

General terms of sale in Algeria (Unofficial translation)

### 1) Orders:

The orders are firm and irreversible, unless agreement from Général Emballage Spa

Sale is concluded unless after a written confirmation of the buyer order, or the absence of the order confirmation, by the merchandise delivery.

Général Emballage is allowed to proceed to excess or insufficient deliveries, till a difference of 5% comparing to the ordered quantity.

The scraps that are more than 2% of the delivered quantities, comparing to ordered quantity are taken in charge by the customer.

In case of a free-VAT purchase, the customer has to justify with a valid document, before the invoice date; the non-respect of this formality will not lead to the establishment of the credit due cancelling the bill initially established in all taxes

### 2) Client folder:

The buyer must provide an administrative folder, renewable at the start of the year, composed of legalized copies of the following files:

A valid trade registers

Tax card

Certificate of activity available on the current year

National identity card

Birth certificate no.12

Two identity pictures

Statistic identification number

Full information of the customer and the exact address of delivery

### 3) Delivery:

The delivery notice is deducted from the date of the order confirmation.

The place of the delivery is, unless a contrary agreement, the address of the buyer

The transportation is in charge of General Emballage Spa, to the agreed delivery place, and for quantities by filling a truck of 10 or 20 tons.

**No compensation can be claimed for a non-execution, unless the delivery notice was not respected due to a serious negligence of Général Emballage.**

The buyer has to return, in every delivery, the quantity of flat board received. If not, they will be invoiced at the purchasing price.

#### **4) Merchandise reception:**

Every delivery is followed by a delivery voucher and an invoice into 2 copies. The merchandise has to be received the same day by the customer imposing his stamp and signature in the delivery note, and the bill

#### **5) Payment**

If no contrary disposition has been fixed while confirming the order, the purchasing price is net (without discount), payable in the deliverance, from the date marked on the bill.

In case of General Emballage Spa accepts the payment by draft, the fees concerning this one and the fees that come from the discount will be paid by the buyer.

If the expired bill will not be paid on time despite the reminder, General Emballage Spa has the right to ask for a benefit, and the immediate payment of all non-expired bills, adding to the payment before delivery of all the accepted orders, unless the buyer provides a reel or personal insurance as guarantee of the said payments.

The non-respect of these dispositions by the buyer, allows to General Emballage Spa to reject the delivery and cancel the contract, adding to claim damages and interest.

#### **6) Claiming:**

To be receivable, the claiming has to be transferred written, by fax or mail within five (05) days after that the merchandise arrive in the institution of the buyer, in case of a non-conformity of the delivery comparing to the quantity and/or de ordered quality.

**After notifying about a defect, an ulterior use of the merchandise would only be made with the agreement of General Emballage Spa.**

If, when the merchandise arrives to the customer, he constates a difference between the delivered and declared quantities in the transportation document, either a damage of the merchandise, he has, immediately, to make the necessary reserve with the transporter, and also to inform General Emballage Spa.

In case of a justified claiming, the seller will take back, to his charge, the damaged merchandise that the buyer has to return in a good state, in the original presentation and packaging. The seller has to replace, immediately when his production capacity and his other engagements will allow him, this replacement excludes any other remedy.

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<https://www.generalemballage.com/wp-content/uploads/2021/08/Politique-QSE-en-Francais.pdf>

We constantly work to be a key actor in the corrugated cardboard field. Our products correspond to the most exigent norms, regarding a quality insured by formed and motivated collaborators, with respect for the reglementary exigences related to social security and the protection of the environment, in order to improve the comfort and the security of our collaborators and all our interested parts.

The plant management is highly engaged to contribute actively to the continuous development and improvement of our management system. This approach aims to prioritize the satisfaction of our customers, the security of our staff and the protection of the environment, because it is the necessity of our company to prepare itself for an adaptation to the new socio-economic context, including its exigences and particularly regarding the performance.

We are convinced that the progress is the best way to insure the development and the sustainability of our company.

To achieve that, we make sure that the politic and the objectives are defined and applied, and that all the human or material resources were provided in the appropriate consequences and time.

**In order to ensure the sustainability, the strategic plan aims to:**

Be a reference in the market

Be close to its customers and collaborators

Comfort our market parts in the national and international level

Innovate and develop new products for a durable future by the eco-conception and the eco-responsibility

Master our costs in order to ensure a long-term rentability

Maintain a durable process and a continuous improvement of our performances based on risks and opportunities management

Improve more our proactive engagement level in order to continue inculcating a Health-security and environment culture based on the awareness of the risks and environmental aspects by all the interested parts

**To do this, the following objectives have been established:**

Ensure permanently the satisfaction of our customers and the other interested parts

Reduce and optimize natural resources consuming

Reduce, or even eliminate the risks/impacts related to our activities in order to prevent any prejudice that can affect to the health-Security, of any person that is within Général Emballage, or the to the environment.

Make our workers participate and consult them in our approach related to the health-security at work promotion

With the support of the whole staff of General Emballage, and as leadership, I am engaged to proceed this politic, you may respect the legal and reglementary exigences, and satisfy the interested parts expectations while guaranteeing all the necessary ways and resources to accomplish these objectives.

Each one of us should involve himself individually in this approach and ensure that the daily work is adapted whit this politic, so we will stay in a continuous recognized and maintained progress through our QHSE certification.

Director general

M.Hammoudi

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<https://www.generalemballage.com/wp-content/uploads/2021/08/Politique-anti-blanchiment-et-anti-corruption.pdf>

Anti-corruption and anti-money laundering politic

Definitions and objectives of the politic:

#### 1.1 Definition

The corruption: is the fact that a person receives, as part of his functions, an actif, a good or a promise with, as compensation, the fact of postponing, modifying or forgetting accomplishing an act related to his activity. The corruption is made by a corruptor. This fact is penally reprehensible.

Money laundering: is the fact of hiding the provenance of money gained by an illegal way

#### 1.2 Objectives of the politic:

The politic anti-corruption and anti-money laundering has as an objective to guide the collaborators and the leaders of General Emballage in their daily activities, while providing them the necessary practical knowledge, and explaining to them how to act in compliance with rules to struggle against the corruption and money laundering, through a presentation of the most important rules they have to respect

#### 2. Fields of application:

The politic anti-corruption and anti-money laundering can be applied to all General Emballage stuff

#### 3. General Emballage engagement:

General Emballage supports actively the fight against corruption and money laundering, and it is determined to maintain the strictest rules regarding the integrity and ethics of work within

the collaborators and through all its activity domains. We adopted a politic zero-tolerance **regarding the corruption and the money laundering in all their forms.**

#### 4. Rules to respect:

##### 4.1 Presents and entertainment:

It's prohibited to give advantages in liquid or presents, in nature or other (particularly merchandise, services, leisure or personal travels), to any direct or indirect representative of a customer, in order to obtain a contract or any other commercial or financial advantage, excepted for the presents of a reasonable value or approved by the executive management.

It is also prohibited, by the Général Emballage regulation, to accept any present or advantage from the supplier, in any form (particularly an amount of money, merchandise, services, leisure or personal travels) excepted presents or advantages of a reasonable value, or if it is an event with many customers/suppliers which the participation was already approved by the executive management.

##### 4.2 Travels and accommodation:

It may be necessary to pay the travel fees and accommodation of third-party, for example as part of the maintenance of the equipment or any other thing related to the activity of the company.

Any long-distance travel with provided accommodation needs a written permission from the Direction.

This permission is usually given if the following conditions are respected:

The distance and the duration of the travel are justified by real professional reasons

The professional object of travel cannot be satisfied by a more economical way, or by limiting the travel to a shorter distance

##### 4.3 Facilitating payments

The facilitating payments are payments made in order to guarantee or to make faster the execution of a current or necessary action, which is the legal right of the payer. The collaborators don't have to make facilitating payments.

Général Emballage will not tolerate or excuse such payments made by its collaborators or any other natural or legal person, acting under the same of Général Emballage or its collaborators.

The collaborators will not be sanctioned for a delay that can be attributed to a facilitating payment rejection.

##### 4.4 The fight against the money laundering

Général Emballage is clear in its money laundering politic, despite the fact that it's difficult to detect the source of money of the customers.

Général Emballage, regarding the taken measures againt money laundering, reject categorically the payment in cash without presenting a valid identity card.

Général Emballage insists hardly its collaborators to report in case of suspicions of a money laundering act, and engage to the protection.

## 5. Where and how to report the corruption and money laundering

In accordance with the zero-tolerance approach regarding the corruption and the money laundering, an employee has to report immediately to his hierarchical supervisor or directly to the Audit service, any case of corruption or money laundering, suspicious or confirmed, including other employees or business partners. If the hierarchical superior is the first implicated, the Audit service has to be informed just after.

In case of corruption or money laundering, suspicious or confirmed, Général Emballage will decide, based on available information, if it has to be informed to the authorities, or eventually transferring the case to the police.