



MILES IMPORT

Document  
**Rules of Procedure**  
Miles Import S.A.S.

DOC-04  
Verse. 5  
02/03/2026

## Miles Import S.A.S. House Rules

### Purpose and Scope

The purpose of these regulations is to specify the application of health and safety regulations to the company, to determine the general and permanent rules relating to discipline as well as the nature and scale of the sanctions applicable to employees and to recall the procedural guarantees from which employees may benefit (Art. L.1321-1 and L.1321-2 of the Labor Code).

It applies to all employees of the company wherever they are (workplace, car park, break room, etc.), including temporary workers and interns for health and safety measures and general and permanent rules relating to discipline.

### Access and Opening Hours

Employees must respect the working hours that have been set. The staff only has access to the company's premises for the performance of their employment contract. He has no right to enter or remain in the workplace for a reason unrelated to the performance of his employment contract, except by exercising the right to strike.

### Use of Logistics and IT Resources

The use of computer resources and the use of Internet services as well as the telephone network made available to employees in the context of their professional activity are strictly limited to the exercise of the latter. Any use for personal purposes must remain exceptional and reasonable, in accordance with the GDPR (EU Regulation 2016/679).

### Tardiness and Absences

Any tardiness or absence must be reported as soon as possible to the supervisor and justified to the General Management.

### Execution of Work

Employees must comply with the instructions given to them by their superiors. Any breach of the rules of discipline, any behaviour that undermines the proper functioning of the company or contravenes the provisions of these regulations may be subject to disciplinary sanctions.

Employees must avoid any situation where their personal interests could conflict with those of the company. Any potential conflict of interest must be declared to management, in accordance with the Code of Ethics (ENR-29).

### Discipline and Sanctions

Any behaviour considered to be at fault by the employer may, depending on its nature and seriousness, be subject to one of the sanctions below, set out in no order of severity. The penalties will be notified in writing to the employee after a preliminary interview in accordance with Articles L.1332-1 to L.1332-3 of the French Labor Code.

Scale of sanctions: oral warning — written warning — disciplinary suspension — disciplinary transfer — dismissal for misconduct.

### Respect for People and Anti-Harassment

In accordance with the Code of Ethics (ENR-29), each employee must promote an environment based on respect, tolerance and diversity. Any act of discrimination related to sex, origin, age, sexual orientation, religion, political opinions, state of health or disability is strictly prohibited (Art. L.1132-1 of the Labor Code).

**Sexual harassment** — In accordance with Article L.1153-1 of the French Labor Code, no employee must be subjected to acts of sexual harassment, consisting of repeated sexual or sexist comments or behaviors that violate the dignity of the person because of their degrading or humiliating nature, or create an intimidating, hostile or offensive situation. Sexual harassment is the use of any form of serious pressure in order to obtain an act of a sexual nature.



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**Psychological harassment** — In accordance with Article L.1152-1 of the French Labor Code, no employee may be subjected to repeated acts of psychological harassment with the object or effect of deteriorating his or her working conditions likely to infringe on his or her rights and dignity, alter his or her physical or mental health or compromise his or her professional future.

Any person who has carried out acts of harassment is liable to disciplinary sanctions. These acts are also punishable under criminal law (Articles 222-33 and 222-33-2 of the Criminal Code).

## Attitude of Employees

Labour law firmly prohibits verbal insults and aggression, shouting and screaming, insults, defamatory remarks, humiliation, bullying and any form of physical or psychological violence.

The employee must intervene and warn his or her supervisor and/or management in the event of an attitude that does not comply with the law. Any moral or sexual harassment, discrimination or abusive behaviour must be reported immediately.

## Anti-Smoking Law

Pursuant to Decree No. 2006-1386 of 15 November 2006 and the Evin Law of 10 January 1991, it is forbidden to smoke in all enclosed places of the company and in all places open to third parties. This ban extends to electronic cigarettes in accordance with Article L.3513-6 of the Public Health Code.

## Drinks & Food

It is forbidden to drink or eat in the order preparation or storage areas.

## Food Safety and Hygiene

As part of the IFS Broker v3.2 and GlobalGAP CoC v6.1 certifications held by Miles Import, each employee is a player in food safety and contributes to the culture of product integrity (IFS Broker v3.2 §1.1.2). As such, each employee must:

- Comply with the procedures of the food quality and safety management system (HACCP, traceability, withdrawal/recall);
- Immediately report to the QHSE Director any incident, non-compliance or suspicion of contamination affecting the products;
- Report any detection of pesticide molecules prohibited by the Decree of 05/01/2026, triggering the PR-04 procedure;
- Actively participate in food safety training provided by the company;
- Contribute to the fight against food fraud and report any suspicious behaviour (IFS Broker v3.2 §4.7 and §6 Food Defence).

## Right to alert

In accordance with Law No. 2022-401 of 21 March 2022 (Waserman Law) and Directive (EU) 2019/1937 on the protection of whistleblowers, any employee has the right to report a serious breach of laws and regulations, a threat or serious harm to the public interest, or a violation of European Union law.

The report can be sent to the QHSE Director or the President of Miles Import. The whistleblower employee benefits from protection against any retaliatory measure (Art. L.1121-2 of the French Labor Code). No sanction, discrimination or unfavourable measure may be taken against an employee who has reported in good faith an incident covered by the right to whistleblow.



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## Health Measures and Risk Prevention

In the event of an exceptional health situation (pandemic, epidemic, biological risk), employees must comply with all the instructions issued by the management in consultation with the competent health authorities. These measures may include wearing protective equipment, strengthening hygiene rules, adapting workstations or teleworking.

Employees are required to report to the QHSE Director any situation presenting a serious and imminent danger to their health or that of their colleagues (Art. L.4131-1 of the French Labor Code — right of withdrawal).

## Environmental Commitment

All employees must contribute to the reduction of the company's ecological footprint by respecting the instructions for sorting waste, reducing energy and water consumption, and limiting paper printing. This commitment is part of Miles Import's CSR policy (ENR-27).

## Coming into Force and Amendment

This regulation is made available on the workplace notice board in accordance with Article L.1321-4 of the Labour Code.

Any subsequent modification of the internal regulations will be subject to the procedure defined in Articles L.1321-4 et seq. of the French Labor Code.

**Done in Rungis, 02.03.2026**

Guy Lesvenan — President of Miles Import S.A.S.

Editor	Approver
Name: Franck Roubach Position: QHSE Director 02/03/2026 — Signature: 	Name: Guy Lesvenan Position: President 02/03/2026 — Signature: 