

# #02



## Policy 政策 Diversity, equity, inclusion 多样性、公平、包容

Corporate social responsibility

### 1. DIVERSITY, EQUITY AND INCLUSION

Altyor is committed to fostering, cultivating and preserving a culture of diversity, equity and inclusion. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities and talent that our employees invest in their work represents a significant part of not only our culture, but our reputation and company's achievement as well.

**We embrace and encourage our employees' differences in age, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make our employees unique.**

The Diversity, Equity & Inclusion policy sets out the principles and requirements by which Altyor will enhance diversity, equity and inclusion throughout the organization.

The policy is applicable- but not limited- to our practices and policies on recruitment and selection; compensation and benefits; professional development and training; promotions; transfers; social and recreational programs; layoffs; terminations; and the ongoing development of a work environment built on the premise of gender and diversity equity.

**The policy applies to all employees and anyone conducting work on behalf of Altyor but also to all external stakeholders with whom Altyor employees may interact.**

At Altyor, we are committed to:

- Promote a workplace which is free from discrimination, harassment, bullying, and victimization
- treating employees fairly and with respect
- a workplace culture that is inclusive and embraces individual differences
- equal employment opportunities based on ability, performance and potential
- awareness in all staff of their rights and responsibilities with regards to fairness,
- equity and respect for all aspects of diversity
- flexible work practices and policies to support employees and their changing needs
- attraction, retention and development of a diverse range of talented people

**We proceed for instance to the following practices:**

- We structure our recruitment and selection practices at all levels so that a diverse range of candidates are considered, guarding against any conscious or unconscious biases that might discriminate against certain candidates
- We use anonymous, whole-of-company surveys to measure, track and report on our engagement as well as issues such as organizational culture, flexibility, inclusion, and leader's behavior.
- We conduct regular pay equity analysis by gender, race/ethnicity, or other demographic factors
- We design and implement programs that will help build our capability for the future and assist in the development of a broad and diverse pool of skilled and experienced employees, including the skills and capabilities required for senior leadership positions.
- We provide training to our people managers on the importance and value of inclusion and diversity in the workplace

## 2. INCLUSION POLICY

The primary objective of our inclusion policy is to change the way employees with disabilities are viewed. In particular, this involves explaining that disability in the company is not a constraint, but an opportunity to open up to new profiles and new skills, and thus to banish all discrimination.

In this context, a disability advisor has been appointed within Altyor in order to implement actions and mobilise the company around our values of inclusion.

Altyor deploys its disabled policy around these six areas:

### Awareness and training

This involves training human resources employees, managers and staff representatives on what disability is and how the company can support the process and possible accommodation measures.

### Information and communication

We want to talk to employees about disability without taboos, support the process of recognition, and organise events to raise awareness and remove preconceived ideas.

### Recruitment and integration

We integrate disability into our recruitment and integration processes, prohibiting all discrimination.

### Support for the career paths of disabled employees

We support our disabled employees and try to facilitate their well-being at work by adapting their workstations and working conditions.

### Job retention

Disability can occur at any time in a person's life. This area focuses on supporting employees who, due to a life accident, find themselves in a situation of disability or who have people with disabilities in their close circle.

### Collaboration with the protected and adapted sector and TIH (Disabled Independent Workers)

Altyor works with ESATs (Establishments and services for the disabled) in order to offer assignments within their structures but also on our own sites, in order to encourage the employment of disabled people, to raise our employees' awareness of this social issue and to become a player in a solidarity economy.

## 3. 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](#)

## 4. PERIMETER

This policy applies to all Altyor group entities and all the group's external stakeholders.

## 5. RESPONSIBILITY

The CSR Committee is responsible for defining the disability policy. The Human Resources department is responsible for its correct application.

## 6. COMMUNICATION

This policy is communicated annually to all employees through the usual company channels, including internal rules and the company intranet, and is presented to all new employees on induction.

The policy is also distributed to external stakeholders and is available on the Altyor website.

## 7. CONTACT

For more information, please contact Karen Murciano [kmurciano@altyor.com](mailto:kmurciano@altyor.com) or send an e-mail to [contact@altyor.com](mailto:contact@altyor.com).

## 8. REVISION HISTORY TABLE

This policy is revised annually or in the event of a change in related government policy or significant changes in the company's operations. This policy was last approved on 3 January 2023 by Yanis Cottard, President of the Altyor Group.

Policy Version	Description of Change	Date of modification
A	N/A	November 2022
B	Addition of "Diversity, equity" dimensions	July 2023

## 1. 多样性、公平和包容

阿尔托尔致力于培养、发展和维护多元化、公平和包容的文化。我们的员工在工作中投入的个人差异、生活经历、知识、创造力、创新、自我表达、独特能力和才能的集体总和，不仅是我们文化的重要组成部分，也是我们的声誉和公司成就的重要组成部分。

我们接受并鼓励员工在年龄、残疾、种族、家庭或婚姻状况、性别认同或表达、语言、民族血统、身体和智力能力、政治派别、种族、宗教、性取向、社会经济地位、退伍军人身份等方面的差异，以及使我们的员工与众不同的其他特征。

多样性、公平性和包容性政策规定了 Altyor 在整个组织内加强多样性、公平性和包容性的原则和要求。

该政策适用于但不限于我们在招聘和选拔、薪酬和福利、职业发展和培训、晋升、调职、社交和娱乐计划、裁员、解雇方面的做法和政策，以及在性别和多元化公平前提下工作环境的持续发展。

该政策适用于所有员工和代表 Altyor 开展工作的任何人，同时也适用于 Altyor 员工可能与之打交道的所有外部利益相关者。

在 Altyor，我们致力于

- 营造一个没有歧视、骚扰、欺凌和伤害的工作场所
- 公平对待并尊重员工
- 包容和接纳个体差异的工作场所文化
- 基于能力、业绩和潜力的平等就业机会
- 让所有员工认识到他们在公平方面的权利和责任、
- 公平和尊重多样性的各个方面
- 灵活的工作方式和政策，支持员工及其不断变化的需求
- 吸引、留住和培养多元化人才

例如，我们采取了以下做法：

- 我们在各级组织中开展招聘和选拔工作，以便考虑到各种不同的候选人，防止出现可能歧视某些候选人的有意或无意的偏见
- 我们使用匿名的全公司调查来衡量、跟踪和报告我们的敬业度以及组织文化、灵活性、包容性和领导者行为等问题。
- 我们定期按性别、种族/民族或其他人口统计因素进行薪酬公平分析
- 我们设计并实施各种计划，帮助我们建立面向未来的能力，并协助我们培养一批技能娴熟、经验丰富的多元化员工，包括高级领导职位所需的技能和能力。
- 我们为员工经理提供培训，让他们了解工作场所包容性和多样性的重要性和价值

## 2. 政策的主要内容

这项政策的主要目标是改变对残疾员工的看法。特别是，这涉及到解释公司的残疾不是一个限制，而是一个开放新形象和新技术的机会，从而消除一切歧视。

在这种情况下，阿尔泰尔内部任命了一名残疾顾问，以便围绕我们的包容性价值观开展行动并动员公司。

阿尔泰尔围绕以下六个方面制定了其残疾人政策。

### 意识和培训

这包括对人力资源部门的员工、经理和员工代表进行培训，使他们了解什么是残疾，以及公司如何支持这一过程和可能的适应措施。

### 信息和沟通

我们要与员工谈论残疾问题，不要有任何禁忌，支持承认的过程，并组织活动以提高意识和消除先入为主的观念。

### 招聘和整合

我们将残疾问题纳入我们的招聘和融合过程，禁止一切歧视。

### 支持残疾员工的职业道路

我们支持我们的残疾员工，通过调整他们的工作站和工作条件，努力促进他们在工作中的福利。

### 工作保留

残疾可能发生在一个人生命中的任何时候。这一领域的重点是支持那些由于生活事故而发现自己处于残疾状态的员工，或者是那些在他们周围有残疾人的员工。

### 与受保护和适应部门以及TIH（残疾独立工作者）的合作

阿尔泰尔与ESATs（残疾人机构和服务机构）合作，在他们的机构内以及在我们自己的场所提供任务，以鼓励残疾人就业，提高我们员工对这个社会问题的认识，并成为团结经济的参与者。

## 3. 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

## 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残疾政策。人力资源部门负责其正确应用。

## 6. 沟通

本政策每年通过公司的常规渠道，包括内部规定和公司内部网向所有员工传达，并在所有新员工入职时向他们介绍。

本政策也分发给外部利益相关者，并可在Altyor网站上查阅。

## 7. 联系方式

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)。

## 8. 修订历史表

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修订。

本政策最后由阿尔泰尔集团总裁Yanis Cottard于2023年1月3日批准。

政策版本	变更说明	修改日期
A	N/A	2022年11月
B	增加"多样性、公平"维度	2023年7月

