



# CORPORATE SOCIAL RESPONSIBILITY POLICY 2022



## INFORMATION

<b>Revision</b>	2
<b>Date of Issue</b>	01/09/2022
<b>End of validity</b>	This document is revised every year. Next revision shall be issued before the 18th of October 2023
<b>Responsible</b>	Group Integration Director
<b>Applicability</b>	CERTIFER Personnel

## VALIDATION

<b>Name &amp; Position</b>	Clémence DUMUR Group Integration Director	
<b>Name &amp; Position</b>	Pierre KADZIOLA CEO	

# I. ETHICS

CERTIFER makes it a point of honour to carry out its business with integrity and in accordance with ethical standards, wherever we operate. We are convinced that the activity of a company cannot be viable without respecting these fundamental principles:

- Guarantee ethical business relationships
- Guarantee the confidentiality of the information in our possession
- Do not act under any external pressure in our operations

Our Code of Ethics is in harmony with our values in which we believe deeply. CERTIFER's business involves potential risks of corruption, fraud, or non-compliance with legislation. That is why we are committed to provide information that is always transparent, completely impartial and in line with our level of expertise.

# II. SOCIAL & HUMAN RIGHTS

## Taking care of our personnel

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Our personnel is key for CERTIFER. Their commitments worldwide enable us to provide a safer and more interoperable mobility to local communities.

CERTIFER ensures and promotes safety in all circumstances when performing its activities. CERTIFER commits to provide its employees a safe and fulfilling workplace :

- We offer attractive salary packages
- We give flexibility in working hours
- We offer a safe working environment
- We favor accessible working places to optimize transportation time
- We offer pleasant premises
- We cultivate conviviality

## Supporting our personnel

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The development of our personnel in their professional careers is one of our priorities. That is why we try to encourage dialogue about their future career desires and to find appropriate solutions for them:

- We encourage the free dialogue between the personnel and their managers
- We give priority to internal recruitment
- We encourage cooperation and mobility within CERTIFER entities
- We encourage personnel's participation to professional working group to develop skills and networking
- We make a point by improving the skills of our personnel by investing in qualitative trainings and mentoring programs

## Protecting People

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CERTIFER is dedicated to the protection of human rights. All our activities are carried out with respect for people.

- We are committed to perform our activities by respecting human rights (e.g., no child and forced labor)
- We counteract all forms of harassment, discrimination and violence within our work
- We respect the human rights and treat with respect and dignity everyone we are working with
- We are committed to equal opportunities and an open environment for all, who work or plan to work for CERTIFER

## III. ENVIRONMENT & SUSTAINABLE PROCUREMENT

CERTIFER is proud to contribute to the development of safe and eco-friendly mobility systems. Since its creation, CERTIFER is committed to reduce its environmental footprint.

- We streamline international travel by developing partnerships with local resources for international projects, thus limiting long-distance air travel with a strong ecological impact
- We encourage online meetings
- We promote the use of public transport for our personnel for commuting and business trips by train to minimize our carbon footprint
- We have implemented a Zero Paper policy
- We are fighting waste production and encouraging re- and up-cycling
- We promote sustainable consumption to our personnel
- We pay attention to the environmental and social impact of the products we buy. The values of CERTIFER are translated in the procurement policy

## IV. OUR CSR AMBITIONS FOR 2022



### **Fight against corruption**

No final judgement by a court against CERTIFER for professional misconduct



### **Respect of Human Rights**

All complaints considered and followed until their resolution



### **Personnel safety**

Zero accident in CERTIFER's workplaces or on our Customers' sites



### **Training**

Propose at least 24 hours of training per employee on payroll per year



### **Retention of Human Resources**

Maintain a turnover less than 5 % for employees on payroll



### **Wellness at work**

Get 80 % of the employees on payroll satisfied about their working environment

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