



**Policy**

**政策**

**Working conditions**  
**工作条件**

Altyor's goal is to create a corporate culture that allows each person to flourish, contribute and grow. This policy reflects the commitment to provide all employees with a safe and healthy work environment and flexible employment opportunities that promote better work-life balance.

This includes:

- Freedom of association.
- Elimination of all forms of forced or compulsory labor.
- Effective abolition of child labour.
- Elimination of discrimination in respect of employment and occupation.

## 1. PHYSICAL AND MENTAL WORKING CONDITIONS

Altyor undertakes to:

- Declare properly all its employees, and pay and keep up to date with tax and social security contributions relating to those employees.
- Protect the safety and health of all Group employees by preventing injuries, illnesses and work-related incidents.
- Comply with relevant national occupational health and safety (OHS) laws and regulations and applicable international standards
- Ensure that workers and their representatives are consulted and encouraged to actively participate in all elements of the OSH management system.
- Continuously improve the performance of the OSH management system and develop a personalized framework to ensure a healthy workplace and workers.
- Promote a workplace that supports and encourages the mental well-being of all employees.
- Ensuring freedom of movement for Altyor employees.

To find out more about the health and safety policy, visit the website: [www.altyor.group](http://www.altyor.group)

## 2. REMUNERATION

Altyor undertakes to:

- Ensure a competitive and consistent compensation system across all sites, taking into account applicable collective agreements.
- Define remuneration equally and not tolerate any discrimination based on origin, nationality, religion, race, gender, disability or age.
- Provide a fixed remuneration taking into account the level of responsibility, experience, diplomas and market conditions, which is reviewed according to the evolution of the perimeter, the performance of the employees and the seniority, with the willingness to pay employees as per living wage (<https://www.globallivingwage.org>)
- Provide all of its employees with extra benefits to foster employee engagement.
- Ensure that part-time workers benefit from the same protection, the same basic salary and the same social security, as well as employment conditions equivalent to those agreed for comparable full-time workers.
- Continuously improve the relevance of the Group's remuneration system by defining fixed remuneration, variable remuneration, social benefits and personal growth in close collaboration with employees and staff representatives.
- Reimburse the expenses incurred by employees in the context of their professional activity on presentation of receipts and according to the Group's rates in force.
- Depending on the entity to which the employee is attached, a bonus may be paid annually based on seniority or company results.
- Never pay for a job recruitment at Altyor.

### 3. PROTECTION OF PERSONAL DATA.

Altyor undertakes to:

- Responsible, fair and transparent collection, use and disclosure of personal data (any information relating to an individual who can be directly or indirectly identified) of employees, in accordance with applicable laws, standards and norms.
- Process data for the legitimate purposes explicitly specified to the data subject when the Group collected it.
- Collect and process only as much data as necessary for the specified purposes. Personal data is mainly used for human resources, IT, occupational health and safety, labor relations, infrastructure management and audits.
- Keep personal data accurate and up to date.
- Store personal identification data for as long as necessary for the specified purposes.
- Never keep in our hands their original documents such as identity documents, residence permits, diplomas, etc.
- Use reasonable organizational, technical and administrative measures to protect the personal data under its control.
- Enable employees to exercise rights under applicable data protection laws, such as the right to be informed, the right of access, the right of rectification, the right to erasure, the right to limit processing, the right to data portability, the right to object.

### 4. SOCIAL DIALOGUE

Altyor undertakes to:

- Respect the right of its employees to freedom of association and the right to collective bargaining.
- Consider the CSE (Social and Economic Committee) as constructive actors in the organization and a committee that is part of the extended governance of Altyor. The CSE is an entity only present in France.
- Implement formal communication channels, systems and grievance mechanisms in all its operations.
- Regularly monitor and assess the effective application of the Group's social dialogue mechanisms.
- Set up an anonymous whistleblowing system.

To find out more about the social dialogue policy, visit the website: [www.altyor.group](http://www.altyor.group)

### 5. HOURS OF WORK AND OVERTIME

#### WORKING HOURS

Employees must respect the contractual work schedule provided for in their contract and displayed in the workplaces to which it applies. All employees are entitled to weekly rest. The weekly rest period is at least 24 consecutive hours, except for exceptions governed by the regulations of the employee's country in the event of public holidays. In such an exceptional situation, this period must be followed by at least 3 consecutive days of rest.

The management of work schedules within Altyor makes it possible to ensure the following two orientations:

- Guarantee the quality of service provided to customers, suppliers, etc.
- Reconciling professional and personal life for employees.

The possibility offered to employees to organize their working time taking into account their personal constraints must necessarily be accompanied by taking into account the organizational constraints of Altyor, and this within the framework of concerted management between the employees themselves, on the one hand, and the employees and their hierarchy, on the other. For part-time employees, the weekly duration and hours are determined by their employment contract. For health reasons, part-time employees for therapeutic reasons must respect the working hours or the volumes of hours medically prescribed and provided for in the addendum to their employment contract.

The employee can work part of the time or entirely from a remote location, generally hi/hers place of residence, depending on what is stipulated in his/her contract and the rules of the telework charter of his/her entity.

#### OVERTIME

Depending on the country and entity to which the employee is attached, the rules regarding overtime may differ according to the employment contract and may be either recovered or remunerated.

For Altyor employees located in France, the contractual weekly working time being different according to the entities (39h or 37.75h), overtime beyond the legal working time (35h) is directly included in the monthly salary gross and are increased by 25% until the contractual weekly duration. Exceptionally and in the event that the employee deems that he cannot perform his work within the time limits applicable to him, he must obtain the written consent of Management in advance before working any overtime beyond the contractually fixed working time.

For employees located in China, the rules are as follows:

- For production employees: Overtime is possible within the limit of 29 overtime hours. No overtime during holidays.
- For non-production employees: Overtime is possible on request to your manager and recovered from 1 hour of work within 6 months.

### 6. LEAVES

Depending on the country and in accordance with the labor law regulations of the country concerned, there are several types of leave within the Group:

- Paid leave: each employee is entitled to paid leave each year, regardless of the employment contract and the length of working time. The length of leave is different depending on the country to which the employee is attached.
- Sick leave: Sick leave takes place when the employee is temporarily unable to work. The employee has the duty to inform and provide his employer with a certificate, called "work stoppage", within 48 hours. Depending on the country and the entity concerned, the compensation will be different.
- Maternity leave: it includes a period before childbirth (known as *prenatal leave*) and a period after childbirth (known as *postnatal leave*). The duration of the leave varies according to the number of children to be born or already dependent on the employee and the country.
- Paternity and childcare leave: All employees can take paternity leave, regardless of their employment contract or seniority. In detail, the following people can benefit from it:
  - The father of the child, whatever his family situation, has the right to benefit from this leave.
  - The companion of the child's mother, if they live as a couple, can also benefit from paternity leave. The duration and terms of this leave differ depending on the duration and the country.
- Parental leave with gender neutral: On the occasion of the birth or arrival at home of a child, the employee may stop working to take care of the child. In this case, he benefits from parental leave, subject to seniority conditions. The length of the leave varies according to the number of children born or adopted

simultaneously. This leave can be full-time or part-time. The rules depend on the country the employee is from.

- Leave for marriage: depending on the country and the entity concerned, there are specific days off, the duration of which may vary.
- Leave for the death of a family member: this applies to people who have just lost a loved one. The duration of the leave varies according to the family relationship with the deceased person and the country as well as the entity.
- Unpaid leave: Unpaid leave is unpaid leave. Employees can take this leave for personal reasons. The agreement of the employer is necessary for this type of leave.
- Sick child leave: this allows you to benefit from days off to take care of your sick or injured child under 16, under certain conditions. This leave is open to all employees, regardless of seniority. The duration of this leave is different from one country to another.

Depending on the country, other less common types of leave exist and will be applied according to the country's regulations. For any questions on these subjects, you can refer to the HR department of your entity.

## 7. PRIOR NOTICE

Depending on the country and the entity, the notice rules will be different. These rules apply in accordance with the regulations of the country concerned, whether a collective agreement applies to the employee, the type of breach of contract (resignation or dismissal) and the type of contract.

## 8. RETIREMENT, INSURANCE AND PROVIDENT FUNDS

Depending on the country to which the employee is attached, the Group may guarantee pension schemes and provide medical insurance and care and provident funds for employees and retirees, as well as cover against serious and long-term illness.

## 9. HOW TO RECEIVE INFORMATION?

For any need for additional information, you can refer to the Human Resources department of your entity. You can escalate your alert via a manager, the HR department or anonymously via: <https://altyor.group/en/our-responsible-commitments/our-csr-policies-and-whistleblowing-procedure/>  
Your alert will be processed as soon as possible.

Alert

## 10. PERIMETER

This policy applies to all entities of the Altyor group and entities.

## 11. RESPONSIBILITY

The CSR committee is responsible for defining the Working Conditions policy. The human resources department is in charge of ensuring its proper application.

## 12. COMMUNICATION

This policy is communicated annually to all employees through normal company channels, including internal company rules and the company intranet, and is presented to all new staff on their integration. This policy is also distributed to external stakeholders and is available on Altyor's website.

## 13. CONTACT

For more information, please contact Karen Murciano [kmurciano@altyor.com](mailto:kmurciano@altyor.com) or email [contact@altyor.com](mailto:contact@altyor.com).

## 14. REVISION HISTORY TABLE

This policy is reviewed annually or when there is a change in related government policy or significant changes in business operations. This policy was last approved on November 3, 2023 by Yanis Cottard, Chairman of Altyor.

Policy version	Description of change	Date of change
A	Creation	January 2023
B	Addition of further information in the Compensation section and in the Leave section	November 2023

Altyor 的目标是创造一种让每个人都能蓬勃发展、做出贡献和成长的企业文化。该政策体现了为所有员工提供安全健康的工作环境和灵活的就业机会以促进更好的工作与生活平衡的承诺。

这包括：

- 结社自由。
- 消除一切形式的强迫或强制劳动。
- 有效废除童工。
- 消除就业和职业方面的歧视。

## 1. 身体和精神工作条件

阿尔托承诺：

- 正确申报其所有雇员，缴纳并及时更新与这些雇员有关的税款和社会保障缴款。
- 通过预防伤害、疾病和工作相关事件，保护集团所有员工的安全和健康。
- 遵守相关国家职业健康安全（OHS）法律法规和适用的国际标准
- 确保与工人及其代表协商并鼓励他们积极参与职业安全与卫生管理体系的所有要素。
- 持续改进职业安全与健康管理体系的绩效并开发个性化框架，以确保健康的工作场所和工人。
- 促进支持和鼓励所有员工心理健康的工作场所。
- 确保 Altyor 员工的行动自由。

要了解有关职业健康和政策的信息，请访问网站：[www.altyor.group](http://www.altyor.group)

## 2. 报酬

阿尔托承诺：

- 确保所有地点具有竞争性和一致的薪酬体系，同时考虑适用的集体协议。
- 平等界定薪酬，不容忍任何基于出身、国籍、宗教、种族、性别、残疾或年龄的歧视。
- 考虑到责任水平、经验、文凭和市场条件，提供固定薪酬，并根据业务范围的演变、员工的表现和资历进行审查。与按生活工资支付雇员的意愿 (<https://www.globallivingwage.org>)
- 为所有员工提供额外福利，以提高员工敬业度。
- 确保非全日制工人享有与全职工人同等的保护、基本工资和社会保障以及就业条件。
- 与员工和员工代表密切合作，明确固定薪酬、浮动薪酬、社会福利和个人成长，不断提高集团薪酬体系的相关性。
- 根据集团现行费率，在出示收据时报销员工在其专业活动中产生的费用。
- 根据员工所属的实体，每年可能会根据资历或公司业绩支付奖金。
- 永远不要为 Altyor 的招聘付费。

## 3. 个人数据的保护。

阿尔托承诺：

- 根据适用的法律、标准和规范，负责任、公平和透明地收集、使用和披露员工的个人数据（与可直接或间接识别的个人相关的任何信息）。
- 为集团收集数据时向数据主体明确指定的合法目的处理数据。
- 仅收集和达到指定目的所需的数据。个人数据主要用于人力资源、IT、职业健康与安全、劳动关系、基础设施管理和审计。
- 保持个人数据准确且最新。
- 根据指定目的所需的时间存储个人身份数据。
- 切勿将身份证件、居留证、文凭等文件的原件保留在我们手中。
- 使用合理的组织、技术和管理措施来保护其控制下的个人数据。
- 使员工能够行使适用的数据保护法规定的权利，例如知情权、访问权、纠正权、删除权、限制处理权、数据可移植权、反对权。

## 4. 社交对话

阿尔托承诺：

- 尊重员工的结社自由权和集体谈判权。
- 将 CSE 视为组织中的建设性参与者和委员会，是 Altyor 扩展治理的一部分。CSE 是仅在法国设立的实体。
- 在其所有业务中实施正式的沟通渠道、系统和申诉机制。
- 定期监测和评估集团社会对话机制的有效运用。
- 建立匿名举报制度。

要了解有关社会对话政策的更多信息，请访问网站：[www.altyor.group](http://www.altyor.group)

## 5. 工作时间和加班时间

工作时间

员工必须遵守合同中规定的并在其适用的工作场所展示的合同工作时间表。所有员工都有权每周休息。每周休息时间至少为连续 24 小时，但雇员所在国家/地区规定的公共假期除外。在这种特殊情况下，在此期间之后必须至少连续休息 3 天。

Altyor 内的工作计划管理可以确保以下两个方向：

- 保证向客户、供应商等提供的服务质量。
- 协调员工的职业和个人生活。

为员工提供考虑其个人限制来安排工作时间的可能性，必须同时考虑到 Altyor 的组织限制，一方面是在员工本身之间协调管理的框架内，另一方面是另一方面，员工及其层级。对于兼职员工，每周的工作时间和工作时间由其雇佣合同决定。出于健康原因，出于治疗原因的兼职员工必须遵守医疗规定和雇佣合同附录中规定的工作时间或工作时间。

员工可以部分时间或完全在远程地点（通常是其居住地）工作，具体取决于其合同中的规定以及其实体的远程工作章程的规则。

随着时间的推移

根据雇员所在的国家/地区，有关加班的规则可能会根据雇佣合同而有所不同，并且可能会得到补偿或报酬。

对于位于法国的 Altyor 员工，每周合同工作时间根据单位不同（39 小时或 37.75 小时）不同，超出法定工作时间（35 小时）的加班时间直接计入月工资总额，并增加 25%，直到合同每周持续时间。在特殊情况下，如果员工认为自己无法在适用的期限内完成工作，则在超出合同规定的工作时间加班之前，必须事先获得管理层的书面同意。

对于位于中国的员工，规则如下：

- 对于生产员工：可以加班，但加班时间不得超过 29 小时。节假日期间不加班。
- 对于非生产员工：根据经理的要求，可以加班，并在 6 个月内从 1 小时的工作中恢复。

## 6. 树叶

根据国家/地区的不同，根据相关国家/地区的劳动法规定，集团内有多种休假类型：

- **带薪休假**：每位员工每年都有权享受带薪休假，无论雇佣合同和工作时间长短如何。休假时间根据员工所在国家/地区的不同而有所不同。
- **病假**：当员工暂时无法工作时，请病假。雇员有义务在 48 小时内通知雇主并向其提供称为“停工”的证明。根据国家/地区和相关实体的不同，赔偿也会有所不同。
- **产假**：包括产前（*产前假*）和产后（*产后假*）。休假的持续时间根据即将出生或已经受抚养的孩子的数量而异，具体取决于雇员和国家/地区。
- **陪产假和育儿假**：所有员工都可以享受陪产假，无论其雇佣合同或资历如何。详细来说，以下人群可以从中受益：
  - **孩子的父亲**，无论其家庭状况如何，都有权享受这一假期。
  - **孩子母亲的伴侣**，如果他们作为夫妻生活，也可以享受陪产假。该休假的期限和条款根据期限和国家/地区的不同而有所不同。
- **育儿假（不分性别）**：在孩子出生或回家时，雇员可以停止工作来照顾孩子。在这种情况下，他可以享受育儿假，但须遵守资历条件。休假的长度根据同时出生或收养的孩子的数量而变化。该假期可以是全职或兼职。这些规则取决于员工来自哪个国家。
- **婚假**：根据国家/地区和相关实体的不同，有特定的休息日，其持续时间可能会有所不同。
- **家庭成员去世请假**：这适用于刚刚失去亲人的人。休假时间的长短根据与死者的家庭关系以及国家和实体的不同而有所不同。
- **无薪休假**：无薪休假就是无薪休假。员工可以因个人原因请此假。此类休假需要雇主的同意。
- **儿童病假**：在某些情况下，您可以享受休假来照顾 16 岁以下生病或受伤的孩子。该休假对所有员工开放，无论资历如何。这个假期的持续时间因国家而异。

根据国家/地区的不同，还存在其他不太常见的休假类型，并将根据国家/地区的规定适用。对于这些主题的任何疑问，您可以咨询您所在单位的人力资源部门。

## 7. 事先通知

根据国家/地区的不同，通知规则会有所不同。这些规则根据相关国家的法规、集体协议是否适用于雇员、违约类型（辞职或解雇）以及合同类型而适用。

## 8. 退休、保险和节约储金

根据员工所属国家的不同，集团可以为员工和退休人员提供养老金保障计划、医疗保险、护理和公积金，以及重大疾病和长期疾病保险。

## 9. 如何接收信息？

如需更多信息，您可以咨询您所在实体的人力资源部门。

您可以通过经理、人力资源部门或通过以下方式匿名升级警报：<https://altyor.group/en/our-responsible-commitments/our-csr-policies-and-whistleblowing-procedure/>

Alert

您的警报将尽快得到处理。

## 10. 周长

本政策适用于 Altyor 集团的所有实体。

## 11. 责任

企业社会责任委员会负责制定工作条件政策。人力资源部门负责确保其正确应用。

## 12. 沟通

该政策每年通过正常的公司渠道（包括公司内部规则和公司内联网）向所有员工传达，并在所有新员工融入时向他们传达。该政策还分发给外部利益相关者，并可在 Altyor 的网站上获取。

## 13. 接触

欲了解更多信息，请联系 Karen Murciano [kmurciano@altyor.com](mailto:kmurciano@altyor.com) 或发送电子邮件至 [contact@altyor.com](mailto:contact@altyor.com)。

## 14. 修订历史表

本政策每年或当相关政府政策发生变化或业务运营发生重大变化时进行审查。该政策最后一次由 Altyor 集团董事长 Yanis Cottard 于 2023 年 11 月 3 日批准。

政策版本	变更说明	变更日期
A	创建	2023 年 1 月
B	在“补偿”和“休假”部分增加更多信息	2023 年 11 月