



ALTYOR

BUSINESS ETHIC, SOCIAL
& ENVIRONMENTAL
RESPONSIBILITY CHARTER

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Editorial



Yanis Cottard
Altyor's chairman

Altyor is a major player in contract manufacturing of smart devices and mechanical products. We provide to customers flexible solutions from design and prototyping up to industrialization, mass production and supply chain management. Our mission is to make things easy by being the unique contact to our customers all along their projects. With 28 years' experience and a wide range of competencies we bring them, a state-of-the-art industrial process and a smart supply chain.

smart home, transportation, security, energy, industry; large groups, start-ups; our customers' business sectors and their structures prove our flexibility and innovation culture.

“ We are a team made of passionate people, experts and leaders, located in France and in China. We are proud of its diversity, the involvement and the professionalism of each. They are part of ALTYOR DNA. We count on everyone to achieve the excellence we aim for. ”

“ We believe in strong human values: respect, solidarity, responsibility, customer satisfaction and fairness. ”

Altyor makes business fairly and sincerely, adhering to ethical principles and refraining from unfair practices and any form of bribery or corruption.

“ We refuse to work with any group, organization or individual engaged in unlawful or unethical activities. ”

“ We are convinced to have a role to play for social and economic development in our ecosystem and in the market. ”

“ We want to push our values, to be responsible with the environment and to participate to support local economy. ”

Because social responsibility & ethics is not only a concern for big companies Altyor, though the following charter, commits on three axes: People, fair business practices, environmental and societal involvement.

“ We commit on respecting this charter and ensuring the respect of the chart by all and each stakeholder. Altyor truly believed that being trustable, sustainable and responsible towards our stakeholders' matters. ”

Introduction

This charter aims to reflect Altyor's way of articulating its compliance with business ethics and social responsibility laws and standards. It's an opportunity to reinforce our values and to communicate on our commitments towards our collaborators, customers, suppliers and widely all stakeholders.

Ethics and social responsibility is everybody concern in Altyor, it is integrated throughout the overall organization and intrinsic to all processes defined in the corporate governance.

Altyor referred on local laws of countries it operates in, ISO 26000 (guidelines for social responsibility from the International Organization for Standardization), ILO (International Labour Organization) and ETI (Ethical trading Initiative) to setup this charter.

According to the ISO 26000 standard [1], Social Responsibility is the responsibility of an organization for the impacts of its business on society and the environment, through transparent and ethical behavior. The core subjects to be taking into account to maximize the contribution to a sustainable development are: Human rights, labor practices, and the environment, the faire operating practices, consumer issues, community involvement and development.

Nota: This charter can be used as a guideline. In addition, these principles are promoted within the company by special training sessions & internal communication.



Ethical

Altyor's «Raison d'être»

Altyor's objective is to provide solutions to all companies from IoT strategic thinking to the design and manufacture of smart devices.



Our teams take initiatives, innovation is in our DNA

Our industrial know-how shapes the smart devices of tomorrow



A global vision, a solution for each project, we are your hardware partner

Our customers amaze us: at Altyor we are proud to achieve their ambitions!



NodOn's «Raison d'être»

NodOn is an Altyor subsidiary, specialized in Smart Home / Smart Building radio devices. They design, engineer and manufacture products (own brand, OEM/ODM) to make homes and buildings smarter, simply and rapidly, through cutting edge technologies.



Tiloli's «Raison d'être»

Tiloli is a distributor specialist in digital nomadism with more than twenty five brands and four thousands products references.



The **key partner** for conception and distribution of premium accessories dedicated to digital nomads.

The **unavoidable link** between its suppliers and its expert customers to support them in their growth.

The **explorer** of new niches who regularly expands its range of products.

Our ethical commitments

Altyor is ethically committed, in particular around 3 aspects :



Human Rights

Altyor respects the fundamental principles of human rights as defined by the United Nations.



Labour practices

Altyor commits on acting ethically and following its values with all stakeholders



Fair business practices

Altyor respects fair operating practices in each step of its activity (buying, producing and selling). Its suppliers must do the same according to the country's laws and to the international's regulations.

Altyor's governance

The objective of Altyor's governance is to optimize operational performance and is based on the trust that is naturally placed in each other. As such, this governance is learning, agile and promotes autonomy.

Our employees at the heart of governance

Our operational managers have real decision-making power. No more omnipresent bosses making all the decisions, but 2 key words: trust and transparency.

3 committees of human size exist:

Strategic Committee



Executive Committee



Operational Committee



In each committee, Altyor employees, managers and partners are represented.



In addition to these committees, we encourage the creation of task forces: telework, ERP, stress, etc. These are all subjects that, at the initiative of the field or the Executive Committee, are brought to life and managed by employees who wish to get involved.

Access to the complete ethical charter	15
Access to the Health & safety charter	21

Some figures

Survey of Altyor employees - December 2020

7,9 / 10

employee satisfaction
score
(2019: 7,5/10)

8,5 / 10

employees feel useful
in their mission score
(2019: 8,3/10)

8,2 / 10

employees recommend
Altyor as an employer score
(2019: 7,6/10)

8,3 / 10

of employees find that
there is a good work
atmosphere
(2019: 7,9/10)

62%

of employees are women
(2019: 58.2%)

Social

Technology & education

Every year, Altyor makes a commitment to schools and events to pass on its know-how and passion for technology and innovation.

Hereby three main engagements:



'FOIRE AUX NEURONES' is an event that pushes participants to create their own innovations.



'POLYTECH ORLEANS' is an engineer school where Altyor is involved in setting up programs and carrying out certain courses.



'ENTREPRENDRE POUR APPRENDRE' is a program for middle school students to introduce them to entrepreneurship.

Entrepreneurship & innovation

Altyor operates in several ecosystems linked to start-ups, industry and entrepreneurship.

Hereby three examples de partnership:



'LABO' is the Orleans incubator for start-ups (Village by CA). Altyor has been a partner of the LabO.



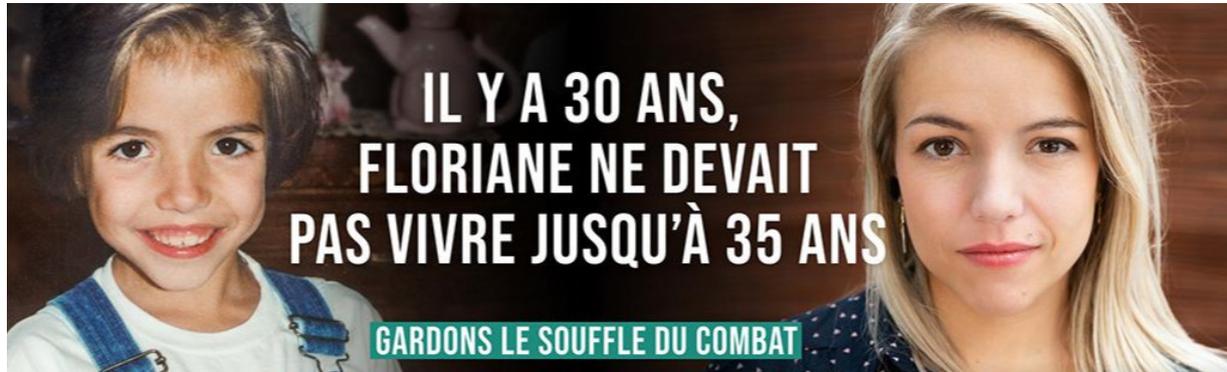
'CRESITT' is an association whose aim is to help industries and laboratories in their development projects.



'INDUSTRY LAB' is a self-service technical resource center (mock-ups, prototypes, etc.).

Medical research

Altyor has been supporting medical research against cystic fibrosis through the association 'Vaincre la mucoviscidose'.



Sport & leisure

Fun, challenge, team spirit, Altyor recognizes itself in the values carried by sport.

Hereby three main engagements:



'MASTER BADMINTON'
is the International Badminton Tournament. Altyor is a partner of the event and is also part of the organizing committee since 2014.



'SWIMMING CLUB'
Altyor is a sponsor of the Olivet swimming club.



'LES CHEMINS DE L'EAU'
is an association which restores the Loire boats and proposes strolls. Altyor is sponsor of the 'CHEMINS DE L'EAU'.

Some figures

Averages over the last 2 years

30 000€

of donations on average per year
(excluding tax credit)

more than **500h**

per year dedicated to our
associative commitments

Environmental

Responsible consumption and waste management

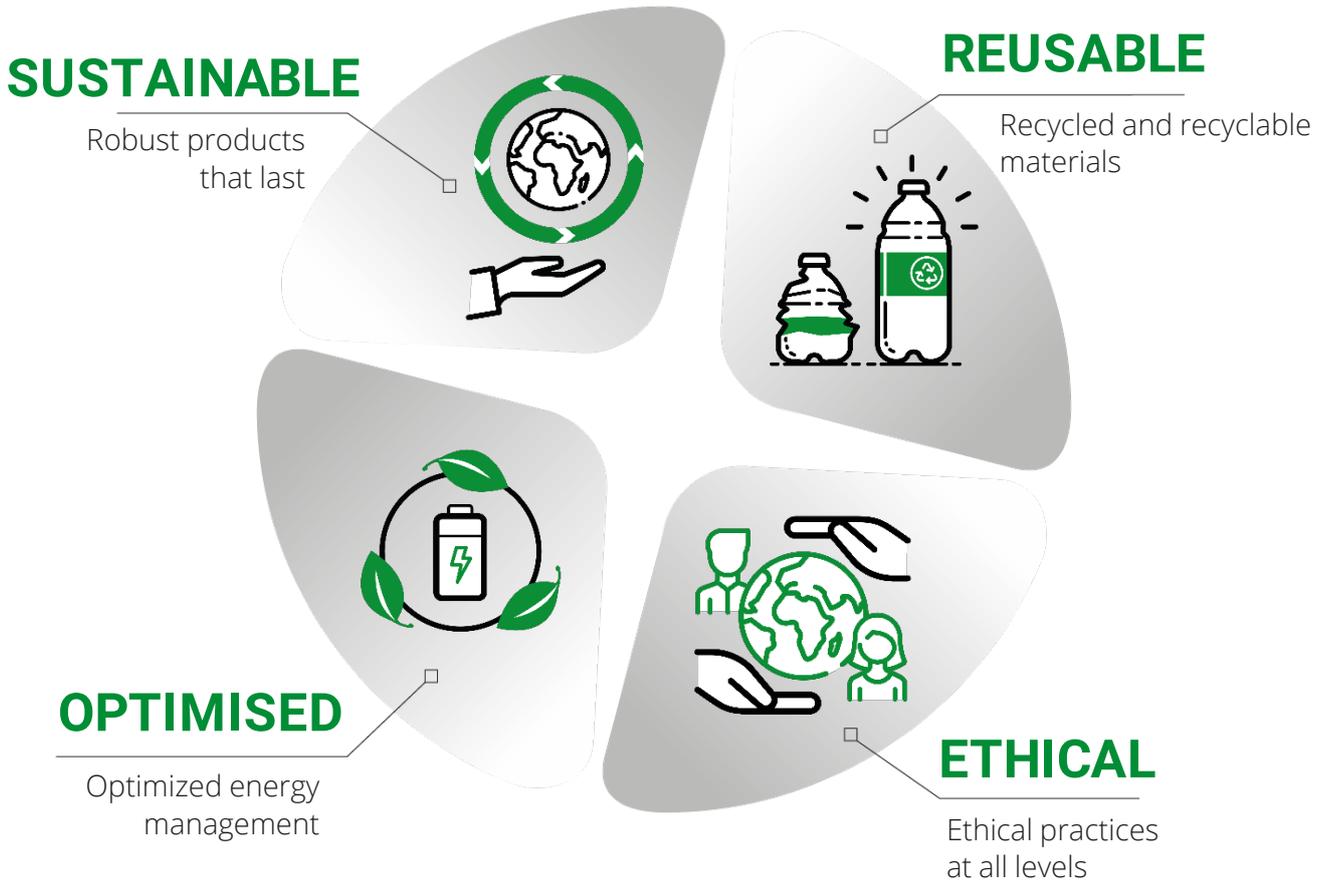
Altyor employees are trained and aware on having a responsible consumption, for water, electricity and paper.

| Regular internal audit and good practice guide allow to control this responsible consumption.

| Recycling of waste: Recycling circuits and recovery of waste are set up at the two ALTYOR sites.

Design for tomorrow, eco-responsible approach by Altyor





Circular economy

Altyor acts as a contract manufacturer on behalf of its customers. Altyor enables responsible development and manufacturing by mastering the circular economy process for plastic injection:



Some figures

Fort the year 2020

26%
of the plastic used
for our customers was recycled material.

which means:



*One adult tree absorbs around 35kg of CO².



ALTYOR

ETHICAL CHARTER

1. Human Rights

ALTYOR respects the fundamental principles of human rights as defined by the United Nations [2].



Universal

Inalienable

Inherent

Interconnected

They are inherent to all human being and guaranteed to everyone without distinction of any kind (such as race, color, sex, language, religion, political or other opinion, national or social origin, property, birth, or other status...)

Forced labour and child labour

All kinds of forced labour and child labour are prohibited (including modern form of slavery and humans trafficking).

ALTYOR commits to not employ any people under 16 years old and complies with the ILO Labour Conventions for children between 15 and 18 years old*. It imposes the same rules on its suppliers and partners.

**International Labour Standards on Child labour [3]: Minimum Age Convention, 1973 (No. 138)*

Freedom of association

Employees cannot be prevented from joining a trade union, nor penalized by the fact that they are, or are not, a member of any organization.

Being a membership of an association or organization cannot influence any business decision.

ALTYOR respects laws in force regarding freedom of association in France and China where the Group operates.

Non-Discrimination policy

ALTYOR commits to not discriminate based on race, color, religion, gender, gender expression, age, origin, disability, and marital status, sexual orientation, in any of its activities or operations. We are committed to provide an inclusive and welcoming environment for all stakeholders.

It includes, but is not limited to, hiring and firing people, working conditions, professional evolution, and business relationship. The recruitment, training, advancement compensation processes are based on qualifications, skills, experience and performance.

Due Diligence

Executive comity, managers and collaborators are accountable for respecting human rights in all business decisions. Anyone who would notice a violation of these rights is invited to report as soon as possible without fear of reprisals.

This charter must be used as the ALTYOR guidelines and recommendations. We identify, prevent and address actual or potential human rights impacts resulting from our activities or our partners' activities by training people (all employees are trained to anticorruption and human rights) and dedicated audit (the strategic suppliers' audits consider social and ethics matters).

2. Labour Practices [4]:

ALTYOR commits on acting ethically and following its values with all stakeholders

Employee-Employer relationship

ALTYOR respects the local laws and regulations in all its operating countries and expects the same commitment from his business partners.

ALTYOR commits to the UN (United Nations) guiding principle on business and human rights; if it provides a higher standard than local law, it should prevail.

Within ALTYOR, we are convinced that our employees are our strength. We care about:

- The equal rights of men and women.
- The privacy of employees.
- The fairness in treatment.
- The respect of all employees and stakeholders.
- The respect, wherever it is possible, of the local and cultural specificities.
- The safety and well-being at work.

Working conditions: Safety and Health

ALTYOR commits on:

- Protecting people from health and safety risks at work.
- Fostering a health and safety culture (regular trainings and audits).
- Ensuring good management of work-related health & safety.

Health and Safety policy must be known and respected by every employee.

The behaviors that must guide everyone's action in prevention:

- Enforcing the security rules without complacency.
- Being constantly aware and uncompromising to identify the risks, then control them.
- Requiring that any risk situation be dealt with without delay.

Employee recognition

ALTYOR knows that employee engagement is one of the most valuable assets for successful business. To encourage and reinforce this engagement ALTYOR commits on:

- Encouraging straightforward communication at all levels.
- Listening to every employee points of view and give each view consideration.
- Fairness in promotion.
- Trust and empowerment in missions.
- Skills development.

Anti-bullying and harassment policy

Everyone within the organization must foster a fair and inclusive working environment.

ALTYOR apply a Zero-tolerance policy for harassment and bullying. It is a place where individuals are confident enough to bring complaints without fear of reprisal.

A specific training is provided to each employee to explain:

- What is a situation of harassment or bullying?
- What is the law?
- How to react if you are a victim or a witness?
- What are the best practices in ALTYOR?

Any form of harassment or bullying is taken seriously, managers, HR, COMEX and referrals commits on having a special attention to all harassment or bullying situation.

Managerial practices

We believe in decentralized management and flat organization focused on the roles, expertise and natural leadership of employees by giving autonomy to allow the involvement of all.

We rely on leaders at every level of the company, to accept responsibility for instilling a culture of innovation within ALTYOR, pulling the organization forward, influencing others to pursue collective goals, and investing energy to improve business performance.

3. Fair business practices

ALTYOR respects fair operating practices in each step of its activity (buying, producing and selling). Its suppliers must do the same according to the country's laws and to the international's regulations.

ALTYOR comply with:

The revise Chinese Anti-Unfair Competition Law (AUCL) [5] [6] and all law concerning fair operating practices.

The ISO 26 000 [9] Related actions and expectations.

ALTYOR will prohibit use of undue and illegal influence such as manipulation, intimidation and coercion with all the stakeholders.

Because having a positive impact on its suppliers is possible for a company through leadership/mentorship, ALTYOR will try as possible as it can to involve its suppliers in fair operating practices.

Ethic in business should be discussed with clients, suppliers and partners in order to explain the rules and the culture of the company. The objective is to handle business situations with professionalism, a sense of fairness and a respect of legal aspect.

Anticorruption, Bribery

ALTYOR referred on local laws:

The PRC Criminal Law
The Sapin 2 law in France

ALTYOR prohibit promising or giving or accepting “anything of value” on a behalf of the company to gain an improper business advantage. In addition to cash payments, “anything of value” may include:

- Gifts, entertainment or other business promotional activities.
- Covering or reimbursing an official's expenses.
- Offers of employment or other benefits to a family member or friend of a foreign official.
- Political party and candidate contributions.
- Charitable contributions and sponsorships.

| ALTYOR have a zero-tolerance policy.

Fair competition

In our markets, we compete on the basis of our solutions and services and do not enter into any agreements with our competitors to illegally limit business and competition.

Sustainable procurement

ALTYOR considers ethic and responsible factors in the selection of its suppliers. The supplier audit includes though a dedicated ethics and social business chapter.

ALTYOR commits on Fair financial treatment to suppliers:

- Paying our suppliers within the expected time.
- Not endangering the financial health of our suppliers.
- Having a transparent relation and communication.

Customer interest

Considering Altyor's field of activities the mains principles to worry about is (according to ISO 26 000): safety, being informed, making choice, being heard, redress, education and healthy environment.

| ALTYOR commits on Transparency, quality, respects of specifications towards its customers.

| ALTYOR enables responsible consumer practices (eco conception, eco packaging, and circular economy).

Privacy and data protection

ALTYOR is committed to respecting the confidentiality of personal information of all its stakeholders, including its employees, consumers and business partners.



ALTYOR

HEALTH & SAFETY CHARTER

1. Forward

ALTYOR is committed to protecting the health and safety of its employees, contractors and other persons associated with its activities.

In adopting the following principles, ALTYOR intends to set and implement standards of excellence for occupational health and safety:

- 1 | Our employees are at the heart of our safety culture.**
- 2 | Safety has to be our first consideration at work.**
- 3 | ALTYOR will communicate to all employees the importance of working in a safe and healthful manner.**
- 4 | ALTYOR will require all contractors to conduct their activities in a manner consistent with this charter.**
- 5 | ALTYOR will comply with host country laws and regulations and will augment these with international guidelines and best practice management.**

2. Working conditions

Management and training

- ALTYOR ensure effective Health and Safety governance processes are in place to maintain, oversight of Health and Safety.
- Continuously improve health and safety management.
- Systematically identify hazards and take all practicable steps to manage associated risks in our workplaces so as to prevent harm.
- Workers receive appropriate health and safety training including fire training, production safety, the correct use of protective equipment and first aid for workers exposed to any dangers. Workers will be retrained if there are any new techniques, materials or equipment introduced.
- ALTYOR ensure incidents are accurately reported and investigated, and ensure relevant learning is implemented.
- ALTYOR pay employment injury insurance premiums ?
- ALTYOR ensure suitable conditions for safe production.
- Each workers contract of employment list any possible occupational diseases associated with the job.
- Workers are allowed to stop work without penalty if the working conditions are unsafe.
- ALTYOR integrate Health and Safety into all regular activities.

Working hours [1]

According to the PRC Labor Law (articles 36,38,39,40,41,45) and regulations of the State Council Governing Working Hours for employees (art 3) ALTYOR will ensure following points to all employees:

- Any work that exceeds **8 hours per normal work day will be paid at 1.5** times of the employees contractually agreed to hourly wage.
- Any hours worked on a **weekend day will be paid at 2 times** the employees contractually agreed to hourly wage
- Any hours worked on a **Chinese statutory holiday must will be paid at 3 times** the employees contractually agreed to hourly wage.
- The number of overtime hours is limited to no more than 3 hours per regular work day **no more than 36 hours per month**.

Safe use of Machinery and “Chemicals”

- The company ensure that machinery and other equipment are safe.
- ALTYOR provide personal protective equipment free of charge and regularly check.
- Electrical equipment and wires are safely insulated, equipped with safety fuses and regularly inspected and repaired.
- Clear safety warning is displayed on relevant equipment.
- The layout of machines, worktables and equipment facilitate safe operation.

Hygiene and Factory Environment

- The work site is kept clean and neat.
- Workers have access to clean drinking water and clean containers and drinking vessels.
- Toilet facilities are provided near the work site and segregated by sex.
- The work site provides hand-washing facilities if needed.

3. Environmental Management

ALTYOR ensure all units protect the environment; comply with national and local laws on environment quality and discharge of pollutants.

The group wish to help create a truly enriched and sustainable society by developing business activities that harmonize with the environment from a global perspective.



