

Social Policy

Action plan for a responsible
social policy

The Alcimed logo is a red circle containing the word "Alcimed" in white, bold, sans-serif font. It is positioned in the upper right corner of the green section of the cover.

Alcimed

Alcimed's principles and commitments in terms of Human Rights and employee rights are expressed in its Human Rights and Employee Policy. Operationally, Alcimed has put in place, maintains and develops concrete actions and guidelines to anchor its principles in daily life.

Non-discrimination, harassment

As a reminder, any form of discrimination or harassment is strictly forbidden at Alcimed. In France, this is stated in our internal regulations, which are duly posted in our offices. Disciplinary measures are foreseen in case of violation of this principle. The procedure for reporting violations of this principle is also included in our corporate internal regulation.

In Switzerland, the commitment against any form of harassment is also duly displayed in the offices.

In the USA, our anti-discrimination policy is also displayed in the office. All new employees receive anti-harassment and anti-discrimination training (Kantola e-learning) as part of their induction process.

Our HR Director is appointed as the contact person for all harassment/discrimination issues.

In each of our offices located in France, a member of the ERC is also appointed as a contact person for harassment issues.

We train all managers and recruiters on non-discrimination when hiring, on any factor whatsoever, once a year or each time a new manager is promoted/recruited.

In France, we monitor the professional equality between women and men every year, with statistics on pay, increases, training, promotion and part-time work. An annual action plan is defined in France and filed with the DREET (Regional Offices for economy, employment and work) (see gender equality plan for June 1, 2022-May 31, 2023). An index reflecting the equality of gender pay is published on our website.

We want to support future parents and have developed a maternity/paternity kit to answer their questions, and we organize systematic HR interviews when they return from maternity or paternity leave to talk specifically about work-life balance.

We want to develop gender equality monitoring indicators in all our international offices.

Objectives and actions

- develop gender equality indicators in all our international offices by the end of 2023
- have less than a 5% gap between men and women when it comes to salaries, training hours and time before promotion for the same positions and seniority by the 2022 social report
- reach parity within the community of Business Unit directors by the end of 2024
- communicate to all employees the procedure to follow in the event of harassment/discrimination (2022) + displays in all our offices (2023)

Inclusion, disability

Alcimed employs and promotes the use of service providers who employ disabled people for meal trays, computer clearing, and sometimes administrative supplies.

Concerning our external contacts (clients), a charter for the reception of persons with disabilities was implemented as part of our Qualiopi certification in 2021 (French certification).

Objectives and actions

- Deploy disability awareness training to 100% of managers in France and internationally (2022)
- Provide more in-depth training to 100% of the group's project managers (2022)
- Ensure awareness/training of new managers and project managers according to promotions and recruitments (2023 and more)
- Write 100% of our job offers in an inclusive manner (mentioning positions open to people with disabilities, M/F profile) by the end of 2022
- Offer personalized work/workstation adjustments to each employee with a disability, starting in 2022

Equal pay and promotions

100% of employees have an annual assessment, in order to review their performance and identify areas for improvement.

We use an annual evaluation grid for consultants and business development managers, to ensure the homogeneity of expectations, and consequently of evaluations.

Salaries are defined by grids: a hiring salary grid (which follows the simple principle: equal salary for equal degrees and experience) and a raise grid based on performance. These grids are reviewed annually by Management, which ensures that each employee's salary is in line with the market.

In addition, all new salaries are reviewed and validated centrally by Management, to ensure homogeneity: central validation of salaries prior to recruitment, central validation of raises for each Consultant, global review of evaluations and validation of raises for all sales staff, project managers and Business Unit directors.

The different positions and grades are described in the group memos, as well as the procedures and criteria for promotion. Cross-BU promotion committees are set up for key promotions.

Objectives and Actions

- Maintain an annual review for 100% of employees (2022 and beyond)
- Review annually the hiring salary grids and raise grids (2022 and beyond)
- Set up Thursday's cafés to reinforce communication on positions and promotion methods. Person in charge = HR Director (2023)

Skills development

Every Alcimed's office follows the skill development plan which is defined in France together with the Employee Representatives Committee (ERC). This plan usually includes mandatory trainings programs defined per positions and seniority, and non-mandatory supplementary training, depending on the need.

Objectives and Actions

- Offer five, training days per employee, per year, by mixing internal and external trainings.
- Grant to 50% of employees trainings depending on the need
- Ensure a mentorship for a personalized support to 100% of senior consultants of six months or more seniority.
- Ensure a pairing for 100% of new employee depending on the positions, ie consultant, project manager, business development manager.

Employee health

In each of our offices, 100% of our employees are covered by the social security system of their country. Depending on local legislation, employees are also covered by supplementary health insurance (France, USA, Singapore) and by a complementary preventative insurance (or insurance for loss of earnings in case of disability/death) (France, Switzerland).

We apply the social collective agreements governing our activity in each of the countries in which we operate, where such agreement exist (France, Switzerland, Italy).

100% of employees benefit from paid vacations as defined by the legislation/social collective agreement applicable in their case.

100% of employees are monitored by the occupational health system in the countries in which such system exists (France only to date).

Coverage for employees on business trips: we do not allow our employees to travel to any area of the world categorized as critical by the French Ministry of Foreign Affairs (red zone). For moderate risk areas (orange zone), a special authorization procedure has been put in place. All our employees are covered by an assistance contract as soon as they travel outside their country of origin.

Past episodes of the H1N1 flu and more recently the Covid pandemic have enabled us to validate our ability to communicate instructions to all employees, and to take effective measures in compliance with governmental instructions and within the framework of social dialogue.

Objectives and actions

- Negotiate a group supplementary health insurance contract in Singapore (2023)
- Maintain our occupational disease rate at zero (2022 and beyond)
- Implement interviews between an employee and the HR Director before their return to work after a long sick leave.

Employee safety

The ERC, a committee of elected employee representatives in France, is responsible for monitoring the health, safety and working conditions of the employees together with Management. In this area, a risk assessment document (DUERP) is updated every year, as well as an annual action plan (PIPRACTE) and an annual review. This work is carried out jointly, during meetings to which people from outside the company are invited (Labour Inspectorate, Occupational Health Authorities, Health Insurance agencies). In addition, occupational accidents and illnesses are regularly reviewed with the ERC to ensure that there are no abuses.

In Switzerland, consultations between employees and Management on health, safety and working conditions have been initiated.

Alcimed carries out all the periodic checks that are required in all its offices and in accordance with the legislation in force (ventilation, electrical installations, fire extinguishers, hot water). Fire drills are regularly carried out (at least once a year). We make sure to maintain a sufficient number of employees trained in first aid by organizing regular training sessions.

Objectives and actions

- Implement an alert procedure for safety issues in all offices by 2022
- Maintain the rate of work-related accidents/commuting accidents resulting in more than three days' absence from work below 1%.

Well-being at work

We have put in place a charter on the right to disconnect/log-out, which states that no one is supposed to respond to any professional message between 8pm and 7am, except in cases of proven emergency, and that prohibits being in the office after 10pm and before 7am as well as on weekends.

We have a system of compensatory rest days in order for the employees to recover after a temporary overload.

Awareness on psycho-social risks: after the sessions organized at the end of 2021, we have set up an awareness e-learning program for all new recruits and all new managers in March 2022, in France and in Switzerland. It will be followed up on an ongoing basis from 2022 onwards, and we plan to create discussion forums on the subject. We have designated the HR Director as the contact person competent in this area.

We conduct twice a year an anonymous survey among all employees, particularly on job satisfaction and well-being. The last survey was conducted in October 2021, and the next one is planned for 2023.

Team building: many events are organized each year, within a BU, between employees with the same position or at Alcimed global level: BU lunches, Business development manager WE, project manager WE, Business unit managers WE, innovation day, Alcimed afterwork parties, Impossible is not Alcimed, intra-BU team building events. All these events are paid by Alcimed.

We want to promote the performance of our employees. To that end, we organize for all the positions of our company podiums to celebrate our best employees, on a monthly and on an annual basis.

Our group remote work policy allows for 1.5 days of remote work per week, to allow flexibility.

In 2022, we have implemented a load indicator at the consultant and project manager level with a maximum cap for a better workload per employee. This indicator is tracked at each BU level, and measures must be taken in the concerned BU when this cap has been reached.

Objectives and actions

- 100% of new employees and new managers in each of our offices receive training/awareness on psycho-social risks (2023)
- Survey on well-being at work to be conducted among all employees in the fall of 2023.
- Individual interviews between HR Director and 100% of employees (late 2022-early 2023)

Employee representation

Alcimed offices located in France have an ERC, a committee of employees elected by their peers. The ERC maintains a constant dialogue with Management on all economic and social issues. It meets at least 10 times a year, and external parties are invited to attend (Labour Inspectorate, Occupational Health Authorities, Health Insurance agencies).

In Germany, the Phoenix Initiative, in place since 2017, is a system that allows non-managers employees to address their questions and suggestions to Management. Its meetings are held monthly.

Objectives and actions

None, these measures are ongoing.

Social reporting

Several social reporting documents are prepared each year, based on the French workforce:

1. Social report presented to the ERC, which main KPIs are:
 - a. Workforce per position, office, BU, seniority, working time - over 3 years
 - b. Parity and disability
 - c. Hiring per position, office, BU, gender - over 3 years
 - d. Employees leaving the company per position, office, BU, type of departure, gender - over 3 years
 - e. Promotions and mobility per position and gender - over 3 years
 - f. Training: progress of the training program, number of hours of internal/external training per position and gender, cost

- g. Health and absences: health insurance coverage, days off, occupational health monitoring, absenteeism, absences by type and duration, commuting accidents/occupational illnesses - over 3 years
 - h. Salaries per position and gender: average starting salary, average salary, raise percentage and average raise - over 3 years
 2. Diagnosis of the comparative situation of men and women, carried out as part of the action plan in favor of equality between men and women. This document is also presented to the ERC. The main items are: pay, raises, training, promotion, work-life balance, part-time work, etc.
 3. Annual assessment of the PPRACT, presented to the ERC

At the global level, we bring the entire company together three times a year and present podiums and promotions on these occasions.

Objectives and actions

- Repeat the abovementioned reporting every year (2022 and beyond)
- Extend reporting 1 and 2 to all our offices, at the latest for the 2023 assessment

Suppliers and subcontractors

We aim to have a supplier charter in place by 2022 that includes requirements and recommendations on human and employee rights.

Subcontractors are a special category of suppliers who act on our behalf or assist our teams with our clients. Our requirements for our subcontractors in terms of CSR, including respect for human rights, are therefore naturally high, at the same level as those we have with our employees. We therefore want our subcontractors to sign our ethical charter.

Objectives and actions

- Implement the supplier approval procedure, and its monitoring table by the legal department (2022-2023)
- 100% of our subcontractors sign our ethical charter by the end of 2023
- 50% of our suppliers comply with our supplier charter by the end of 2023
- 90% of our suppliers comply with our supplier charter by the end of 2025