

## CHARTER OF ATTITUDES AND RESPECT FOR OTHERS

This charter sets out the attitudes and rules that QUANTIC DREAM wishes to see adopted by all its employees in order to create a healthy, respectful and stimulating working environment.

It has been drawn up by the management and approved by the DUP (= Délégation Unique du Personnel).

### Respect:

- Respect for others, their work and their values: understanding and acceptance of each other's differences;
- Respect for basic rules of civility: «hello, thank you, please» must be part of the daily vocabulary;
- Respect for people and their image: do not hijack the image of others or share the image of others, without their prior agreement;

### Consideration:

- Understanding, caring and integration of each other's particularities and differences;
- Acceptance of the right to make mistakes;
- Listening to each member of the team in order to detect signs of malaise and to act if necessary;
- Encouragement and recognition of the work accomplished;
- Support, help and guidance;
- Confidence, encouragement of autonomy and initiative;
- Cooperation and valuing participation and teamwork;

### Remaining technologically courteous:

- When writing an email or a Teams message, remember that you are writing to a reader and not to a computer;
- Avoid the abusive principle of protection and only copy people who are really concerned and directly involved in the subject;
- Write intelligibly:
- Take care when writing the subject of the message;
- Keep sentences short: subject, verb, complement, not forgetting punctuation;
- Do not believe that a conflict can be settled quickly and efficiently by e-mail. Give priority to face-to-face communication;

### Commitment:

- Get involved and include your work in a collective approach and in the company's project;
- Participate in the development of a team spirit and know how to work together intelligently;
- Favouring dialogue and exchange;
- Be able to control one's emotions and understand those of others in order to clear up misunderstandings and resolve conflicts;
- Do your best not to penalize the progress of a project and commit to finding alternative solutions;
- When faced with a request that could not be met within the given timeframe: accept alternative solutions and do not consider them as an external sign of disengagement.

### **Do not give in to the immediacy of messaging:**

- Manage priorities and do not respond immediately to every email received, set aside time to respond to less urgent emails;
- Do not read your emails in meetings;
- Give preference to face-to-face meetings: They generate conversation and understanding. It leads more easily to trust and then to moderation in written comments.

### **Hygiene and cleanliness:**

- Keep the working environment clean;
- Keep your office clean and respect the cleaning staff;
- Clean common areas after use, especially meeting rooms and dining areas;
- Keeping fridges clean and tidy, and not storing out-of-date food;
- Ensure that toilets are kept clean;

We remind you that the CSE (Social and Economic Committee) is at your disposal in case you notice any breach of this charter..