



**ORTEC**  
G R O U P

*SO MUCH MORE  
THAN A COMPANY!*

**CODE OF CONDUCT /**

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# *FOREWORD* /

**In a continuously changing regulatory environment**, the Ortec Group must adapt its behaviour in order to preserve and reinforce commercial relations and demonstrate its capacity to be a responsible global company. Compliance with the law and regulations (Compliance) has progressively become a requirement for which there can be no exception.

In this respect, we make a commitment on behalf of the Ortec Group that all our activities, **both in France and internationally**, are performed in accordance with all laws in force, in the social, fiscal and commercial domain, and in the environmental protection domain. **We expect all persons working in or for the Ortec Group to demonstrate the highest degree of ethics, honesty and integrity under all circumstances.**

The Ortec Code of Conduct presented herein rests upon this guiding principle and should be followed under all circumstances during the fulfilment of your professional activities.

First and foremost, this Code of Conduct is an opportunity to reinforce a fundamental rule of our company life that is every staff member has rights and obligations including to respect working hours, to work safely and avoid waste.

This Code of Conduct sets down principles, rules and best practices that must be communicated and respected by all staff members in all subsidiaries of the Ortec Group. The Ortec Group is a French

group governed by French law that now imposes on all company groups under specific criteria the implementation of an ethical conduct baseline common to all its subsidiaries, in France and abroad.

However, **this Code is not a substitute for local laws that are applicable to non-French companies affiliated to the Ortec Group.** Where applicable, it may compensate for the lack of any specific law on the themes developed in this Code of Conduct. If you require any clarification between the Ortec Code of Conduct and the regulations that exist in local jurisdiction, you must contact the **Ortec Compliance team (compliance@ortec.fr)** to clarify the extent of your obligations.

In particular, we expect all managers within the Ortec Group to take necessary action to ensure that our Code of Conduct is communicated, assimilated and respected by all staff members for which they are responsible.

All partners of the Ortec Group (suppliers, subcontractors, co-contractors or partners) and all third parties acting on our behalf are also expected to adopt practices complying with and with the same scope as commitments made by the Ortec Group.

**We rely on all of you, in France and internationally, to make the Ortec Code of Conduct into a working communications tool that will guide you in your professional activities.**

**Bernard GREDER**  
Directeur Général  
du Groupe Ortec



**André EINAUDI**  
Président-Directeur Général  
du Groupe Ortec



# *USER GUIDE* /

The Ortec Code of Conduct is available on the group's internet site [www.ortec-group.com](http://www.ortec-group.com) and is accessible by staff members through the Ortec intranet in the space dedicated to Compliance.

It will also be displayed in all branch offices and in all operational sites to make sure that it is as widely distributed as possible. We wanted it to be as educational as possible. Therefore, we have illustrated situations that you might encounter during your daily work. Do not hesitate to contact the Ortec Compliance team ([compliance@ortec.fr](mailto:compliance@ortec.fr)) to help you understand it and put it into practice.

The Ortec Code of Conduct is available in both official communication languages, French and English.

This is a living document that is expected to evolve in response to legal and regulatory changes and obviously as a function of future ethical commitments that we decide to adopt.

It will be appended to meet local regulations (policies and procedures) of all subsidiaries of the Ortec Group and as a consequence can lead to disciplinary procedures in the case of a proven violation. It will be supplemented by specific procedures that will be available on the Ortec intranet in the dedicated Compliance space. General information will be provided whenever a new procedure is published.

Finally, the Ortec Code of Conduct, will be supplemented by an internal alert system, which will enable any full-time or part-time staff members of the Ortec Group to report any behaviour that they consider a possible violation of Ortec's Code of Conduct. The scope and methods of operation of the internal alert system will be defined in a specific procedure to be available on the Ortec intranet in the space dedicated to Compliance.

*IDENTIFY AND PREVENT  
CORRUPTION AND  
MONEY LAUNDERING*

# Refusal of corruption and influence peddling in all direct and indirect (active and passive) forms

**All actions (or attempted actions) with the following objectives are prohibited everywhere in the world:**

For a person to promise, offer or grant an undue advantage to anyone, either for himself or a third party, and either directly or through a third party, so that the person contacted:

- Corruption**
  - performs an action in carrying out his or her functions, or
  - refrains from performing an action in carrying out his or her functions, or
- Influence peddling**
  - uses his or her influence (real or supposed) to obtain a benefit for the requesting person

For a person to accept requests from or to make request to someone to have an undue advantage for himself or herself or for a third party, such that the requesting person:

- Corruption**
  - performs an action in exercising his or her functions, or
  - refrains from performing an action in exercising his or her functions, or
- Influence peddling**
  - uses his or her influence (real or supposed) to obtain a benefit for the contacted person

## **A few clarifications and definitions:**

Many countries have adopted laws aimed at fighting corruption and influence peddling. Some of these laws (e.g. France / USA / UK) have an extraterritorial effect, meaning they can be enforced even when the questionable acts are outside the borders of these countries. Forbidden actions outlined in our Code of Conduct comply with the requirements of these laws.

**A Public agent is any person performing a public function or performing a public service mission:**

- Any civil servant, employee, elected or appointed official of a Government or a State or a Ministry, or any regional or local administration of this Government or this State
- Any manager or employee of a company in which this Government or this State has direct or indirect ownership, or in which it controls its interests
- An employee of a political party
- A candidate to a public function or a political election
- Any civil servant, employee or agent of an international public organisation

- And members of the close family of persons listed above, in other words husband, spouse or partner, children, brothers and sisters or parents; and the husband /spouse or partner of the children, brothers and sisters

The concept of undue advantage must be considered in a very broad sense. It may apply to goods in kind, payments (bribery), granting of loans or rebates, performance of work at no cost, reimbursement of a debt, contributions to political parties, hiring a relative, etc.



**ASK THE RIGHT QUESTIONS**

I am contacted by someone who pretends to have the authority to award Ortec a contract, provided that his nephew is offered a job as accountant in the Group.



**THE RIGHT DECISION!**

**I categorically refuse and I contact the Ortec Compliance team that must be informed about any questionable situation.**

# The particular case of small payments or facilitation payments

## **This applies to small unofficial and routine payments or donations**

(as opposed to taxes and official expenses) intended to secure or accelerate administrative processes (for example customs or immigration formalities).

They are prohibited worldwide. There is an exception in the American FCPA (“Foreign Corrupt Practice Act”) law that allows some tolerance when the physical safety of a person is threatened.

**They are also prohibited in many contracts signed with our Customers.**

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*The Ortec Group prohibits facilitation payments.*

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## **ASK THE RIGHT QUESTIONS**

I need to leave urgently on a mission in a foreign country and I forgot to take my vaccination book. After landing, the Health Services agent doesn't let me get through; I am considering offering him some money so that he would let me pass.



## **THE RIGHT DECISION!**

**I change my mind and I either take the flight back or I contact the Ortec local team so that someone can bring at the airport a copy of my vaccination book.**

# Money laundering

Any action aiming to process money originating from criminal activities to conceal its illegal origin (fraud and all types of illicit trade) is strictly forbidden.

The following types of transactions are suspicious:

- Transactions for which the names and contact data of the parties are not known
- Transactions for which one of the parties offers to pay more than the requested price
- Transactions that are performed by intermediaries who are unknown or who serve no useful purpose
- Transactions that include cash payments or unusual payment methods
- Transactions for which it is impossible to establish a direct link between the beneficiary of the payment and the service provider
- Etc.



## ASK THE RIGHT QUESTIONS

I have to pay a service provider and upon checking the invoice, I notice that the nominated bank account is not in the service provider's name.



## THE RIGHT DECISION!

I **contact the Compliance team in the Ortec Group who will make the necessary checks.**

# Gifts and Invitations

An undue advantage may consist of:

- Gifts / travel / meals / accommodation
- Invitations to events (sports, cultural or other)
- Gifts to charities (or to educational, medical or other programs)
- Sponsoring actions
- Or any other benefit

If this benefit goes beyond a demonstration of courtesy that could be expected in the framework of a balanced commercial relationship and does not comply with the rules that the Ortec Group has defined in applicable procedures (available on the Ortec intranet in the space dedicated to Compliance.

These procedures outline what you will or will not be able to do and the formal procedure to be followed.

However, do not ignore specific cultural habits in some countries and differences in perception; marks of courtesy can be different in different countries. Without contravening the principles fixed by the Ortec Code of Conduct and the resulting procedures, you must appropriately communicate and explain the reasons for your decision or action.



## ASK THE RIGHT QUESTIONS

I am contacted by a music-loving customer who would like me to invite him or her to a prestigious musical event. I don't know what to do.



## THE RIGHT DECISION!

I contact the Ortec Compliance team to verify if this invitation complies with rules fixed by the Ortec Group.

*IDENTIFY AND  
MANAGE  
CONFLICTS  
OF INTEREST*



**A conflict of interest** arises when someone finds themselves in a conflict situation between personal interests (family, relations, associations, polls, etc.) and professional interests. A conflict of interest is not reprehensible in itself, however the situation may become inappropriate if that person's personal interests affect their impartiality and ability to make sensible business decisions.

We trust your judgement and we ask you to notify, with full transparency, your supervisor or higher management about any situation that could constitute a possible conflict of interest.

However, those who are most exposed (e.g. “Purchasing” activities, branch office managers, business line managers...), will be asked to sign a commitment of impartiality and independence which will be defined by the applicable procedure available on the Ortec intranet in the space dedicated to Compliance.



### ASK THE RIGHT QUESTIONS

I work as Purchasing Manager. My friend would like to start commercial relations with the Ortec Group. Can I manage the relation with this supplier and remain fully independent?



### THE RIGHT DECISION!

**I declare all conflict of interest situations and I contact my supervisor and the Ortec Compliance unit to declare the friendship that links me to this supplier, so that we can work together to find measures to limit the risks.**

## Specific focus on the activities of the Ortec Group

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*Ortec being a multidisciplinary services group, situations of conflict of interest situations can arise between different companies affiliated to it when working for the same Customer. The most frequent case is where a Group company has been awarded a contract by a customer to control services performed by another company of the Ortec Group. In this case, remuneration of one depends directly on the performance of the other.*

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### ASK THE RIGHT QUESTIONS

I answer a call for tender to perform industrial cleaning work and I discover that another company of the Group is nominated to supervise my work. What shall I do?



### THE RIGHT DECISION!

**The right decision: I check that this situation does not contravene the regulations applicable to this call for tender (particularly in the case of a public contract) and in any case I inform my customer as soon as possible. Anyway, I do not start to execute the contract before I have received the green light from my customer.**

*IDENTIFY AND  
PREVENT FRAUD* /

**Fraud is a deliberately misleading action** (or omission) conducted to obtain an advantageous situation for oneself or for someone else or to avoid an obligation or responsibility. It is different from a mistake because it is the result of **wilful intent**.

Some examples of fraud:

- Reporting incorrect quantities
- Diverting equipment for personal use
- Destroying accounting documents
- Overestimating the value of a service provided by a supplier
- Accepting an expense that is not directly related to the professional activity

- Forging a signature
- Invoicing /paying for fictitious services
- Making declarations that distort the representation of economic reality
- Modifying bank data for personal benefit
- Etc.

**Any action with the intention of committing fraud is prohibited.**



### ASK THE RIGHT QUESTIONS

I must pay a duly approved expense report of an employee and I notice that this report includes the reimbursement of expenses related to his family. What shall I do?



### THE RIGHT DECISION!

**I contact the Human Resources department to check that the employee's work contract actually allows for these expenses to be reimbursed.**

*COMPLY WITH  
COMPETITION LAW* /

Business practices require that rules of free competition be strictly respected.

These rules prohibit any illicit practice intended to eliminate a competitor or to force partners to accept unfair commercial conditions with the purpose or the effect of preventing, restricting or distorting competition in the market.

These prohibited practices may take several forms:

- Distribute contracts between competitors (geographic and/or product zones), distribute customers or procurement sources
- Price fixing between competitors
- Discuss prices, margins or any other element with competitors that could result in a concerted action
- Be in a dominant position and abuse power in the market relative to competitors (eviction, denigration, etc.) or customers (discriminatory treatment, refusal to sell, etc.)

- Rig bids when tendering by sharing markets (geographically / packages) or by organising a secret cartel to deceive the purchaser by offering deliberately non-competitive proposals

Regardless of whether they are expressed or implied, these prohibited practices can take several forms (concerted actions, secret cartels, contracts, joint ventures, etc.).

These anti-competition practices are harmful to all participants because they limit the choice of products and services. They artificially inflate prices and generate barriers to innovation.

Most countries have adopted competition rules (or antitrust laws) and most of them (in France, Europe and United States) have an extraterritorial effect: this means that they are applicable provided that an effect can be perceived on their territory even though the triggering facts occurred in a distant country.

These anti-competition practices are penalised by monetary fines, and could lead to prison sentences (notably in the United States and the United Kingdom). Notwithstanding the fact that they can negatively affect the company's public reputation and image.

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*The Ortec Group respects policies and laws that encourage fair and open competition on the market, and condemns and prohibits any anti-competitive practices.*

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It shall be underlined that under public contracts, exchanges of information between bidders (collusion) is inherently serious because it prevents normal business process and deceives the public buyer. Collusion can have

potentially negative consequences because it contravenes the principle of independence that ensures free competition. In addition to monetary or even criminal penalty, the contractor could also be excluded from bidding on future public contracts.



### ASK THE RIGHT QUESTIONS

A very important call for tender is being prepared and a professional association of which I am a member is planning to organise a social event.



### THE RIGHT DECISION!

**I decide not to go and avoid any contact with my principal competitors during this period.**

*PROTECT  
PERSONAL DATA* /

The protection of all Personal Data you could have access to in the context of your professional activities, whether or not they relate to Ortec staff member, is an obligation imposed on all of you. Disregarding it would expose Ortec to huge financial fines.

The European regulations have strengthened the obligations of companies, by imposing the implementation of technical measures and an adapted organization allowing an effective protection of the Personal Data. This serves to avoid any alteration, destruction, damage or unauthorized access.

It is your responsibility to know the existence of this new regulations and to take all necessary precautions when having access to Personal Data, processing and possibly transferring them to third parties.

Ortec group has appointed a Data Protection Officer ([dpo@ortec.fr](mailto:dpo@ortec.fr)) and deputies in all our offices in Europe (Spain, Germany, UK, Romania, Italy). They will assist you in clarifying any doubt or answering any question you would raise.

Specific procedures will also be soon available and awareness tools will be deployed in all our agencies. Ortec commitments and policies on Personal Data Protection are available on the Ortec Compliance SharePoint



### ASK THE RIGHT QUESTIONS

An outside contractor asks me to provide him with an identity document of an Ortec employee for his access to the contractor's offices.



### THE RIGHT DECISION!

**I do not send the identity document without checking beforehand if certain precautions are to be taken and I contact the DPO.**

*COMMUNICATE /  
CAREFULLY*

# Make appropriate use of company resources and information system tools provided to staff members

The use of company resources (computer, telephone, etc.) is in principle restricted to work related activities. Their use in a private sphere is tolerated, but must remain reasonable, limited, appropriate and ethical. The Group has implemented a “Charter for Proper Use of Information Systems” to which you should refer if necessary. It is available on the Ortec intranet in the space dedicated to Compliance.

*Reminder: Although these events are not considered to be illegal, you are reminded that the Group does not allow branch offices to perform internal services for group staff members at no cost (loan of a lorry for moving etc.), regardless of the level of responsibility of the requesting employee within the Group.*



## ASK THE RIGHT QUESTIONS

I urgently need special software necessary to finalise a professional task and after checking, I find that I can download it directly on internet.



## THE RIGHT DECISION!

**I do not download it directly from internet and I contact the Information Systems department to figure out how to legally obtain this software as quickly as possible.**

# Comply with rules governing data classified as “military” or any other classified protection (“DR” for Restricted Distribution, Customer Confidential etc.).

Some activities of the Ortec Group require staff members to access information classified under national regulations (French or other) or international regulations (for example NATO, Controlled Goods, ITAR). There are strict regulations governing the access, storage and use of this data.

These regulations apply to all staff members, but also to the organisation, to the facility in which the data is used and stored and to the information systems used. Compliance with these rules is an absolute obligation.



## ASK THE RIGHT QUESTIONS

I am considering subcontracting some of my work to an external service provider for a contract signed with a company affiliated to the Ministry of Defence.



## THE RIGHT DECISION!

**I ask the Legal Department and the Security Officer if I can implement a subcontract, and to which service provider and under what conditions.**

# Comply with confidentiality rules and intellectual property rights

As regard to the confidentiality rules and/or intellectual property rights whether belonging to Ortec Group, or to its customers, prospects, partners or to any other company external to the Ortec Group, you must:

- Respect the confidentiality of information (of any type and in any form) and comply with intellectual property rights (patents, inventions, marks and domain names), all these being essential to the survival of this company
- Avoid disclosure or unauthorised use of this information as they can be prejudicial and endanger the economic viability of an organisation. In addition, the author of such disclosure and/or violation of property rights may be ordered to pay heavy damages and interest

All Ortec staff members are required to take all necessary precautions in order to:

- Respect the confidentiality of information imposed by the terms of a written and signed agreement or consent
- In the absence of a written and signed agreement and consent, share information with care and on a need to know basis
- Respect intellectual property rights (patents, inventions, marks and domain names) owned by the Ortec Group or by any other company

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*In the case of confidential information belonging to or concerning the Ortec Group, to be digitally communicated to third parties (for example in the case of a presentation concerning a tool under development), you can ask the Information Systems department to encrypt the information before sending it. Also remember to ask all persons external to Ortec who can access this information to sign non-disclosure agreements.*

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## ASK THE RIGHT QUESTIONS

You are asked to make a commitment (in a commercial contract or through a special agreement) about the confidentiality of documents that you can have or will have access to.



## THE RIGHT DECISION!

**I ask the Legal Department for advice: they will inform me about the extent of this commitment and, if applicable, will provide me with guidance, to which extent of this commitment could be negotiated. I take whatever measures are necessary. Internally, to assure that the obligations of this agreement are respected by all the Ortec staff members and I make sure that external service providers working with me have a real need to access this information.**

# How to communicate about the Ortec Group

The disclosure of any information about the Ortec Group (its activities, shareholders and managers or any other technical or commercial information), **that is not freely available on the Ortec intranet in the space dedicated to Compliance, to this purpose, must be approved by Communication & Marketing Department.**

Furthermore, any communication, opinion or reference to the Ortec Group, its staff members, managers and shareholders, made by staff members of the Group in a personal capacity (as a private citizen), either through public (press, radio, TV) or social media, must

be sensitively made while respecting protection of the personal information of the individuals and must not cause any prejudice or compromise the interests of the Group, its staff members, managers or shareholders.

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*Remember that only the Communication & Marketing Department is authorised to act as spokesperson for the Ortec Group towards the media. Therefore, all requests for information from the media shall be forwarded to the Communication & Marketing Department.*

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## ASK THE RIGHT QUESTIONS

I am contacted by an external company that asks me for information about shareholders or managers of the Ortec Group.



## THE RIGHT DECISION!

I contact the Communication & Marketing Department to find out what I can say.

*AUDIT OUR PARTNERS  
AND COMPLY WITH  
ECONOMIC SANCTIONS*

# Controls on partners (suppliers, subcontractors, associated partners, joint-ventures) and customers

The effectiveness of the rules set out in our Code of Conduct also depends on our ability to establish that the behaviour adopted by our partners and customers, complies with our values. Rules specific to these checks are described in applicable procedures that are available on the Ortec intranet in the space dedicated to Compliance.



## ASK THE RIGHT QUESTIONS

I intend to set up a partnership with a company with which the Group has never worked in the past.



## THE RIGHT DECISION!

I contact the Legal Department: they will perform the necessary verifications.

# Respect applicable rules on exports and economic sanctions

The export and re-export of goods, services, software, technologies and technical data are often subject to special licence requirements, restrictions or even bans imposed by governments or international organisations. Bans or restrictions can apply to persons, companies, or sometimes a given country. The terms used are economic sanctions, embargoes, and boycotts.

- This is particularly the case for exports of military/space goods and technologies that are prohibited for sale to some states (or nationals of these states) that are considered as “off-limits” by many international countries and organisations
- This is also the case for dual-use goods or technologies: in other words those that can have both civil and military applications

- Therefore, whenever considering an operation to export goods, services, software, technologies and technical data, you need to
- Verify if a license for sale is required
- Know the final destination country and the final person or company nominated to receive the goods, services, technologies or technical data to be exported or re-exported
- Make sure that the final destination of the export or re-export operation (country, company or person) is not the subject of any restriction / prohibition limiting their access to these services, technologies or data



### ASK THE RIGHT QUESTIONS

I receive a request to manufacture/export equipment to be sent to a country with which the Ortec Group has never worked before.



### THE RIGHT DECISION!

I approach the Legal Department to see whether or not I can reply to this request for quotation.

*ASK QUESTION  
BEFORE ACTING* /

The purpose of the Ortec Group's Code of Conduct is to guide you in fulfilling your professional activities.

You will probably have to think about some aspects of its interpretation and/or application.

Do not hesitate to ask your colleagues, supervisor or management if you have

any questions. They will be able to answer them and share their experience and solutions with you.

For further information contact the Ortec Compliance team.

You can use the email address: [compliance@ortec.fr](mailto:compliance@ortec.fr)

*RESPECT THE  
ORTEC GROUP  
CODE OF CONDUCT*

We are all responsible for respecting our Code of Conduct and adopting an appropriate ethical behaviour at all times. Each person is also expected to encourage their colleagues to act likewise.

French law imposes that the Code of Conduct should be integrated into internal rules of all companies in the Ortec Group (the list is given in the Appendix). **Consequently, disciplinary measures can be taken against anyone who does not respect the principles and prohibitions set forth herein.**

An internal alert system will also be set up to report possible violations. Anyone who wants to notify violations will be protected from any disciplinary measures, provided that they have acted in good faith in compliance with the principles defined by the French law No. 2016-1691, December 9 2016 dealing with transparency, prevention against corruption and the modernisation of economic life, and such as supplemented in decree No. 2017-564, dated April 19 2017.

**Please bear in mind that failure to respect the prohibitions exposed herein can have serious consequences** both for the person committing the infraction and for the company for which this person works including, depending on the case:

- Prison sentences
  - Large fines and financial penalties;
  - Termination of contracts signed with customers on the grounds of serious failures
  - Blocked access to contracts and “blacklisting”
  - Disciplinary sanctions, including possibly firing for serious fault
- and in all cases can strike a severe blow against the image, reputation and future of the Ortec Group.**

# *APPENDIX* /

# The Ortec Code of Conduct is applicable to the following affiliated companies:

## France

Ortec Expansion S.A.  
Gie Ortec Services  
Ortec Services Industrie S.A.S.  
Ortec Industrie S.A.S.  
Orlag Berre S.A.S. (i)  
Som S.A.S.  
Orys S.A.S.  
Wortest S.A. (i)

Qib S.A.R.L.  
Friedlander S.A.S.  
Ortec Environnement S.A.S.  
Ortec Services Environnement S.A.S.  
Ortec Générale de Dépollution Sas “OGD”  
Ower S.A.S.  
Sonovision S.A.S.  
Gedev S.A.S.

## International

### Gabon

Ortec SPS S.A.  
Africaxior S.A.R.L.  
Friedlander Gabon S.A.  
Friedlander Maintenance Haut Ogooué S.A.  
Ortec Services Industrie -  
Gabon branch office

### Cameroon

Tecor Cameroun S.A.R.L.  
Friedlander Cameroun S.A.R.L.  
Ortec Services Industrie - Cameroon  
“Camlev” branch office

### Côte d’Ivoire

Friedlander Côte d’Ivoire S.A.R.L.  
Semts S.A.R.L.  
Tecor Côte d’Ivoire S.A.R.L.

### Congo

Friedlander Congo S.A.R.L.  
Friedlander Industrie Congo S.A.R.L.  
Tecor Congo S.A.R.L.  
Societe Loango Environnement SA “SLE”

### Burkina Faso

Eeri Bf S.A.R.L.

### Angola

Friedlander Angola Tubos E Montagens Ltda.  
Friedlander Angoil Ltda. (i)  
Tecor Servicos Ambientais Ltda.

### Ghana

Orsam Ltd.  
Orsam Oil & Gas Ltd. (i)  
Ower Ghana Ltd.

### Italie

Ortec It S.R.L.

### Espagne

Sonovision Ingenieros S.A.

### UK

Des Sonovision Uk Ltd.

### Allemagne

Sonovision Deutschland G.M.B.H.

### Roumanie

Sonovision Romania S.R.L.

### Suisse

Som Switzerland S.A.

### Inde

Sonovision Aetos Ltd.

### Canada

Sonovision Canada Inc.

### USA

Sonovision USA Inc.

*NOTES* /





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