

Corporate Social Responsibility Charter

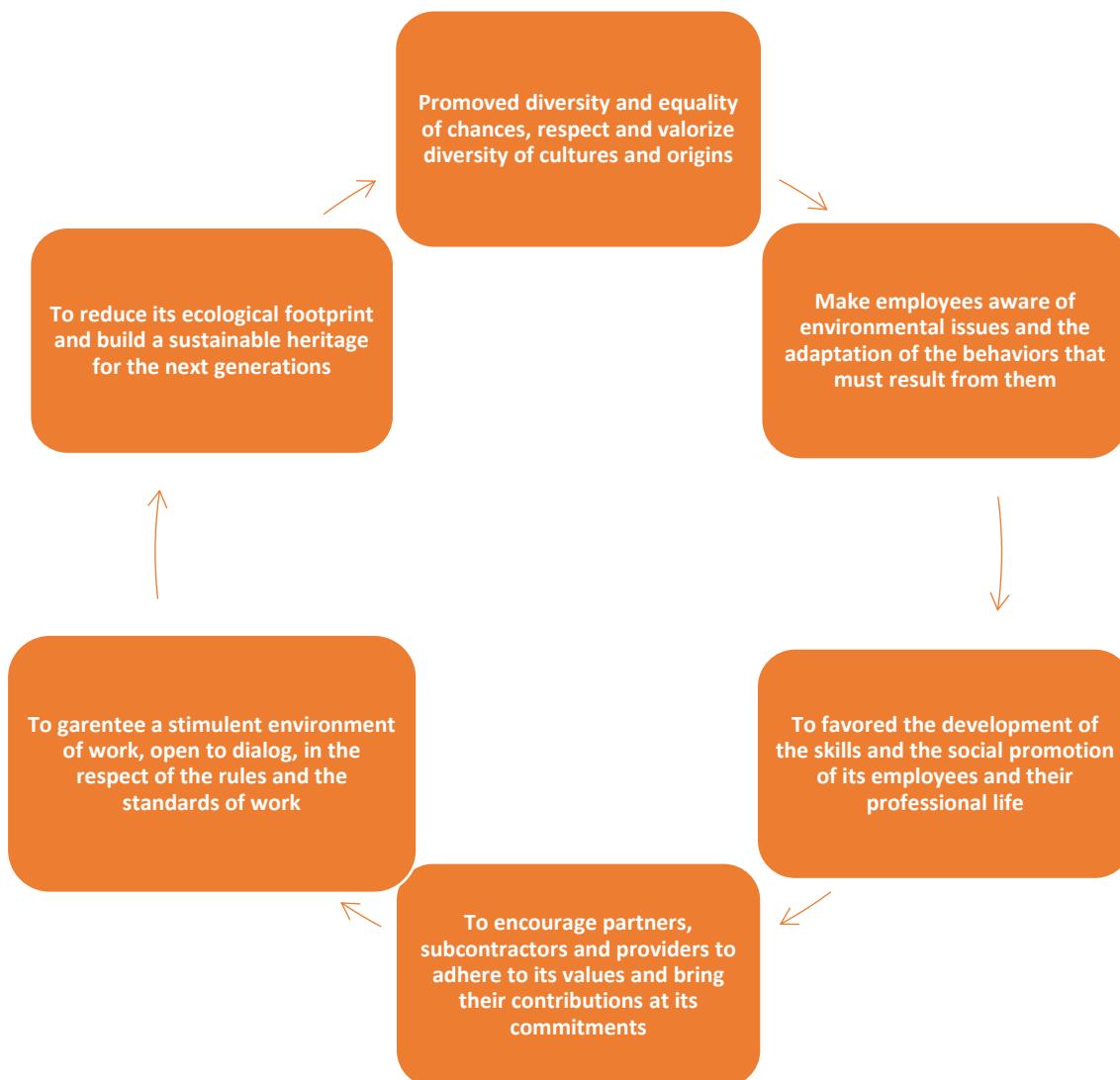
To answer to the environmental, social and ethical issues become primary in our society, ESTECH Design is engaged in a voluntary way, in a Corporate Social and Environmental gait.

Considered like a pledge of progress and sustainability, it taking shape as the key of the shared success, profitable for the company, the employees, stakeholders, and wider for the civil society and the environment, within which we grow up.

The several commitments of ESTECH are formalized with a Corporate Social Responsibility charter (CSR), reference document defining the objectives, principles and role of each one.

It is accompanied by an eco-responsibility guide for all employees to participate and invest next to their company.

/// As part of its Charter of Social Responsibility and Environment, ESTECH is committed to several policies :



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BEFORE :

ESTECH takes its commitments in terms of **Diagnostic :**

Corporate Social Responsibility (CSR). The respect of those commitments constitutes the key of the development in a long term of the company and his services.

/// The speakers in the company :

The politic of the social and **sustainable development** is handled by the direction, the CSR Responsible and the HR Responsible. These last are in charge of the taking into account the issues of the sustainable development in the politic and the strategy of the company. As such, **they sensibilised, federate and motive all the stakeholders around concrete projects, report and communicate** on actions taken and results obtained internally within the company and externally to our « sphere of influence », ie all the parties likely to be influenced by our messages, our decisions.

The dialog with the various **internal and external stakeholders probably represent the main point of supply** for our sustainable development approach.

It allows :

- To identify the expectations of each speaker
- To compare ESTECH's practices with those of the business sector
- To identify the good or the bad practices of the company within the various operational levels

Once the diagnostic established, an action plan is elaborate, then presented to the direction team and after agreement, is the object of budgeting of the annual expenses to be insured.

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Part 1 : Environmental policy

To satisfy the clients's demand and the need of our employees in intern, we produce a significant amount of wastes of all kinds. **We have engaged a policy of sorting of waste** since more than a year now, in installing sorting bins in the offices, in the restauration room, and also with the setup of a contract of revaluation of our wastes with a specialized local company. We commit ourselves to persevere in this way, by **various actions, like the recycling printer toners. Others are coming.**

The setup of this policy is possible only thanks to the implication of all the stakeholders. ESTECH's management needs the support of all, to lead well those actions, and being in the **virtuous circle of sustainable development**.

In the logic of continuous improvement and in the interest of the next generations, we lead a voluntarist environmental policy. In fact, we have established different areas of intervention in order to control and **reduce our footprint** linked to our activity.

Here are few examples of our commitments :

> Set up by default of an automatic impression in both sides, with a preferential choice of the documents to **dematerialized instead of paper impressions**.

> Manage and recycle as much as possible wastes of the company, in **reused the front of the paper in rough draft**, or in offering a second life for the obselete material (like the digital parts). Each office have to trashes, one for the ordinary wastes and the other for paper and cardboard.

> **The sorting of waste** (paper, cardboard, plastic, glass, battery, printer cartridge, energy saving bulb, capsule of coffee machine) and their recycling.

> To reduce the energy expenditures, in adopting a **responsible behavior** thanks to the new system of automatic regulation of the brightness, installed in the new areas of ESTECH.

> To equip its areas with low consumption bulbs, and ensure that the lighting goes out outside the hours of presence.

> To integrate the ecological dimension in all investment or renewal of the material, in favorising the **office equipment and ecolabel cleaning products** and in choosing partners and providers engaged for the environment

> To promote local providers to reduce the ecological impact links to the transport, ESTECH is sensible about the « Made in France ».

> To organized **meetings of sensitization** to the environment, of the sustainable development and the preservation of the earth with all the employees.

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For being loyal to those « good behaviors », the company brings its contribution to the **ecological cause** and wish that these gestures of a few, today thoughtful, become tomorrow the reflexes of all.

It is important to precise that, despite the high potential environmental impact activity, **ESTECH do not present a high level risk for the natural environments**. The group is sensible at the preservation of the biodiversity next to its settlements.

Part 2 : Social and societal policy

It is thanks to the Corporate Social Responsibility that ESTECH is guided in the Human Resources management and about its actions nearby the employees. These commitments translate into a **proactive policy**. These commitments translate into a proactive and dynamic policy.

The goal it is to **give a good living and working environment** to the employees and the visitors. We are committed to conducting on a continuous basis a policy of **prevention of health and safety risks at work** and to ensure the well-being of our employees through training actions, **unifying festive events** : Christmas meal, broadcast of sports events such as the Football World Cup...

Others measures contributing to the well-being of employees are put in place, such as

- ⊕ Group mutual : a breakdown of 50% employees and 50 % company contributions are supported by the company. In addition, a pension system is set up to cover the risks of disability, work accident.
- ⊕ **Diversity, equality of chances** to develop and promote diversity, the society is engaged in the development of an equality of chances promotion, respect of the other and the differents. This commitment is available in all the steps of the HR management, like the hiring, training, or professional promotion. The diversity of the contracts (apprenticeships, internship, fixed-term contract, permanent contract) also demonstrates our commitment.

Furthermore, the **respect of the work conditions**, as responsible actor, represent a particular attention to the respect of the rules of the International Labor Organization.

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Part 3 : Human Resources policy

Since many years, our company has developed a formal policy, concerning the management of its Human Resources. This is why, behind the impulsion of the general direction, the Human Resources direction and all the managers, we took the decision to **protect, promote their well-being**, their valuation and their development, but also to promote social dialog and good managerial practices.

For that, we realized few **participative and voluntarist meetings** with all employees. Together, we have created ten rules about well-being, relational and work conditions, available in all offices.

1. Protect the health and the physical integrity of our employees

As a Prototyping and Design company, our work strength to create our prototypes is predominantly manual. That is why we have the permanent concern **to ensure their protection**.

We are committed to keeping our employees trained in saving actions : two people were trained in 2018 Safety Driving Aptitude Certificate for a period of 2 years, seven employees are trained in occupational **safety and security**. More than 1 in 4 employees is up to date with their training as a first or second intervention team (**EPI/ESI**), or as a first **Aid Rescuer (SST)**.

In parallel, simulation of emergency situations are realized every year to prepare the teams to react in front of a potential emergency. We have a **social report and social indicators** made by our Human Resources team, allowing us to follow each year the evolution of work-related accidents, occupational diseases, restrictions of abilities, absenteeism, with formalized reduction targets and commitments made.

To protect our employees, we regularly take **noise measurements** at all workstations and take the necessary corrective measures.

The staff responsible for the ESTECH workshop part has been trained in the handling and risks of chemicals. It is also equipped with suitable PPE. A display reminding the **safety rules** is also present in the boxes constituting the workshop.

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ESTECH is very committed to its staff to reduce and prevent **Musculoskeletal disorders** (MsDs). Several actions have been put in place such as the promotion of versatility on the station, between the production lines as well as post studies carried out by trained **internal pairs**.

2. Fight against discrimination

Throughout the working life, ESTECH is prohibited from applying the 18 prohibited discrimination criterias :

- Age
- Sex
- Politic opinions
- Philosophical opinions
- The mores
- Health statement
- The belonging to a race
- Syndical activities
- The patronymic
- The sexual orientation
- The real or supposed origin
- The physical membership
- Belonging or not belonging, true or supposed, to an ethnic group, a nation or a so-called race
- The religious convictions
- The family situation
- Disability
- Genetic characteristics
- The state of pregnancy

This prescription is applied at all the states of professional life of our employees : hiring, salary evolution, and career.

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Part 4 : users, clients questions

We gave the guarantee to the principles of integrity, transparency between ESTECH and all the stakeholders, and especially to clients, providers and competitors. In order to contribute to the maintenance of these principles, ESTECH has put in place several approaches, demonstrating our sensitivity on this topics :

- ✚ A client satisfaction survey that we send regularly at the end of our projects to all our customers composed of several parts. These parts resume all the questions about de pre-sale, quality of the delivery, the management and other global questions.
- ✚ A board listing all the clients claims, composed with the client comment or the resume. The solution provided is also explained. In the other hand, most of our providers are certified ISO 9001.

On the other hand, the other suppliers are encouraged to engage in 9001 voluntary certification procedures for quality or labelling such as our own ISO 26 000 approach for the societal component.

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Part 5 : Ethics business

Since always, ESTECH apply fundamental ethic principles, with all the contributors in connection with clients and providers.

Those principles are the following :

- To lead a responsible politic
- To respect clients and providers
- To respect the rules of a loyal competition
- To require the best of our partners
- Avoid all interest conflicts
- To protect the intern information, confidential and the intellectual property
- To record and keep financial and non-financial information

This integration of the ethical principles is registered in a permanent will **to respect our clients, providers and commercial partners**. Our commercial teams will benefit to a specific training, to spot the corruption situation, interest conflict, payoff, rights abusing, and learn to react in consequence.

So, it is in a global way that everyone, as an intern or extern stakeholder, undertaking to make ESTECH better, by driving its activities in the respect of the fundamental values of a citizen company.

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Part 6 : Economy efficiency

Our actions are oriented to the satisfaction of our clients, in the respect of the **commercial commitments**.

To be done, we chose to develop a local network of providers and subcontractors. We optimize the transport and delivery delay, and impact less the environment. Jointly, **we are located closer to our customers to be available more quickly**.

Likewise, we wish to continue to share our good financial results with our employees through incentive bonuses and company savings plan, bonuses and salary increases paid annually.

A copy of this CSR charter is given to each of our subcontractors, co-contractors, providers during every new contract.

Each employee, in the internal structure or in our client is sensitised to our CSR policy.

The implementation of this policy is possible only thanks to the implication of all the stakeholders.

The ESTECH's direction needs the support of everyone, to achieve those actions, and being in the virtuous circle of the sustainable development.

ESTECH'S President.

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www.estech-design.com