



# CORPORATE SOCIAL RESPONSIBILITY POLICY OF CERTIFER



# I. ETHICS

Certifer group 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 business involves potential risks of corruption, fraud, or non-compliance with legislation. This is why we are committed to provide information that is always transparent, completely impartial and in line with our level of expertise.

## AMBITION FOR 2021 :

- No legal proceedings relating to CERTIFER Group Ethics
- No disclosure of confidential information

# II. SOCIAL & HUMAN RIGHTS

## Taking care of our Employees

Our employees are 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 offices
- We cultivate conviviality

## AMBITION FOR 2021 :

- Zero accident in CERTIFER's work places or on our Customers' sites
- Maintain an Employee turnover less than 5 %
- Get 80 % of the employees satisfied about their working environment

## Supporting our Employees

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The development of our employees in their professional careers is one of our priorities. This 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 employees and their managers.
- We give priority to internal recruitment
- We encourage cooperation and mobility within CERTIFER companies.
- We encourage Employees' participation to Professional working group to develop skills and networking.
- We make a point by improving the skills of our employees by investing in qualitative trainings and mentoring programs.

### **AMBITION FOR 2021 :**

- Launch the Employee survey relating to career management, social dialogue and support from management and define an action plan
- Propose at least 3 days of training per employee per year

## Protecting People

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Certifer Group 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.

### **AMBITION FOR 2021 :**

- Full application of human rights legal dispositions (no child and forced labor, etc.)
- All complaints considered and followed until their resolution

# III. ENVIRONMENT & SUSTAINABLE PROCUREMENT

Certifer Group is proud to contribute to the development of safe and eco-friendly mobility systems. Since its creation, Certifer Group 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 Employees 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 Employees
- We pay attention to the environmental and social impact of the products we buy. The values of Certifer Group are translated in the procurement policy.

## **AMBITION FOR 2021 :**

- 60 % of employees commuting by green mobility
- 20 % reduction of paper printed by office printers compared to 2019
- Ban plastic from common places
- Define a Procurement policy

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