Corporate Social Responsibility Policy

2024

AGENDA

HR Path
Your way to people success

01.

Founder's Message

02.

Human Resources

Our values
Training and career development
Our collective commitments
Non-discrimination Policy
Health and Safety at Work

03.

Diversity and Gender Equality

04.

Welfare at Work

Organization of Working Time
Internal Events
Local Support
Working Together

05.

Legal duties

Compliance with ethical principles, laws and HR Path policies
Fight against corruption
Conflicts of interest - Confidentiality and protection of personal data
Fair competition
Anti-money laundering and financing of terrorism

06.

Corporate Social Responsibility (CSR)

Sponsorship and charitable activities, Purchasing policy. Junior/Senior Mentoring, Eco-responsibility

01 Founders' Message

Through this document, the HR Path Group formalizes its commitments as a responsible employer and partner.

Sharing the same strong values is what makes us as a company: professionalism, integrity, friendliness, sharing, responsiveness and performance. Our ultimate goal is our teams sharing this positive mindset.

This document reflects our desire to respect the men and women who work with us, since our creation in 2001.

These values form a basis for ethical and professional conduct that is expected of all our teams, whatever their position or function within the Group.

This document therefore applies to all HR Path Group staff throughout the world, as well as to any third party working on behalf of the HR Path Group.

OUR VALUES

The corporate culture of the HR Path Group has been built on the model of an **AGILE** company, in order to encourage and promote our collective development. This is reflected in a high level of **commitment** and **interaction** between teams.

FLAT HIERARCHY

All employees have direct access to their managers, there are very few managerial layers to facilitate communication and initiative taking between everyone.

SMALL TEAMS

To guarantee this collaboration between employees, we organize ourselves more in communities than in hierarchical silos. We pay attention to the number of employees accompanied by each manager.

STRONG COMPANY CULTURE

Personal initiative and interaction promote our growth. This organization is built around a set of common values, embodied by our leaders and shared by every member of the Group.

INNOVATION AND CREATIVITY

Proposing or developing new work organizations, technologies or new tools enables our employees to be actors of growth and thus reinforce our development.

AUTONOMY* AND TRUST*

Each employee is free to organize his or her work, activities and working hours in accordance with the requirements of the consulting profession, while adapting to any personal constraints. This trust* in our employees is an essential element in the development of each and every one of us.

** = verbatim extract from the Happy at Work 2023 survey*

02 HR Mission

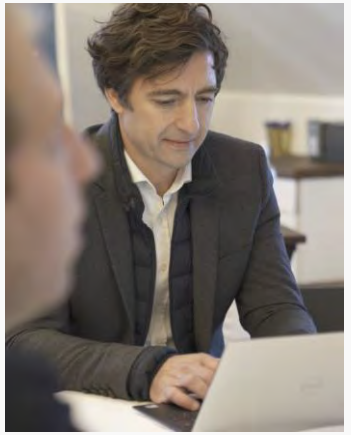
- On arrival at the company, each new employee is assigned a mentor who accompanies him/her in his/her integration until he/she takes up his/her position. The involvement of everyone working as a team, in the service of our customers is a priority.

- As part of this support, all employees are guided by objective plans and informal discussions with their managers, project managers and HR, consolidated by annual performance interviews.

- The professional development of each employee is supported and trained to help them adapt to the consulting and payroll outsourcing (BPO) business.

Each employee ensures that they behave in accordance with the laws, regulations and customs in all countries where they work, with a concern for responsibility, integrity and professionalism.

The collaboration*, mutual aid* and good atmosphere* that prevails between consultants and managers are real assets to get the best out of each, in a dynamic company that gives itself the means to move forward and see projects through to completion.



** = verbatim extract from the Happy at Work 2023 survey*

Training and career development

Training

Employee skills development is a priority at HR Path. Training is global and diversified for all. **The Path2Learn** platform offers everyone the opportunity to learn about a wide range of topics, from soft skills to software packages, including tools and methodologies. This training platform is complemented by an e-learning application specializing in **language learning and development**. This is part of HR Path's commitment to developing its HR policy and providing local support.

Mobility

All HR Path consultants can express their desire for mobility directly to their manager, HR or on their annual appraisal form. A mobility policy is available to all employees. HR Path offers those who so wish, and depending on their skills, the possibility of **professional or geographical mobility**. An internal platform lists the various positions open to mobility in France and internationally.

Career development

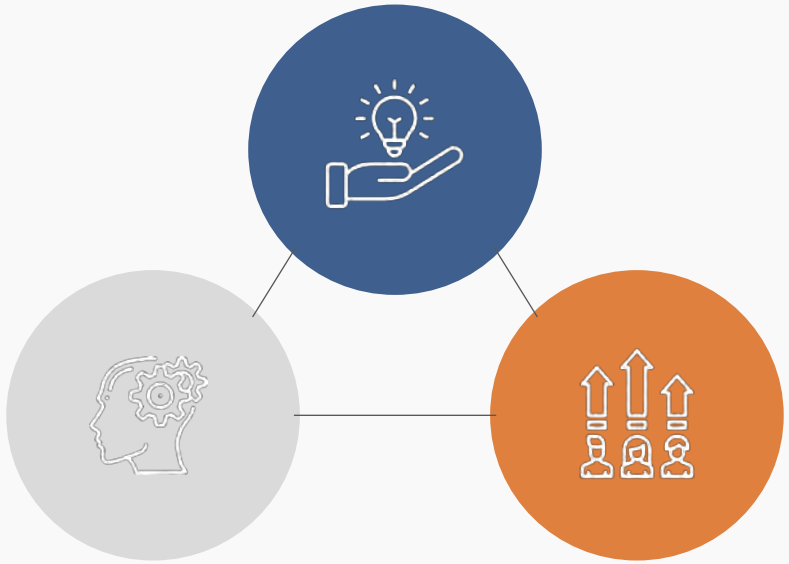
Thanks to the close working relationship between management and the HR team, HR Path employees have a clear view of their career development. The **different career paths** are presented at each induction session and are also available on the Inside Path website, giving everyone a clear view of their career development within the Group.

Career development is managed directly via our HRIS using paperless forms. The performance form is supplemented by an application that **tracks employee feedback throughout the year**. This performance form remains a fundamental tool for assessing the skills of each employee and enables a development plan to be put in place through training initiatives, for example.

Our collective commitments

A mutual commitment

Working at HR Path means being actively involved throughout the projects. The strategy is clear and shared, we all invest ourselves to contribute to it. We take up challenges on a daily basis.



The freedom* to succeed

Working at HR Path means being able to participate in the entrepreneurial adventure of an ambitious group. There is no standard profile, we respect differences. The work is fulfilling* in a world under constraint. Decisions are fast. Our curiosity drives us to innovate in a changing environment.

A shared knowledge

Working at HR Path means evolving in a stimulating professional environment. We are recognized by our clients for our active listening* and service skills, our excellence and our modesty. When we win, we win together

02 Human Resources

Non-discrimination Policy

HR Path is committed to highlighting and encouraging diversity among candidates and teams by giving everyone the opportunity to join us, to progress through their aptitude, their investment, their initiative and team spirit*, without discrimination or taking into account criteria unrelated to their activity.

We are convinced that differences bring richness to all teams, and the Group's presence on several continents accentuates this cultural enrichment and encourages career opportunities*.

Management and executives do not tolerate any direct or indirect discrimination based on age, illness, sexual orientation, religion, pregnancy, ideas or beliefs. This vigilance applies from the time of recruitment and regardless of the countries in which the Group operates.
It is also reflected in a policy of non-discrimination in terms of pay. The only salary criteria are competence, investment, motivation, positive vibes, team spirit* and initiative.

Child Labour Policy

The Group undertakes not to directly or indirectly employ employees under the legal age stipulated by the provisions of the various countries in which HR Path, our partners and our suppliers are represented

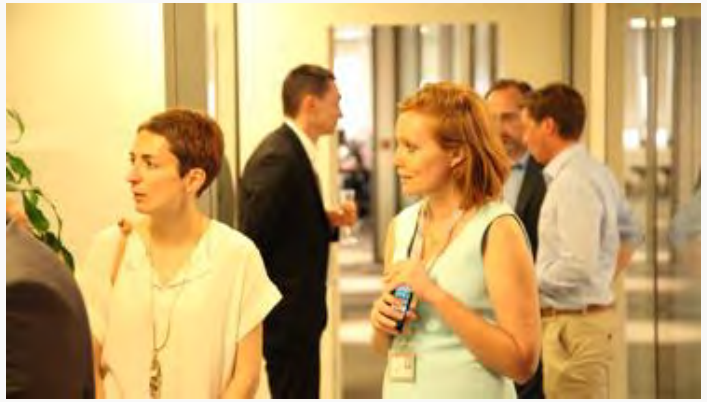
Illegal Working Policy

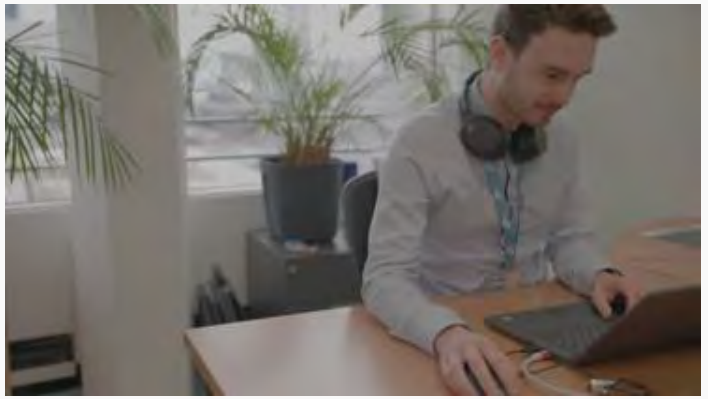
The Group's activities are carried out in respect of the applicable labor law and the employment protection legislation, in force in all the states we are operating. Every collaboration is regulated and frame-worked by an employment contract, in agreement with the national law and the values of the Group.

** = verbatim extract from the Happy at Work 2023 survey*

Health and Safety at Work

HR Path is responsible for the health and safety of its employees at work. Each one commits himself to ensure that his activities are carried out in accordance with the existing rules in the company regarding health, safety and environmental protection.





Respect for Individuals

The HR Path Group places respect for others and differences at the heart of its values and does not tolerate disrespectful behavior or harassment of any kind from its managers, employees or partners. In this respect, HR Path maintains increased vigilance in order to prevent and sanction any deviation or abuse on the part of its internal and external stakeholders.

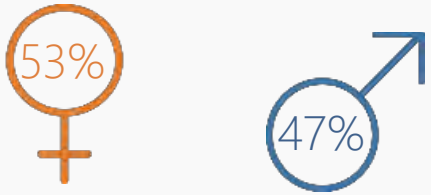
HR Path asks all its employees to report to it immediately any disrespectful treatment or harassment they may experience or observe in the course of their duties.

03 Diversity and Gender Equality

HR Path's ambition is to enable the growth of the Group by supporting men and women, juniors and seniors in all the countries where we are represented towards their professional goals and personal aspirations.

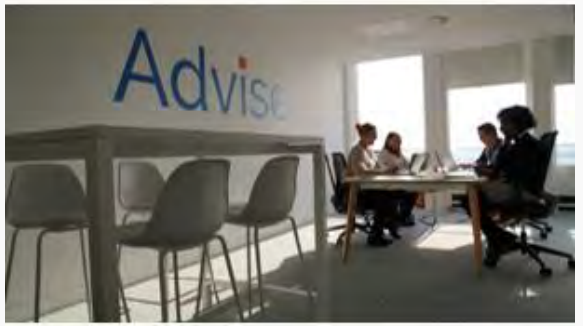
In order to satisfy teams in their personal lives, we encourage business development and geographical mobility within the Group.

The strategy is simple: recruit, promote and encourage all types of profiles, and continue to respect the gender balance, which today is close to a good balance (53% women and 47% men in 2021). This gender balance is our strength and the Group's wealth



04 Welfare at Work

The well-being of our employees is part of our DNA, part of our values. It is the commitment of our management teams. It is demonstrated by listening to the needs of each individual, whether in terms of work organization or the development of actions, at the initiative of the company or the employees, to promote serenity and well-being at work.



Organization of Working Time

The organization of working time is based on **flexibility***: teleworking, flexible working hours, listening to the constraints of each employee. These arrangements are made taking into account the level of seniority and **autonomy*** of an employee on his or her job, the time and geographical constraints of customers and their expectations in terms of presence on their site. We adapt ourselves to the needs of each person, taking into account the constraints of our consulting activity.

This flexibility in the organization of working time also revolves around the individual wishes and own organization of working time of our clients in order to guarantee a quality service.

** = verbatim extract from the Happy at Work 2023 survey*

04 Welfare at Work

Internal Events

At the initiative of the teams or partners, different moments of sharing and conviviality* are held on all the sites where we are established: from the annual seminar* organized by Management, to the quarterly meetings and activities per region, as well as sports or cultural activities and team-building activites.

Local HR support

HR Path has chosen to set up a local Human Resources team*, which regularly travels to the different sites of the group, to certain customer sites to meet the employees, to listen to them, to answer their questions and to advise them.

This organization enables us to convey our culture, to be attentive to personal wishes and initiatives, to take into account career aspirations and to transmit a global vision of the Group.

** = verbatim extract from the Happy at Work 2023 survey*

04 Welfare at Work

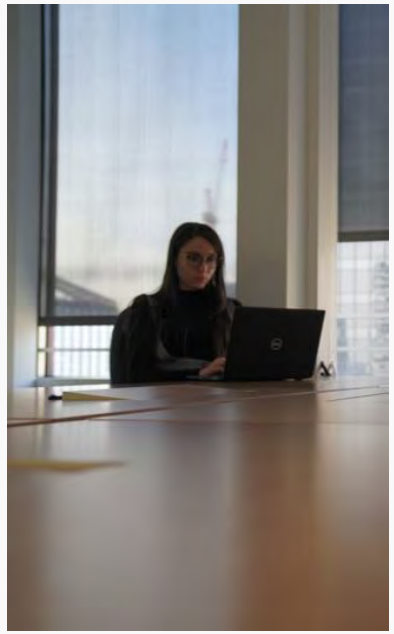
WORKING TOGETHER

We have been labelled Happy@Work in 2018, 2019, 2020, 2021, 2022 and 2023 in each business units, in each country and at global level. We are very proud of this.

The shared spaces are appropriate and allow informal exchanges on a daily basis.

To live in a community is to adopt an appropriate attitude in order to respect others by applying the rules of procedure.

Respect for each person's work is part of daily life, including in collective spaces.



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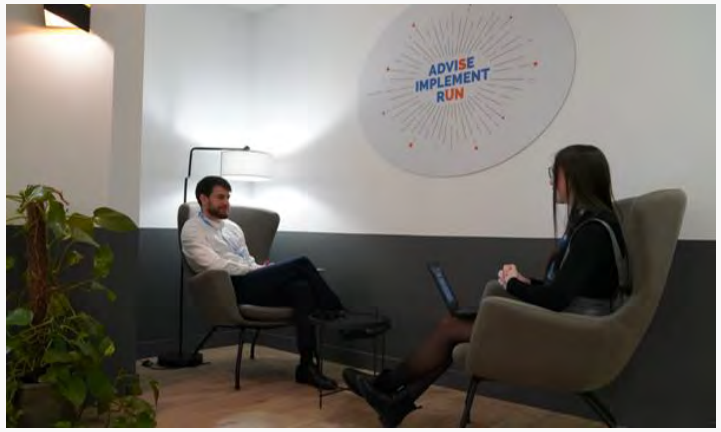
HappyIndex®
AtWork
Certified reviews | ESG
choose mycompany®



05 Legal - Compliance

COMPLIANCE WITH ETHICAL PRINCIPLES, LAWS AND HR PATH POLICIES

Each employee commits to respecting this **Document**, local, national and regional **laws**, as well as all **policies** put in place and disseminated by the HR Path Group.

HR Path points out in particular that an **ANTI-CORRUPTION CODE OF CONDUCT**, **appended to the internal rules**, has been drawn up to help everyone understand and apply the behavior expected in this area, based on the mapping of identified risks..

All employees are encouraged **to contact and work with the Legal Department and the Human Resources Department** if they have any questions or difficulties relating to the interpretation or application of these fundamental principles and behaviors.

Everyone can freely express their concerns and report any suspicious behavior, without fear of reprisals:

By sending an e-mail to the following address: **officer@alert-hrpath.com**

- Or by sending a registered letter containing a sealed "Personal and Confidential" envelope to : **Compliance Officer HR Path**, Tour Franklin, 11ème étage, 100-101 terrasse Boieldieu – 92042 Paris La Défense cedex – France.

05 Legal - Compliance

ANTI-CORRUPTION POLICY

In addition to this document, HR Path has drawn up an **ANTI-CORRUPTION CODE OF CONDUCT appended to the internal regulations**, which all employees undertake to respect.

The ANTI-CORRUPTION CODE OF CONDUCT can also be consulted on the HR Path Group intranet.

All HR Path employees are prohibited from resorting to active or passive bribery :

✓ refrains from soliciting or accepting any advantage from a third party in exchange for the performance of an act falling within the scope of his or her duties.

✓ is not allowed to coerce, manipulate, mislead or fraudulently influence any third party engaged in the conduct of an audit/control of HR Path.

✓ must not accept or solicit any gifts, favors, invitations or other benefits for himself or herself or anyone else from persons or organizations with whom the employee (or has had) business dealings that may influence his or her impartiality.

05 Legal - Compliance

Conflict of interest

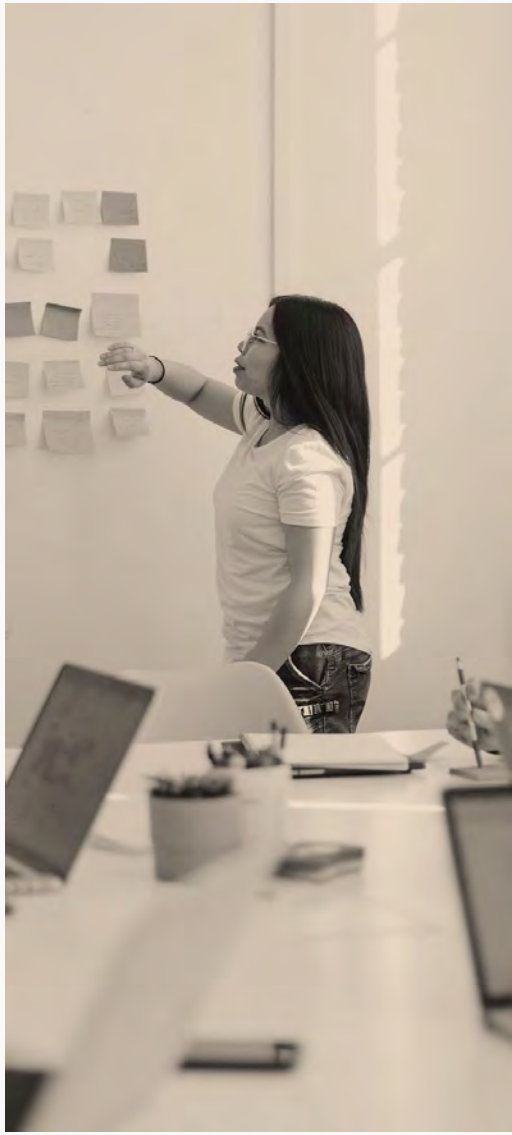
The direct personal interests of employees and the interests of HR Path must be kept strictly separate. In order to act in the best interests of the Group and preserve its reputation by avoiding any conflict of interest, personal relationships or interests must not affect HR Path's business relationships with our customers or partners. These principles are detailed in the anti-corruption code of conduct available to employees.

Confidentiality and protection of personal data

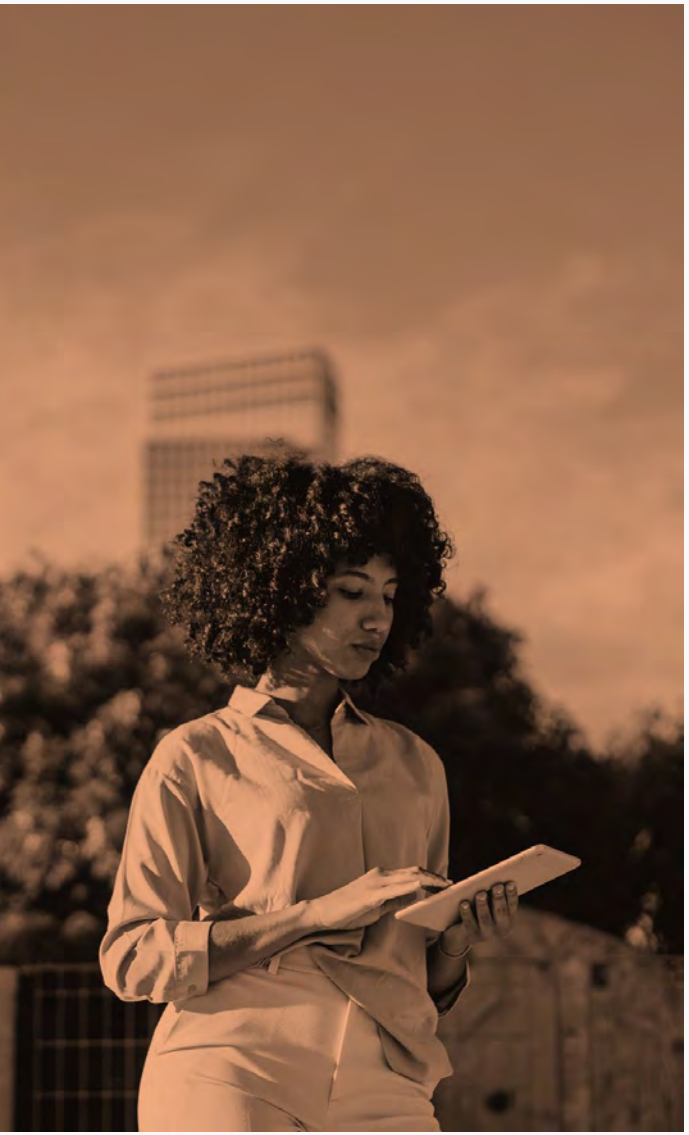
HR Path processes personal data for legitimate reasons and in compliance with the General Data Protection Regulation (GDPR). The protection of personal data is the cornerstone of HR Path's business, which is ISO 27001 certified for its sensitive activities.

We are committed to protecting the personal and confidential data of our employees, customers and partners, in compliance with the applicable regulations.

We educate and train all our employees in the protection and security of personal data, as well as business confidentiality, from the moment they are recruited and throughout their career with the HR Path group.



05 Legal - Compliance



Fair Competition

HR Path is committed to fair competition and complies strictly with all applicable competition laws and regulations, regardless of the country in which it operates.

HR Path prohibits any agreement or conduct, exchange or disclosure of commercially sensitive information concerning HR Path or its competitors, customers or suppliers, which may restrict or impair competition and trade.

In this respect, HR Path will prohibit all of the following anti-competitive practices:

- Unlawful agreements
- Abuse of a dominant position
- Abuse of economic dependence
- Abusively low or predatory pricing practices

HR Path ensures that these principles are respected by all its employees throughout the world, and in particular prohibits them from entering into agreements with a competitor on the pricing of its services, or the illegal allocation of opportunities, markets, offers or regions.

HR Path encourages all employees to contact their manager and the Legal Department if they have any doubts or if they are offered a prohibited activity.

05

Legal - Compliance

COMBATING MONEY LAUNDERING AND THE FINANCING OF TERRORISM

Definitions:

- The purpose of money laundering is to transform goods or money obtained through criminal activity into apparently legitimate assets.

- Terrorist financing involves providing financial and/or material support to terrorist organisations and can take many forms, including fundraising, money laundering and arms trafficking.

We do not engage in money laundering or terrorist financing activities, nor do we assist any third party to do so.

HR Path has zero tolerance in this area and calls on all its employees to exercise the utmost vigilance and to report any suspicious practices they may observe in the course of their duties.

Corporate Social Responsibility

SPONSORSHIP AND CHARITABLE ACTIVITIES

As part of its CSR policy, HR Path solicits and supports the charitable activities in which our employees are involved.

Since 2016, we have been helping the Association Petit Cœur de Beurre, which fights against congenital heart disease, by offering all employees the opportunity to round up their salaries for the benefit of the association, to make one-off donations, or to participate in fundraising events.

Since 2018, we have created the HR Path foundation, with a fund dedicated to solidarity and social projects. This fund has enabled us to support the "Opportunité Réussite Scolaire & Sportive" association, which works to reintegrate young people in difficulty into the school system through sport.

Since 2019, we have been supporting Pédiatres du Monde, an NGO that works to improve the health of children in precarious and vulnerable situations in France and across the globe..

Since 2022, we have had a partnership with the Vendredi solidarity platform. This partnership enables employees and the company to get involved in a wide range of CSR issues and to diversify its involvement with a number of associations. All employees have access to this platform.

In 2023, CSR is becoming increasingly important within the HR Path group, and a number of actions are being taken to reduce our environmental impact.

06 Corporate Social Responsibility

Responsible Purchasing Policy

Working with suppliers:

As part of our responsible purchasing policy, our Purchasing department is committed to building lasting relationships with our suppliers, and to promoting a continuous improvement approach - particularly with regard to CSR issues. We are also committed to treating our suppliers with fairness, honesty and respect.

Integrating CSR issues:

Through its invitations to tender and consultations, our purchasing department undertakes to include CSR selection criteria accounting for 10% of the overall rating of the supplier's response. As soon as the contract allows, we favor the solution or offer with the best CSR performance, and/or call on the sheltered sector to promote the employment and professional integration of people with disabilities or who are excluded from the labor market.

Junior/Senior Mentoring

To integrate, support, train and unite our teams, we are developing a mentoring policy for the most junior employees who join us. This enables them to integrate better and more quickly into the teams. From the moment they arrive, mentoring helps to consolidate their effectiveness and confidence in the face of assignments, learning or reinforcing a trade and customer satisfaction.

06 Corporate Social Responsibility

ECO-RESPONSIBILITY

Concerned about the ecological impacts of our activities :

- ✓ our data is hosted by an IT manager who is a member of "The Green Gid", a global consortium that promotes energy-saving practices in data centers and actively contributes to the development of clean and renewable energies.
- ✓ we are developing partnerships with subcontractors, such as ESAT (Etablissements et Services d'Aide par le Travail). One of them consists in taking back used PCs, deleting and destroying data in order to offer them for resale to HR Path teams.
- ✓ we limit our printing by using an eco-responsible printer management system.
- ✓ we support actions such as the one led by the organization "One Tree Planted". In 2021, we contributed to the replanting of 1000 trees in the Amazon rainforest in South America, to act against the destruction of tropical forests and we are happy to renew this commitment for 2023.

Verbatim characterizing HR Path according to the survey conducted by Happy at Work 2023; Independent company and partner of the HR Path group.

Thank you for your attention

Don't hesitate to contact us.

HR Path Corporate
Tour HR Path (Franklin) **11th floor**
100 -101 Terrasse Boieldieu
92042 Paris La Défense Cedex
01 53 62 22 14
HR Path (hr-path.com)

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