

# #12



## Policy 政策 Employee health and safety 员工健康与安全

Corporate social responsibility

This policy formalises Altyor's commitment to providing a safe environment for its employees.

At Altyor's sites, all employees are made aware of the best practices to follow for the safety of all.

Working safely in an atmosphere of well-being is one of Altyor's priorities.

Altyor ensures the safety of its employees by:

- **Assessing risks** via the single document for assessing professional risks
- **Providing PPE** (Personal Protective Equipment) for employees
- **Limiting the use of products that are hazardous to the health of employees**
- **Raising awareness and training employees** (evacuation, first aid, use of fire extinguishers, 5S)
- **Implementing actions to ensure good ergonomics**
- **Preventing occupational and environmental accidents** through safety instructions/sheets and periodic HSE audits
- **Monitoring the health of employees through external services** (regular health check-ups for operators facing risks (welding))
- **Regularly auditing the various points** (5S, fire extinguishers, use of PPE, etc.)

An organization has been set up with an HSE team to provide first aid, to evacuate the site in an emergency situation and to monitor regulatory actions.

An employee who considers that his or her work situation presents a serious and imminent danger to his or her life or health may leave his or her workstation or refuse to settle there. This is known as the right of withdrawal.

### 1. HOW TO REPORT?

In the event of a malfunction, you can contact a manager and/or raise the issue via the alert form, which will be dealt with as soon as possible: <https://altyor.group/en/our-responsible-commitments/our-csr-policies-and-whistleblowing-procedure/>

[Alert](#)

### 2. REPORTING

Altyor is committed to monitoring its employee safety performance and, to this end, tracks the following indicators

- Total energy consumption
- Lost time injury frequency rate for direct labour
- Severity rate of work-related accidents with lost time for the direct labour force

- Number of recognised occupational diseases,
- Number of customer complaints related to end-user health: number of critical customer complaints.

### 3. SCOPE

This policy applies to all Altyor Group entities and all external stakeholders of the Group.

### 4. RESPONSIBILITY

The CSR Committee is responsible for defining the health and safety policy for employees. The Quality department is responsible for ensuring that it is properly implemented.

### 5. COMMUNICATION

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

### 6. CONTACT

For more information, please contact H el ene Gu erif [hguerif@altyor.com](mailto:hguerif@altyor.com) or send an email to [contact@altyor.com](mailto:contact@altyor.com).

### 7. REVIEW HISTORY TABLE

This Policy is reviewed annually or when there is a change in related government policy or significant changes in the company's operations.

This Policy was last approved on 3 July 2023 by Yanis Cottard, President of the Altyor Group.

Policy Version	Description of Change	Date of change
A	N/A	November 2022
B	Adding KPIs to the policy	January 2023
C	Addition of 'Right of withdrawal'	July 2023

## 1. Altyor的承诺

这部分介绍了ALTYOR为其员工提供安全环境的承诺的政策。

在ALTYOR的工厂，所有员工都被告知为了所有人的安全，应遵循的最佳做法。

在良好的氛围中安全工作是ALTYOR的首要任务之一。

ALTYOR 通过以下方式确保其员工的安全。

- 通过评估职业风险的文件来评估风险
- 为员工提供PPE（个人防护设备）。
- 限制对员工健康有害的产品的使用
- 提高意识并培训员工（疏散、急救、使用灭火器、5S）。
- 实施工动以确保良好的人机工程学
- 通过安全指示/表单和定期的HSE审计来预防职业和环境事故
- 通过外部服务监测员工的健康状况（为面临风险的操作员定期进行健康检查（焊接））。
- 定期审核各点（5S、灭火器、个人防护用品的使用等）。

已经成立了一个组织，由HSE团队提供急救服务，在紧急情况下疏散现场，并监督监管行动。

雇员如果认为其工作环境对其生命或健康构成严重和紧迫的危险，可以离开工作岗位或拒绝在工作岗位上工作。这就是所谓的退出权。

## 2. 如何报告？

在发生故障的情况下，你可以联系经理和/或通过警报表提出问题，我们将尽快予以处理。

<https://altyor.group/en/our-responsible-commitments/our-csr-policies-and-whistleblowing-procedure/>

Alert

### 3. 报告

阿尔泰尔致力于监测其员工的安全表现，并为此跟踪以下指标

- 能源消耗总量
- 直接劳动力的损失时间伤害频率率
- 直接劳动力损失时间的工伤事故的严重性率
- 被认可的职业病的数量。
- 与最终用户健康有关的客户投诉数量：关键客户投诉的数量。

### 4. 范围

本政策适用于阿尔泰尔集团的所有实体和集团的所有外部利益相关者。

### 5. 责任

企业社会责任委员会负责确定员工的健康和安全政策。质量部门负责确保该政策得到正确执行。

### 6. 沟通

本政策每年通过公司的常规渠道向所有员工传达，包括公司的内部规则和内部网，并在所有新员工入职时向他们介绍。本政策也会分发给外部利益相关者，并在Altyor网站上公布。

### 7. 联系方式

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

### 8. 审查历史表

本政策每年或在相关政府政策发生变化或公司业务发生重大变化时进行审查。

本政策最后由阿尔泰尔集团总裁Yanis Cottard于2023年7月3日批准。

政策版本	变更说明	变更日期
A	N/A	2022年11月
B	在政策中添加关键绩效指标	2023年1月
C	增加“撤回权”	2023年7月

