connection with a share buyback program⁸.

Exceptions to the reporting requirement:

The above-referenced notification is not required where the cumulative amount of such Transactions does not exceed €5,000 in a calendar year, provided that when the transactions relate to financial instruments associated with the Company Securities, this amount applies to the underlying Company Securities⁹. This amount is calculated by aggregating transactions carried out by the Corporate Officer or Similar Person with transactions carried out on behalf of persons related to him or her.

The AMF also provides for specific exemptions (see Annex 2).

7. Compliance with the Code and Sanctions

⁸ Article 241-5 of the AMF General Regulations.

⁹ Article 223-23 of the AMF General Regulations.

7.1 Ethics

Tarkett's Securities Compliance Officer shall monitor compliance with this Code, although the ultimate responsibility for complying with applicable regulations lies with each Permanent or Occasional Insider.

In connection with his or her duties, the Securities Compliance Officer is charged with:

- informing Permanent and Occasional Insiders in advance of the black-out periods resulting from the release of Tarkett's annual and half-year financial statements and quarterly financial information (as defined in Sections 4.2.1 and 4.2.2 above), based on the expected dates of such release, set on an annual basis;
- collecting notices of Transactions in Company Securities from Directors and Officers and Similar Persons pursuant to the conditions defined in Section 6 above;
- informing the Chairman of Tarkett's Management Board (*Président du Directoire*) as soon as possible of any discovered violations of this Code or stock exchange regulations;
- preparing lists of Permanent Insiders and, where applicable, Occasional Insiders in accordance with Article L.621-18-4 of the French Monetary and Financial Code and Articles 223-27 *et seq.* of the AMF General Regulations;
- informing Permanent Insiders and Occasional Insiders of their inclusion on each list referred to above;
- updating the lists of Permanent Insiders and Occasional Insiders and submitting them to the AMF upon request, as well as retaining them for five years from the date on which they were prepared or updated;
- preparing and updating, pursuant to Article 223-24 of the AMF General Regulations, the list of Similar Persons, which he/she shall transmit simultaneously to the Similar Persons and to the AMF.

7.2 Obligation to Inform

In order to ensure compliance with this Code within the Tarkett Group, Addressees must implement all measures to prevent violations of the Code, including in particular:

- (i) informing the Securities Compliance Officer of any project that is not yet public and that may, by its nature, constitute Inside Information and, if it does, providing the Securities Compliance Officer with an evolving list of insiders with respect to the project, using the forms for adding and removing names attached as Annex 3 to this Code;
- (ii) obtaining executed confidentiality agreements from all persons under their authority or supervision, whether employees or third parties, who work on sensitive matters entailing Inside Information;
- (iii) informing their teams working on sensitive matters of the existence and content of this Code and requiring them to sign an undertaking to comply with it;
- (iv) notifying the Securities Compliance Officer without delay if Inside Information has been revealed.

Addressees are reminded that in the event of any doubt, it is imperative to inform the Securities Compliance Officer of the nature of the transactions in Company Securities that they are contemplating to carry out.

Addressees are also reminded that the implementation of these preventive measures does not exclude criminal liability in the event of a violation.

7.3 Sanctions

Depending on the situation, failure to comply with French regulations constitutes either a criminal violation or an administrative violation, as summarized below. This summary should not be considered exhaustive; instead, Addressees should refer to the actual legislation.

7.3.1 *Insider trading*

French law provides that:

- (i) any Permanent or Occasional Insider possessing Inside Information who carries out, attempts to carry out or facilitates, either directly or through an intermediary, one or more transactions before the public has knowledge of such information shall incur a penalty of **two years' imprisonment** and a fine of **€1,500,000** (such amount may be increased to ten times the amount of any profit realized and shall not be less than the amount of such profit)¹⁰; and
- (ii) any Permanent or Occasional Insider possessing Inside Information who discloses such information to a third party other than in the ordinary course of his or her profession or duties shall incur a penalty of **one year's imprisonment** and a fine of **€150,000** (such amount may be increased to ten times the amount of any profit realized and shall not be less than the amount of such profit)¹¹.

The scope of (i) and (ii) above extends to any person who knowingly obtains Inside Information, whether or not in connection with the practice of his or her profession. Thus, any person other than those referred to in (i) and (ii) above who knowingly obtains Inside Information and who carries out, attempts to carry out or facilitates any transaction, either directly or through an intermediary, or who discloses such information to a third party before the public has knowledge thereof, shall incur a penalty of **one year's imprisonment** and a fine of **€150,000** (such amount may be increased to ten times the amount of the profit realized and shall not be less than the amount of such profit). Where the relevant information concerns the commitment of a crime or an offence, the sanctions incurred are increased to seven years' imprisonment and a fine of €1,500,000, if the amount of the profit realized is less than such amount¹².

7.3.2 *Insider misconduct*

Apart from the criminal sanctions referred to in Section 7.3.1 above, in the event of a failure to comply with Article 621-1 *et seq.* of the AMF General Regulations, described, in particular, in

¹⁰ Article L.465-1 of the French Monetary and Financial Code.

¹¹ Article L.465-1 paragraph 2 of the French Monetary and Financial Code.

¹² Article L.465-1 paragraph 3 of the French Monetary and Financial Code.

connection with Section 4 (General Obligations to Refrain from engaging in Transactions in Company Securities), and Section 5 (Prohibited Transactions), the AMF may impose a fine the amount of which may not exceed **€100,000,000** or, if profits have been realized, ten times the amount of such profits¹³.

These sanctions may apply to individuals and legal entities.

It is reminded that in connection with measures implemented to prevent insider trading or misconduct, Directors and Officers are required to comply with the notification requirements referred to in Section 6 (Reporting Requirements).

¹³ Article L. 621-15 of the French Monetary and Financial Code.

Annex 1 – Form of report to be completed on the AMF Onde extranet

REPORT ON TRANSACTIONS PERFORMED IN COMPANY SECURITIES

1. Company corporate name

Company corporate denomination:

2. Identity of the reporting person

The identity of the reporting person corresponds to that of the person subject to the notification requirement.

Type of person: [individual]

Last Name:

First Name:

The reporting person is:

- a person mentioned in Article L.621-18-2 of the Monetary and Financial Code
- a person related to a Director or Officer, as referred to in Article L.621-18-2 of the Monetary and Financial Code

Please specify the duties exercised within the issuer:

Position:

3. Description of the financial instrument

Description of the financial instrument:

4. Nature of the transaction

Transaction carried out in connection with a programmed trading mandate in accordance with AMF Recommendation No. 2010-07

Nature of the transaction:

5. Date of the transaction

Date of the transaction:

6. Place of the transaction

Place of the transaction:

7. Amount of the transaction

Unit Price	Unit Currency	Amount	Currency
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No transactions recorded

[Add a transaction]

8. Additional information: nature of the financial instrument/other Directors or Officers to whom the person is related/other

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Annex 2 – AMF Position updated on July 8, 2013

Questions/Answers concerning the requirements for disclosing transactions entered into by Directors and Officers, their close relatives and Similar Persons

The following transactions do not have to be reported:

- **transactions carried out within a credit institution or an investment services provider**, on behalf of third parties or in connection with arbitrage, market-making or position risk coverage, where the credit institution, the service provider or one of their officers is a corporate officer of a listed company;
- **transactions carried out by legal entities that serve as directors or Officers when they act on behalf of third parties**, such as transactions carried out by a management company that is a member of a board of directors or a supervisory board;
- **grants of free shares**: a corporate officer who receives free shares is not required to report the grant. At the end of the mandated holding period, if he or she decides to sell the securities, such sale must be reported;
- **contributions of securities** in connection with a merger, spin-off or contribution of assets;
- **inter vivos gifts, partitions and successions**: a corporate officer who is the beneficiary of an inter vivos gift, a partition or a transfer of securities as the result of a succession is not required to report the shares received. However, he or she must report the later sale of such shares. The donor is not required to report shares that he or she transfers through an inter vivos gift;
- **securities pledges**;
- **in the event of separate beneficial and legal ownership** of a share, the corporate officer who receives the share in usufruct (beneficial ownership) is not required to file a report.

Annex 3 – Form for Inclusion or Removal of an Employee

Employee to be included	Reason for inclusion
Last Name	<p>Permanent Insider</p> <p><input type="checkbox"/> Participates in the preparation (or prior review) of documents or press releases intended for shareholders.</p> <p><input type="checkbox"/> Participates in the final preparation of the consolidated or non-consolidated financial statements of (1)</p> <p><input type="checkbox"/> Is involved in actions that are significant at the Group level with respect to performance, assets, risks or liabilities.</p> <p><input type="checkbox"/> Performs duties that may give him or her access to information held by persons of high ranking positions within (1)</p> <p>Occasional Insider</p> <p><input type="checkbox"/> Indicate the concerned project:</p>
First Name	
Entity	
Position	
(Site)	
(Tel.)	
(Email)	
Date of inclusion . / .. / .. (JJ/MM/AA)	
Comments, if any:	
.....	

(1) Indicate the corporate denomination of the concerned company.

Employee to be removed from the list	Reason for removal
Last Name	<p><input type="checkbox"/> Resignation - Dismissal</p> <p><input type="checkbox"/> Retirement - Death/Disability</p> <p>If the employee was a permanent insider</p> <p><input type="checkbox"/> Transfer within the Group, with new duties that do not result in the employee regularly having inside information.</p> <p>If the employee was an occasional insider</p> <p><input type="checkbox"/> Indicate the reason (2):</p>
First Name	
Entity	
Date of removal .. / .. / .. (JJ/MM/AA)	
Name of replacement:	
<input type="checkbox"/> Inclusion of the replacement on the list of permanent/occasional insiders (1)	
(1) If YES, a Form must be sent requesting inclusion on the list of permanent/occasional insiders simultaneously with this form requesting modification.	
(2) End of project or other.	
.....	
.....	

Person requesting modification

Last Name Date

First Name Signature

Form for Inclusion or Removal of an Outside Party

Outside party to be included	Reason for inclusion
Last Name / First Name Company Corporate denomination Activity Full Address (Tel.) (Email) Date of inclusion . / .. / .. (JJ/MM/AA) Comments, if any:	<p>Permanent Insider</p> <p><input type="checkbox"/> Participates in the final preparation of the consolidated or non-consolidated financial statements of (1)</p> <p>.....</p> <p><input type="checkbox"/> Participates in the preparation (or prior review) of documents or press releases intended for shareholders.</p> <p><input type="checkbox"/> Is involved in actions that are significant at the Group level with respect to performance, assets, risks or liabilities.</p> <p><input type="checkbox"/> Performs assignments that may give him or her access to information held by persons of high-ranking positions within (1)</p> <p>.....</p> <p>Occasional Insider</p> <p><input type="checkbox"/> Indicate the project:</p> <p>.....</p> <p>.....</p>
(1) Indicate the corporate denomination of the concerned company.	

Outside party to be removed from the list	Reason for removal
Last Name / First Name Company Name Activity Full Address Date of removal .. / .. / .. (JJ/MM/AA) Name of replacement: <input type="checkbox"/> Inclusion of the replacement on the list of permanent/occasional insiders (1) (1) If YES, a Form must be sent requesting inclusion on the list of permanent/occasional insiders simultaneously with this form requesting modification. (2) End of project or other.	<p><input type="checkbox"/> The person was a permanent insider.</p> <p><input type="checkbox"/> The person was an occasional insider.</p> <p><input type="checkbox"/> Change in purpose or scope of the assignment.</p> <p><input type="checkbox"/> End or non-renewal of contract or assignment</p> <p><input type="checkbox"/> Other reasons (2):</p> <p>.....</p> <p>.....</p>

Person requesting inclusion

Last Name Date

First Name Signature