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**BEST**

**PRACTICE**

**GUIDE**

**ACTING WITH  
INTEGRITY**

**FOR GAMES THAT  
SET AN EXAMPLE**



PARIS 2024



PARIS 2024



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# ACTING WITH INTEGRITY FOR GAMES THAT SET AN EXAMPLE

Every time France has held the Games, the country has worked to leave its mark in Olympic history — whether by breaking new ground by allowing women to compete for the first time in 1900, or by creating the first Olympic village in 1924, or by creating a new dimension to the opening ceremony when organised by Philippe Découflé in Albertville in 1992, which has since continued and flourished.

We now aim to mark the 2024 Games by demonstrating that same creativity, in all dimensions of our project — celebration, engagement, and legacy. Our collective success requires a foundation of strong ethical principles. These principles contribute to the identity and reputation of Paris 2024 every day. You are contributing to our shared ambition. To create a unique and unifying event, we must set an example in all areas.

## WHY CREATE A GUIDE OF BEST PRACTICE?

The Paris 2024 Code of Ethics, adopted by the Executive Board on 17 April 2019, includes the principles of integrity, neutrality and fair play that we should implement in order to put these commitments into practice and build a relationship of trust with the public and all stakeholders.

### **This guide provides the tools to apply these principles on a daily basis.**

Of course, they are general guidelines, whose application will require careful scrutiny of the particular circumstances of each situation. It is a living, evolving tool, that will adapt accordingly with our activities.

## WHO IS IT FOR?

This guide applies to all of us — all of the members, employees and volunteers in all roles at Paris 2024, as well as directors.

In the coming years, those roles may see us take decisions that could affect the image and responsibility of Paris 2024, and any one of could face risks exposing us to disciplinary and penal sanctions. This guide will help you identify these risks and make ethical decisions in your daily activities.

## POINTS TO REMEMBER

### HOW CAN YOU PREVENT RISKS?

In day-to-day life, risk prevention depends on two essential reflexes:

#### • Asking yourself questions before making decisions

- Would it be a problem if your decision was made public knowledge?
- Are you being given this present as a matter of courtesy, or with a view to get something in return?
- Can your words be perceived as discriminatory?
- Are you the right person to speak out publicly on behalf of Paris 2024?
- Is this the right amount of money for the service carried out?
- Did you act in the interest of Paris 2024, or were you influenced by other motives?
- Does your behaviour give an unfair advantage to a company that wishes to work with Paris 2024?

#### • If in doubt, ask for help

- Your colleagues, line manager and the Paris 2024 Compliance Officer are here to help you identify and resolve high-risk situations.

#### Got a question?

Use these tools to get answers in complete confidentiality.

Contact Blandine Sorbe ([conformite@paris2024.org](mailto:conformite@paris2024.org)) to get answers to your questions in complete confidentiality. You can also directly contact Jean-Marc Sauv , Chair of the Paris 2024 Ethics Committee ([JMSauve-Ethique@paris2024.org](mailto:JMSauve-Ethique@paris2024.org)). If your question is submitted to the Ethics Committee it can, at your request, be kept anonymous.

# PREVENTING CONFLICTS OF INTEREST

## SUMMARY

A conflict of interest situation arises when your personal interests or those of your friends or family interfere with your ability to carry out your duties in the interest of Paris 2024 in an impartial way or may give the impression of doing so.

Report any situations that could lead to a conflict of interests or give the impression of doing so. This will enable us to assess the level of risk and, if necessary, take the necessary measures to prevent this conflict from occurring.

## DEFINITIONS

A conflict of interest arises when an employee finds themselves (or seems to find themselves) capable, through their role, of having an influence on decisions such as hiring choices, the awarding of contracts, etc. from which they or their acquaintances, particularly family or friends, could gain a personal advantage.

**A conflict of interest leading to a partial decision may be an act of corruption. Having an interest in a company that Paris 2024 works with may also, in some cases, represent an unlawful taking of interest.**

## GUIDELINES

Every person naturally forms connections of either a professional or personal nature with other people over the course of their life. These connections may lead to conflicts of interest.

### Some examples:

- You have interests that could jeopardise your independence, either directly or through an intermediary, in a rival company or a company that has or may have a business relationship with Paris 2024 due to its activity;
- You accept a present, invitation, advantage of a non-symbolic nature that could make you feel indebted to someone else;
- You take part in an assessment, selection or inspection of an employee or applicant with whom you have a personal relationship;
- You carry out an external activity or assignment that could influence your decisions or judgement with respect to professional responsibilities for Paris 2024;
- You take part in a procurement process involving a company with which you have a link, either directly or through family or friends;
- You have made a personal investment in a supplier;
- You are leaving Paris 2024 to become an employee or service provider over the next three years for an organisation for whom you have, as part of your previous role, made decisions or taken part in decision-making giving you financial advantages, particularly through contracts.

### IN PRACTICE: HOW SHOULD YOU REACT?

**One of your friends or family members is head of a company that Paris 2024 could use as a supplier or service provider. Are you banned from entering into an agreement with this company?**

No, but you must declare the existence of this connection with your line manager and be in no way involved in the procurement process.

**One of your children has to do an internship as part of their studies. Can you ask a supplier with whom I have been working for Paris 2024 to employ them as an intern?**

You should not ask any of your suppliers to provide a job or internship to any of your friends or family.

## Former colleagues from a company you used to work for have offered their services to Paris 2024. Can you respond to their application?

Access to Paris 2024 calls for tender is as freely open as possible; there is therefore no need to exclude a company from the selection procedure upstream. However, you should treat all applicants equally (i.e. provide the same information to all interested companies) and make sure that choices are made in an impartial and transparent manner; you should therefore refrain from participating if you have prior knowledge of the internal workings of an applicant company.

Any behaviour that could give an advantage to a company at the expense of other applicants may be considered favouritism.

In this type of situation, you may respond to the company but you should ensure that a colleague with no conflict of interest with the service provider processes their case entirely.

### POINTS TO REMEMBER

- Manage your cases transparently.
- Do not allow for any confusion between your professional and private lives.
- In the event of a conflict of interest, report it and do not take part in either the discussion or the decision made regarding the subject in question.

### Got a question?

Any potential conflict of interests should be identified and reported to your line manager and/or the human resources department (PEM).

If you are unsure or have any questions, contact the Compliance Officer ([conformite@paris2024.org](mailto:conformite@paris2024.org)).

# PRESENTS AND INVITATIONS

## SUMMARY

You build the reputation of Paris 2024 every day through your actions. As you carry out your duties, you may offer or receive invitations or presents as a courtesy and to establish good professional relationships.

However, when giving or accepting presents, you must follow certain rules so that it is not considered as a form of corruption or seen as a way of obtaining or granting an inappropriate advantage, and to avoid influencing decision or lead to a suspicion of conflict of interests. You must therefore assess whether it is reasonable, check the professional context and communicate about it transparently to your line managers.

## DEFINITIONS

A **present** here refers to any form of payment, bonus, advantage, gift or service that is offered or received.

**Invitation** here means any form of social event, entertainment (such as sporting or cultural events, holidays, seminar, etc.), trip, accommodation or meals that is offered or received.

## GUIDELINES

**In principle, the rule is to not accept any presents or invitations.**

All presents and invitations, received or offered, directly or indirectly, should:

- follow the laws and regulations in force;
- be given or received on behalf of Paris 2024 and not on a personal basis;
- and not serve as a vehicle for a hidden agenda and may be known by all parties without provoking problems or questions. Their value and the conditions within which they are offered or received must be well documented so that any verification can be carried out without difficulty.



## PRESENTS

Employees of Paris 2024 should never accept a present other than promotional objects of a low value (goodies from institutional partners such as pens, t-shirts, notebooks, mugs, calendars) and presents of a limited value linked to certain countries' cultural traditions, in the context of a standard meeting with foreign visitors for example.

### You should never:

- accept a present in the form of cash or a financial asset;
- divulge your personal address in order to receive a present at your home;
- accept a present in the form of a service or another benefit in kind (for example, an offer of work to a friend or family member, a tourist trip, a loan or free work);
- accept a present or advantage for a friend or family member;
- request a present or advantage for yourself or a friend or family member;
- accept or offer a present of any value during a call for tenders or decision-making likely to involve the issuer of the invitation.

### Got a question?

You should politely but firmly refuse any present that does not follow the principles outlined above. If in doubt, ask for help from your line manager or [conformite@paris2024.org](mailto:conformite@paris2024.org).

Any presents received (such as end-of-year gifts for example) should be politely returned to the giver. If refusing a present risks causing offence, and only in this rare case, it may be accepted on behalf of Paris 2024 and kept in a specific place and incorporated into the accounts, after having informed the Compliance Officer **using this form**. According to the volume of these presents, a decision will be made regarding the conditions of their distribution at the dissolution of Paris 2024 (such as through a charity auction or raffle).

## INVITATIONS

### Invitations should always be:

- professional in nature, involving only the employee of Paris 2024 and never their family or friends;
- be subject to prior approval of a line manager, having shared with him all related information (the purpose, date, location, schedule, participants and expenses of the invitation).

### You can accept invitations to:

- standard hospitality events or programmes, such as conferences, exhibitions or trade shows or events that have been sponsored by suppliers as long as they are of proven professional interest to Paris 2024 and your line manager has been notified in advance. In this case, the expenses of logistics and accommodation must be covered by Paris 2024.
- to lunch, if the invitation is of a professional nature and at a reasonable and appropriate level. Where possible, it is better to pay for other people's lunch rather than the other way round. Any meals offered to and accepted by a member of the Executive Board in the carrying out of their duties will be communicated to the Compliance Officer.
- to sporting events:
  - as long as they are of proven professional interest to Paris 2024;
  - organised at chosen or potential Olympic sites, as long as the invitation does not conflict with the interests of Paris 2024;
  - that may be of interest in terms of organising the Games for Paris 2024;
  - addressed to Paris 2024 and not on a personal basis, where the attendance of representatives of Paris 2024 constitutes a public relations operation and promotes Paris 2024;
  - outside of calls for tender or periods of decision-making likely to involve the issuer of the invitation. During these periods, no presents should be offered.

Accepting an invitation to an event as part of your role or to a non-sports related event is possible if it does not have a personal aspect but contributes to promoting the activities of Paris 2024.

You should politely but firmly refuse any invitation that does not follow the principles outlined above. If in doubt, ask for help from your line manager.

### **IN PRACTICE: HOW SHOULD YOU REACT?**

#### **A service provider has invited you out to dinner at a Michelin-starred restaurant. Can you accept?**

No — given that this is an invitation of obvious significant value, you cannot accept because it could influence your judgement in later decisions, or appear to. You should also weigh up the utility and need for this professional meeting to take place over a meal. Turn down dinner invitations where possible, as they create a more markedly personal relationship. If holding this meeting over lunch could be justified, it is strongly recommended that you (on behalf of Paris 2024) pay for others rather than be paid for by them, and that you choose a restaurant of a reasonable and appropriate level for the image that Paris 2024 wants to portray to the outside world and for the person(s) you are inviting.

#### **Paris 2024 would like to enter into a partnership agreement with a potential sponsor. The prospect with whom you have been in contact has made it clear that they are a football fan and, knowing that Paris 2024 is in close contact with the French Football Federation, would like to be invited to some of the French football team's matches.**

#### **Can you tell them that it is a possibility?**

No — you should draw your contact's attention to the fact that this invitation could be considered corruption, and puts you at risk of incurring criminal penalties. Ask them to familiarise themselves with the Paris 2024 Guide of Best Practice and inform your line manager of the situation.

**An equipment supplier has invited you to a professional market abroad, all travel and accommodation expenses included. Can you accept?**

No. Given that this is an invitation of obvious significant value, you cannot accept because it could influence your judgement in later decisions, or appear to. If your attendance at this market is deemed necessary by your line managers, the expenses will be covered by Paris 2024.

**You are at a working seminar organised by an external partner when you are invited to an extra professional activity. Should you accept?**

Yes, as long as the time spent carrying out this activity remains minimal compared with the purpose of the invitation and it is inexpensive.

**The management of Paris 2024 has given you two invitations to a sporting event run by a federation in contact with Paris 2024. It is not linked to your professional activities in the organising committee. Can you accept anyway?**

Yes, you can accept. Given that the invitation came from the management of Paris 2024, it should not lead to any suspicion of conflict of interests.

**You and a person of your choice are invited to a concert at a future venue for events at the Games. Can you accept?**

Although the site has been chosen as a venue for events at the Games, the event you have been invited to is not of a proven professional nature. In addition, this invitation has been extended to your entourage, reinforcing the personal aspect. You should not accept this invitation.

### **Got a question?**

As a general rule, Paris 2024 should not ask for any invitations from its partners, unless explicitly called for as part of the contract between them. Invitations that are accepted by special dispensation and applying the principles outlined previously must be systematically reported to [conformite@paris2024.org](mailto:conformite@paris2024.org).

# RELATIONSHIPS WITH PARTNERS AND SUPPLIERS

## SUMMARY

In its business relationships with partners, Paris 2024 may be held responsible for mistakes made by third parties acting on its behalf. We must therefore exercise the utmost vigilance before entering into contracts with partners. The aim is to make sure that our partners follow the laws and regulations in force, particularly in terms of fighting against corruption.

Generally speaking, relationships with external service providers should be carried out as part of a framework of respect and vigilance, conducive to responsible business relationships.

## DEFINITIONS

Partners are companies with whom Paris 2024 has entered into marketing agreements to allow them to use the Olympic brands in exchange for financial contributions or contributions in kind, often accompanied by exclusive rights.

Service providers are all of the companies from which Paris 2024 orders goods, services or work in order to carry out its activities.

## GUIDELINES

**As employees of Paris 2024, we must establish responsible relationships with suppliers.** Purchasers and other employees that interact with suppliers contribute to the image of Paris 2024 outside of the organisation. Their personal ethics, integrity and professionalism directly influence the reputation of Paris 2024 among third parties.

The quality of our relationships with suppliers often has a direct impact on the quality of the goods and services that they provide to us, and therefore on the quality of the events organised by Paris 2024.

Paris 2024 wants to establish relationships based on lawfulness, integrity, efficiency and best practices. We also expect our suppliers to follow current legislation in their relationships with Paris 2024, as well as with their own employees and suppliers.

In our relationships with both direct and indirect suppliers with whom we interact both regularly and occasionally, Paris 2024 employees must aim to:

- maintain open and honest dialogue in line with best practices in business relationships; treat suppliers with respect and courtesy, even in the event of a legal dispute or complaint about the quality of products or services delivered. In daily communication, even if you have an excellent relationship with a service provider, you should address them formally to maintain equal treatment between companies;
- notify suppliers if they ever fail to meet their obligations, in order to best defend the interests of Paris 2024;
- protect the confidentiality of information shared between the different parties;
- abstain from any game, competition or promotion run by a supplier that could result in personal gain;
- abstain from requesting or accepting money, presents, tips, trips, invitations, corporate events sponsorship or any other favour or advantage of any kind;
- report to their line manager ahead of any negotiation, selection of a supplier or other significant interaction, as well as information about current or potential suppliers with whom they have a nonprofessional relationship or are family or friends, or suppliers in whom they have a financial interest (such as share ownership); in this case, they must abstain from any involvement in the business relationship between this supplier and Paris 2024;
- only accept requests for business meetings over a meal where strictly necessary and, where possible, invite and pay for suppliers rather than the other way round.

## Invitations through partnerships

Professional meals and trips taken by employees of Paris 2024 are subject to current rules and payment limits. However, in certain specific cases linked to our partnership strategy, an exemption from these rules may be justified — see “In practice”.

## ENGAGING WITH PARTNERS AND SERVICE PROVIDERS

When carrying out your duties, if called upon to enter into contracts with partners, be careful to identify upstream those who may follow our principles of integrity to avoid getting Paris 2024 involved with a business relationship that could put it at risk. You should be even more careful where partners are likely to act in our name. Our partners, suppliers and subcontracts can have an impact on our image and our reputation. It is essential that they share and apply the rules and principles of Paris 2024, particularly in terms of preventing corruption. Gathering targeted information, the nature of which will depend on the profile of the partner or intermediary, should enable you to assess the corruption risk they are likely to represent.

In all cases, and subject to the specific rules that apply to public contracts:

- Business relationships should be formalised through a contract referring to the Paris 2024 Code of Ethics.
- Partners should be remunerated at a level that is reasonable and appropriate for the services rendered.
- The services rendered should be duly documented and approved before any payment is made to the partner in question.

If a partner makes a request that goes against the rules defined by this guide or you find yourself in an ambiguous situation:

- **do not make a decision alone, in haste or under pressure;**
- **ask a colleague to bear witness to the situation;**
- **and ask for the request to be made official in writing** and inform the partner that it will be transmitted to your line manager for approval, and that any agreement decided upon must be recorded in writing.

## **“FACILITATION PAYMENTS” (BRIBES) AND “POLITICAL CONTRIBUTIONS”**

These may be small amounts requested by service providers to carry out or facilitate the services that we rightfully expect of them, or money offered to officials at customs, immigration and other agencies in order to accelerate the provision of services or permits.

These payments are illegal under French law. The employees of Paris 2024 should never engage in these practices in their duties or condone them in their relationships with private and public partners, or in their relationships with users.

In addition, Paris 2024 shall not use its activities to make financial contributions to political parties.

### **IN PRACTICE: HOW SHOULD YOU REACT?**

#### **If you receive an invitation from a supplier, should you accept?**

Invitations to trade shows, presentations of products or services, public relations operations and visits to suppliers can only be accepted as long as they are made for professional reasons and interest and do not go against the rules outlined previously (i.e., do not restrict free will or contradict competition rules) and that any logistical expenses will be covered by Paris 2024.

#### **IF A PARTNER INVITES YOU TO AN EVENT, SHOULD YOU ACCEPT?**

##### **If a partner of Paris 2024 invites you an event to which you have contributed:**

In the context of an event brought about through an active partnership, a partner may wish to cover, in part or in full, the transport or accommodation costs of an employee of Paris 2024.

This may be a possibility when the expenses involved may be directly linked to this operation and particularly in the case of universal transport or shared accommodation in a privately-booked hotel for an event related to the partnership, or in order to ensure the efficiency of logistical support provided by Paris 2024.



**If you are invited to an event that could help you expand your professional network:**

Being invited to certain prestigious events, where access is restricted to a select number of people, will allow you to enter circles of power and meet future potential partners or important contacts for Paris 2024. For these purposes, you may accept an invitation, but any related expenses (such as for transport or accommodation) should, preferably, be covered by Paris 2024.

**If you invited to an event that is unrelated to the organisation of Paris 2024 by a current or potential partner:**

To ensure the reciprocity of communications with certain partners, an invitation may, exceptionally, be accepted, with caution and moderation, if demonstrably necessary to preserve the balance of the relationship. Nevertheless, the rule is to make sure that Paris 2024 covers as much of the expenses as possible during the contract negotiation phase.

# FIGHTING AGAINST DISCRIMINATION AND HARASSMENT

## SUMMARY

Our values only have meaning if they are followed in our daily relationships at the workplace and beyond, between us and the third parties with whom we work.

The law sets out certain criteria that should never be the basis of unjustified inequalities of treatment. The power of the Paris 2024 project will be strengthened by the diversity of the people behind it.

## DEFINITIONS

Discrimination is when a person is treated differently due to their race, sex, age or because they belong or do not belong to any group or community. Unequal treatment becomes discrimination when it is carried out according to illegal criteria.

## GUIDELINES

Above all, we want to value the diversity of the teams behind the Paris 2024 project, irrespective of their origins, name, sex, age, family situation, pregnancy, physical appearance, economic vulnerability, place of residence, state of health or disability, genetic characteristics, customs, sexual orientation, gender identity, political opinions, involvement in union activities, ability to express themselves in a language other than French and lastly whether or not they belong to, or seem to, a certain ethnicity, nation, race or religion.

Be careful; sexual harassment in particular can take many forms, and the first signs — whistling, comments on clothes or physique, staring, intrusive questions, inappropriate physical gestures, etc. — are often normalised.

### **IN PRACTICE: HOW SHOULD YOU REACT?**

**An employee just returned from maternity leave and would like the company to send her on a training course. Can you refuse?**

A decision must be taken according to the utility of this training course for Paris 2024 and the career path of the employee in question, regardless of any consideration of their pregnancy.

**Human resources have presented me with an applicant who is Deaf; can they have a sign language interpreter with them at their interview?**

Yes, this would enable them to overcome their disability and be on equal footing with other applicants.

**A manager regularly comments on how female employees are dressed when they walk in to the open space.**

Feel free to intervene and perhaps get other witnesses involved to make this manager aware of the inappropriateness of their remarks. If they do not change his behaviour, tell the Human Resources department.

### **PRACTICAL INFORMATION**

Report all cases of harassment

If you witness or are a victim to recurrent bullying (derogatory comments, intimidation, insults, etc.) from a colleague or anyone working with Paris 2024, report it to your line manager, the Human Resources department ([supportrh@paris2024.org](mailto:supportrh@paris2024.org)) or the work inspectorate. People who report or fight against bullying cannot be punished for doing so.

# PROFESSIONAL DISCRETION AND DUTY OF CONFIDENTIALITY

## SUMMARY

As an employee of Paris 2024, you should avoid any behaviour that could damage the image or reputation of your employer.

Be careful about how you represent Paris 2024 in your personal and professional lives so that you do not expose yourself to unnecessary risk.

## DEFINITIONS

Professional discretion and the duty of confidentiality refer to preserving the confidentiality of information you have access to in your work, and the obligation to remain moderate in the expression of your personal opinions, orally and in writing. This obligation applies solely to the expression of your opinions and not their content which is, naturally, free.

It also applies to the need to handle information to which you have access through your activities for Paris 2024 with care, particularly personal data, which should be processed according to the General Data Protection Regulation (GDPR).

## GUIDELINES

Your professional and personal behaviour affects all of the Paris 2024 teams. Your remarks — whether made in our offices, at event venues or even in the private sphere — may have an impact on the image of the Games.

Your actions should be guided by three principles:

- **Exercising loyalty:** for example, if you want to work for Paris 2024 while maintaining another external professional activity — paid or not — you should report it to your line manager. This sideline activity should not hamper the activities of Paris 2024, nor create a situation of conflict of interests.

- Handling data carefully: as an employee of Paris 2024, you must act in good faith and discretion, particular as regards information of a confidential nature that you may come across while carrying out your duties.
- Being careful about how you express yourself in public: if you are asked to speak in public in your role as an employee of Paris 2024, notify the Communications department ([communication@paris2024.org](mailto:communication@paris2024.org)) in advance to make sure that the subjects covered align with what Paris 2024 wants to highlight.

## PRACTICAL INFORMATION

Cybersecurity training sessions are organised regularly. Take part and adopt the right behaviour to protect the data entrusted to you (password choices, use of Wi-Fi networks, vigilance regarding USBs, conduct when travelling, etc.).

## IN PRACTICE: HOW SHOULD YOU REACT?

**On a night out, a friend asks you where the event for their favourite sport will be held. What can you tell them?**

All employees of Paris 2024 are bound by a duty of confidentiality. You should not disclose any information that is not yet public. If someone asks you about a subject that is still being handles or has not yet been made public, simply respond by saying that you cannot disclose any information.

### Tips:

- Check the Paris 2024 website beforehand to make sure that the information has been made public.
- Explain the subject without giving away any conclusions if this information is not public knowledge.

# USING SOCIAL MEDIA PROFESSIONALLY

## SUMMARY

Social networks have become a standalone source of media, with their own codes. They currently offer great freedom of expression in spaces that, even when private, remain accessible to all. Everyone should therefore follow certain rules and adopt a framework to be aware of the risks and therefore protect themselves appropriately.

Paris 2024 does not ban its employees or volunteers from using social media. If you want to express yourself on social media, you do so in full knowledge of our collective goals and the related image.

## DEFINITIONS

**In France, 89% of people have internet access — a number that rises to 100% for 18-24 year olds, and drops to 60% for the over 70s (according to BMD/media). Over half of internet users use social media.**

### **Social networks, social media and the social web: what's the difference?**

“Social networks” are platforms that facilitate communication between users. We can distinguish between social networks used for “contact” (such as LinkedIn, Facebook and Tinder) and social networks used for “content” (such as Twitter, YouTube, Flickr, SlideShare, etc.).

“Social media” refers to other services that facilitate the sharing of information, such as Wikipedia or blogs, messaging services or chatrooms, and forums.

“The social web” refers to the universe formed by the internet in the age of social media, encompassing its culture and new codes and usages.

## GUIDELINES

Whenever you speak on social media, it is public — anyone can read, listen, participate or share it. It therefore represents a real opportunity to communicate with different audiences, better understand the expectations of people in France, and raise awareness of Paris 2024. It is also a useful tool for you to keep an eye on the context of your activities, discover new trends, find points of comparison, communicate with your peers, and more.

We all have full freedom of expression. However, we must also be responsible and apply to the principles of loyalty, confidentiality and discretion. Therefore, if an employee makes it known on social media — directly or indirectly — that they work for Paris 2024, they essentially speak as a member of the Committee and therefore contribute to its image and its reputation.

As an ambassador for Paris 2024, you play an important role to help us share content about the Games. So, any time you like, share or otherwise highlight this content will help us reinforce our online presence.

Go for it!

### Tips:

- **Protect your private life by separating it from your professional life:** our posts contribute to internet users' opinions on Paris 2024. You should be clear in your comments and avoid posting private content on your professional accounts.
- **Bear in mind that all publications can damage Paris 2024:** the information posted should not be internal or confidential. Check beforehand that the information you want to post has already been published on the Paris 2024 website or social media accounts.
- **Meet the duty of confidentiality:** legal precedence recently established that this principle applies to blogs and social networks. For example, you are not allowed to publicly make abusive comments about the company or your management, colleagues or any member of staff working with Paris 2024.
- **Always be civil and polite:** on social media, you should behave how you would in any other public place such as in a meeting or at a café with friends, applying the same rules and etiquette. The social web is not a place for comments of an abusive, offensive, defamatory or racist nature. Such comments may lead to prosecutions.

## **IN PRACTICE: HOW SHOULD YOU REACT?**

**You notice that someone is plagiarising Paris 2024 on social media — either through a fake account or by hacking the official account. Should you intervene?**

If you notice fake accounts, send a link and screenshots to the Legal department.

But remember to get the date in your screenshots to facilitate the department's follow-up work.

**If someone challenges you in your role as an employee of Paris 2024, how should you react?**

If someone challenges you, respond with factual information, directing them to the website if necessary. If you face questions or complaints, ask for advice from the Communications department.



## GLOSSARY

**Corruption** is an act where a person in a given role asks for or makes a donation, offer or promise, with a view to influence a decision related to their role (for example to accomplish, delay or omit to accomplish an act).

**Discrimination** is unequal treatment or unfavourable treatment based on certain criteria set out by law (race, sex, pregnancy, physical appearance, economic vulnerability, state of health, disability, customs, sexual orientation, age, political opinions, etc.).

**Favouritism** is obtaining or attempting to obtain an unjustified advantage for a company, going against the principle of applicants having free and equal access to public contracts.

**Harassment** consists of recurrent bullying that may infringe on a person's rights or dignity, affect their physical or mental health, or jeopardise their career.

**Influence peddling** is when a person tries to use their real or presumed role or influence in order to influence a decision taken by a third party.

**Unlawful taking of interest** is when a person with a public function has a direct or indirect interest in a company or operation that, at the moment of the act, they are responsible for monitoring or managing.

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Source: a free translation from articles 222-33-2, 225-1, 432-11, 432-12, 432-14 and 433-2 of the French penal code (code pénal).

## MAIN REFERENCE TEXTS

- [French law no. 2016-1691 of 9 December 2016 on transparency, the fight against corruption and the modernisation of the economy](#)
- [The IOC Code of Ethics](#)
- [The OECD guidelines for Multinational Enterprises](#)

### FOR MORE INFORMATION ABOUT THE INTERNAL RULES OF PARIS 2024:

- [The Paris 2024 Code of Ethics](#)
- [The procurement process](#)
- [Rules on expense and travel reports](#)



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