cycloid

CODE OF BUSINESS
ETHICS

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Message from the Team:
Develop successful teams,build great culture!

At Cycloid, we believe an organization is a living system in perpetual motion, where everyone interacts with, relies on, and supports each other. We believe plans are useful, but we prefer to adapt to change. We are in a continuous improvement process, always looking for new ways to do things better, seeking what suits us better.

We believe Cycloid is a great company to work for, we value the growth of the people who join us and care about the impact we're having on the planet.

We believe in collaboration between People and Customers to deliver a great product. The magic comes from the moving of ideas between minds and the interactions between people. That's the reason we periodically check how we are doing with collaboration.

We are convinced that we have new things to learn every day, and for this to happen, we need to create opportunities, which enable us to develop ourselves, so we try new things constantly!

We also organize "check meetings", a way to discuss our strengths, our areas for improvement and promote co-development.

We want every talented person at Cycloid to be part of our amazing story and we work hard to keep ourselves on this path.

None of this would be possible without clear ethics, and compliance with common rules. This is why we have adopted a code of conduct so that everyone can act in harmony and with respect for the sustainable development of society.

2 Who is concerned by this code of Business Ethics

This Code of Business Ethics has been adopted by Cycloid and all of its workers in order to work better together. It applies to everyone, regardless of the job position, job title, level of responsibility, function, or even seniority in the company.

Cycloid is based in France but it is an international company, 100% remote.
Its culture is based on sharing values. This is why everyone working at or for Cycloid - whether as full time employees or as freelancers - have adopted the same code of conduct and share the same convictions, no matter where in Europe they are based.

Cycloid also encourages all its distributors, partners, suppliers, contractors, and more generally, all its stakeholders, to adopt ethics standards such as this code of Business Ethics.

3 Why a Code of Business Ethics?

This Code of Business Ethics is a guide for everyone involved in working at or with Cycloid. It shows the dos and don'ts in terms of business conduct and practices, and what Cycloid expects. We gathered recommendations and brought our own convictions as to how our company should conduct business, and how we expect others to behave with Cycloid.
A Code of Conduct is available to all Cycloid employees.

4 Behavior, expectations, and Business ethics and compliance

We, at Cycloid, propose a sustainable platform engineering to open up tools, cloud and automation to everyone on the team, without compromising best practices, IT protocols, or the future of the planet.

At Cycloid, we strive to provide the best product with the smallest impact possible on the environment, while ensuring our stakeholders prosperity.
To reach those targets, we must set up rules regarding how we want to do business, with whom and with what impact.

Those rules imply that we do not compromise our values.

All our employees have to follow our internal Code of Conduct and we aim to apply the rules detailed below in the way we do business.

5 Cycloid Culture and Values

If we had to define Cycloid's culture in one word, it would be **"collaborative"**. It summarizes the way we work, the way we interact with each other, the way we make decisions, the way we set targets, and the way we share our successes and failures.

While we have multiple values, there are 3 key ones:

- **Transparency** because being a collaborative organization means being transparent at all times.

- **Expertise** because we bring expertise to the workplace and encourage learning from each other, and when required, seek the help of others.

◆ **Commitment** because we say what we do, we do what we say.

The way we make decisions :

◆ **Impact:** we assess the impact of our decisions on all parties, whether internal or external

◆ **Accountability:** we are accountable for the decision we make

◆ **Collectiveness:** before taking a decision, we do not take it alone, we consult internally and externally if need be

6 Social rights and protection of the environment

At Cycloid, we are committed to complying with French Laws and Regulations from the EU, in particular the fundamental standards relating to social rights and protection of the environment.

We recognize and apply the ILO Declaration on Fundamental Principles and Rights at Work (**https://www.ilo.org/ilo-declaration-fundamental-principles-and-rights-work**)

We will not employ directly or indirectly children under the age of 15, or below the age where school is mandatory in each relevant country.

We strongly refuse any forced work or mandatory work for our own benefit nor our stakeholders benefit. We commit not to use forced work in any way.

7 Fighting corruption

We prohibit bribery, in whatever form it can take (gift, trip, "free" product …). We don't accept bribes and we don't work with Business partners, clients, prospects or suppliers who are involved in such practices, as far as we are aware.

If any Cycloid employee or third party has any doubts regarding a dubious practice or experiences such practices involving Cycloid, he/she can report it to Cycloid's head management so that disciplinary action can be taken.

8 Working with third parties

In every society, organization, culture, or country, there are social norms. Also called good manners, propriety, or etiquette, they include standards that people follow inside the organization, culture and society.

They are adopted by all for so the system can function properly.

While we are all well-behaved, we are not immune to communication mistakes.

We respect ourselves and everyone we interact with. We work for our customers, need our suppliers to function properly, and the magic happens thanks to our employees, so respect is present at all the levels of the value chain.

Our diversity and inclusion policy applies at all times and any kind of violence or harassment is not tolerated, at any level of the hierarchy.

9 Fighting money laundering and tax avoidance

At Cycloid, we follow the French and European Laws and regulations regarding financial crime and economic sanctions.

We run a KYC on any new business partner, supplier or client (registration numbers, website cross-checks, proper track records).

We don't deal with cash payments and we keep proper documentation in relation to any payment made or received.

10 Conflict of Interest

Conflicts of interest may occur whenever your interest in a particular subject leads you to actions, activities or relationships that negatively affect Cycloid. This includes situations like using your position's authority or exploiting company resources for your own personal gain. Even when employees appear to act to the company's advantage, they may actually disadvantage it, put it at a legal risk and promote business practices contrary to Cycloid's values.

Should this situation happen, disciplinary action will be taken.

11 Fair competition

We respect our competitors, because together we'll help the IT world reach sustainability. Cycloid is an open-source contributor with a number of projects that can be freely enjoyed by everyone.

We don't commit foul play towards competitors and neither do we criticize or lie about them.

12 Digital ethics and data protection

We apply GDPR rules and protect our clients and Business partners information.
We don't disclose any confidential information provided by our prospects subject to Non-Disclosure agreements.

13 Managing our communication

While we all are excellent communicators, we are not immune to misunderstandings.

At Cycloid, we have the most fantastic tools, techniques, and people highly qualified in this domain, so any employee can ask for internal support in this matter.