



Policy 政策

Career Development 职业发展

At Altyor, the development and well-being of Altyormates is a matter of concern to us on a daily basis. We try to create an atmosphere that allows for the alignment of professional and personal values and to give room for affect in the daily decisions that Altyormates have to make and in their relationships with each other. We also cultivate the involvement of Altyormates to a great extent. We provide a great deal of transparency in the Group's strategy, in the figures, but also in the way the departments work together. Thanks to this, the Altyormates can have the right information to make the right decisions. Because at Altyor, it is the one who knows who decides. This allows the roles and responsibilities of each person to evolve and allows for internal mobility. This is accompanied by the training of Altyormates, both by internal trainers and by external organisations, in order to support Altyormates in their new roles. We also attach great importance to the message we convey and take care to give the Altyor Group an authentic image. To this end, we have developed a strong employer brand and a constantly improving recruitment process. Finally, we try to develop internal mobility and to respond to the desire of Altyormates to evolve whenever possible.

1. RECRUITMENT

In order to attract talent, the Altyor Group has been developing its Employer Brand for several years, for which we have appointed a person within the company in collaboration with the Human Resources and Communications departments.

Today, through our career page on the website, the commitment of our ambassadors and our numerous events between Altyormates, we strive to improve the quality of life at work.

All of these actions build loyalty and commitment among our employees and are a valuable aid in recruiting.

Our recruitment process is also very structured. We use an ATS (Application Tracking System) that allows us to optimise all of our recruitments, contributing to a smooth recruitment experience for candidates. Recruitment interviews at Altyor are above all moments of exchange between Human Resources/the manager and the candidate in a respectful and friendly manner.

Altyormates are keen to pass on their knowledge, which is why we value the recruitment of end-of-year trainees and, when possible, we offer them the opportunity to join the Altyor Group through recruitment.

The Altyor Group is committed to promoting and supporting young people, and we have set up an internship policy dedicated to third-year students (14-15 years old). Each year, we recruit several interns in order to introduce them to the business world.

Altyor is committed to providing a work environment free of harassment and discrimination. We prohibit harassment and discrimination in the workplace, whether committed by or against managers, colleagues, customers, suppliers or visitors. This policy applies to recruitment, with a process that does not discriminate on the basis of gender, nationality, age or religion.

2. INTEGRATION

When each new Altyormates is recruited, an integration process is dedicated to them.

This process consists of several stages from recruitment to the end of the trial period.

On arrival, the new employee receives "Onboarding" training from the HR department and follows a well-defined typical day. The integration process includes internal training and site visits to support the new Altyormates.

Halfway through their trial period, the new Altyormate and his or her manager meet for an interview to review the first few weeks. At the end of this meeting, a feedback report in the form of a questionnaire is sent to the newcomer.

The **surprise report** is a practice that consists of asking the employee for his or her opinion and feelings about a new situation.

It contains a collection of the new employee's feelings and an analysis of a few salient points on what he/she has noticed since joining the company.

The astonishment report provides an external and fresh, critical and constructive view of the company's current situation.

For Altyor, this report will make it possible to :

- highlight areas for improvement for the company
- make a diagnosis to question the way the company operates and improve its performance
- point out the strengths and areas for improvement in a neutral and benevolent manner
- obtain innovative ideas

For the employee, it facilitates onboarding (appropriation of the company culture and tools), and makes integration more fluid, because the employee questions how the company works and gets to know it. And finally, it allows the company to value the employee, as soon as they arrive, by listening to their analysis and opinion.

3. TRAINING

During annual interviews, but also throughout the year, employees can express a need for training. Training needs are collected, analysed and validated. The decision is then communicated to each manager. These needs can be addressed through internal or external training or through the Personal Training Account of each Altyormate.

Over the past few years, we have set up around **thirty internal training courses**, run by a dozen internal employees. A dedicated Sharepoint page has been created to bring together all of these training courses. We offer **external training**, particularly business-oriented training, but also in languages such as English and Chinese. In order to support our employees, we also offer **external coaching**, both individual and collective.

4. INTERNAL MOBILITY

During annual interviews, the issue of internal mobility is discussed.

The size of our company does not allow us to develop vertical mobility and favours mobility between departments or to expert positions.

We offer a **bridge between the China and France** teams and to date, we have many employees who started their career in China and continued it in France. Conversely, we offer the possibility to candidates to start working in France in order to train for 1 year before leaving to work in our factory in China.

For all requests/wishes for internal mobility, the employee must speak to his/her manager. The manager must then inform the Human Resources department. The feasibility of the request, through the study of the internal need, the skills and the interpersonal skills of the employee, is then studied internally by the ComEx but also by the manager, the potential future manager and HR.

If the request is granted, an interview between HR and the employee is organised in order to detail the motivations and to discuss possible training needs.

Then, in order to confirm the employee's motivation, a discovery day is organised with a business expert.

Finally, a job interview is organised between the employee and the future manager.

5. EMPLOYEE SATISFACTION

Each year, we organise two employee surveys to monitor well-being and to confirm the alignment of the teams with the Group.

Following these surveys, an action plan is drawn up with concrete actions to meet the needs of Altyormates. Numerous events in favour of quality of life at work and professional fulfilment are organised, always with the aim of meeting their needs and improving professional fulfilment.

6. HOW TO REPORT?

In the event of a malfunction, you can contact a manager and/or raise the issue via the alert form, which will be dealt with as soon as possible:

<https://altyor.com/csr-commitments/>

7. REPORTING

Altyor is committed to monitoring its harassment performance and, to this end, tracks the following indicators:

- Number of recruitment per year and Duration of recruitment
- Employee turnover rate
- Full Time Equivalent
- Average Age And Average seniority
- Percentage of workers from minority groups and/or vulnerable workers employed in relation to the whole organization and n top executive positions (excluding boards of directors)
- Percentage of women employed in relation to the whole organization and in top executive positions (excluding boards of directors)
- Average unadjusted gender pay gap
- Average hours of training provided per employee, Number of training proposed to employees, Training completion rate, Training effectiveness rate
- Share of internal promotions
- Percentage of total workforce in all sites that received training on prevention of discrimination and human rights violations
- Number of breaches of the Code of Ethics / main CSR policies (social right, anti-corruption, etc.)
- Number of incidents reported through the whistleblowing procedure

8. PERIMETER

This policy applies to all Altyor Group entities and all external stakeholders of the Group.

9. RESPONSIBILITY

The CSR Committee is responsible for defining the anti-harassment policy. The Human Resources department is responsible for ensuring that it is properly applied.

10. COMMUNICATION

This policy is communicated annually to all employees through the company's usual channels, including the company's internal rules and intranet, and is presented to all new staff members at induction. This policy is also distributed to external stakeholders and is available on the Altyor website.

11. CONTACT

For more information, please contact Karen Murciano kmurciano@altyor.com or send an email to contact@altyor.com.

12. REVIEW HISTORY TABLE

This policy is reviewed annually or in the event of a change in related government policy or significant changes in the company's operations. This policy was last approved on 3 January 2023 by Yanis Cottard, President of the Altyor Group.

Policy Version	Description of Change
A	N/A

在 Altyor, Altyormates 的发展和福祉是我们每天都在关注的问题。

我们努力创造一种氛围，使职业和个人价值保持一致，并在 Altyormates 必须作出的日常决定和他们之间的关系中给予影响的空间。我们还在很大程度上培养了 Altyormates 的参与。我们为集团的战略、数字以及各部门的合作方式提供了大量的透明度。得益于此，Altyormates 可以获得正确的信息以做出正确的决定。因为在阿尔泰尔，是谁知道谁决定。这使得每个人的角色和责任不断发展，并允许内部流动。伴随着 Altyormates 的培训，由内部培训师和外部组织进行培训，以支持 Altyormates 担任新的角色。我们也非常重视我们所传达的信息，并注意给阿尔泰尔集团一个真实的形象。为此，我们开发了一个强大的雇主品牌和一个不断改进的招聘程序。最后，我们努力发展内部流动，并尽可能地满足阿尔泰尔员工的发展愿望。

1. 招募

为了吸引人才，阿尔泰尔集团几年来一直在发展其雇主品牌，为此我们在公司内部指定了一个人，与人力资源部门和宣传部门合作。

今天，通过我们网站上的职业页面、我们的大使的承诺和我们在 Altyormates 之间的众多活动，我们正在努力改善工作生活质量。

所有这些行动都在我们的员工中建立了忠诚度和承诺，是招聘工作的宝贵帮助。

我们的招聘过程也是非常结构化的。我们使用 ATS（申请跟踪系统），使我们能够优化所有的招聘工作，有助于为候选人提供顺利的招聘体验。阿尔泰尔的招聘面试首先是人力资源部/经理和候选人之间以尊重和友好的方式进行交流的时刻。

阿尔泰尔人热衷于传授知识，这也是我们重视招聘年终培训生的原因，在可能的情况下，我们为他们提供通过招聘加入阿尔泰尔集团的机会。

阿尔泰尔集团致力于促进和支持年轻人，我们制定了专门针对三年级学生（14-15 岁）的实习政策。每年，我们都会招聘数名实习生，以便向他们介绍商业世界。

阿尔泰尔致力于提供一个没有骚扰和歧视的工作环境。我们禁止在工作场所进行骚扰和歧视，无论是由管理人员、同事、客户、供应商或访客实施的，还是针对他们的。这项政策适用于招聘，其过程不存在性别、国籍、年龄或宗教歧视。

2. 整合

当每个新的 Altyormates 被招募时，会有一个专门的整合过程。

这个过程包括从招聘到试用期结束的三个阶段。

新员工到达后，会接受人力资源部门提供的“入职”培训，并遵循一个明确界定的典型日。整合过程包括内部培训和现场访问，以支持新的 Altyormates。

试用期过半时，新 Altyormate 和他/她的经理会面，回顾几周的情况。在这次会议结束时，以调查问卷的形式向新人发送一份反馈报告。

惊喜报告是一种做法，它包括询问员工对新情况的意见和感受。

它包含了对新员工感受的收集和对他们/她加入公司后注意到的几个突出点的分析。

惊奇报告为公司的现状提供了一个外部的、新鲜的、批判性的和建设性的观点。

对阿尔泰尔来说，这份报告将使其有可能。

- 强调公司需要改进的地方

- 进行诊断，以质疑公司的运作方式并改善其业绩

- 以中立和善意的方式指出优势和需要改进的领域

- 获得创新的想法

对于员工来说，它有利于入职（对公司文化和工具的适应），并使融合更加顺畅，因为员工会质疑公司的运作方式并了解它。最后，它使公司能够重视员工，只要他们一到公司，就会听取他们的分析和意见。

3. 培训

在年度访谈中，以及在整个一年中，员工可以表达对培训的需求。培训需求被收集、分析和验证。然后将决定传达给每个经理。这些需求可以通过内部或外部培训，或通过每个 Altyormate 的个人培训账户来解决。

在过去的几年里，我们已经建立了大约 30 个内部培训课程，由十几名内部员工负责。我们创建了一个专门的 Sharepoint 页面，将所有这些培训课程集中起来。

我们提供外部培训，特别是以业务为导向的培训，但也提供英语和中文等语言的培训。

为了支持我们的员工，我们还提供外部辅导，包括个人和集体辅导。

4. 内部流动

在年度面试中，我们讨论了内部流动的问题。

我们公司的规模不允许我们发展纵向流动，而倾向于部门之间或专家职位的流动。

我们提供中国和法国团队之间的桥梁，到目前为止，我们有许多员工在中国开始他们的职业生涯，并在法国继续工作。

反过来说，我们也为候选人提供了在法国开始工作的可能性，以便在离开中国工厂工作之前进行为期一年的培训。

对于所有内部流动的要求/愿望，员工必须与他/她的经理讨论。然后，经理必须通知人力资源部门。通过对内部需求、员工的技能和人际交往能力的研究，该请求的可行性将由 ComEx 内部研究，同时也由经理、潜在的未来经理和人力资源部研究。

如果请求被批准，人力资源部门和员工之间将组织一次面试，以详细了解动机并讨论可能的培训需求。

然后，为了确认员工的动机，将组织一个有商业专家参加的探索日。

最后，在员工和未来的经理之间组织一次工作面试。

5. 员工满意度

每年，我们都会组织两次员工调查，以监测员工的福利，并确认团队与集团的一致性。

在这些调查之后，我们会制定一个行动计划，采取具体行动来满足 Altyormates 的需求。

我们组织了许多有利于提高工作生活质量和职业成就感的活动，目的始终是为了满足他们的需求和提高职业成就感。

6. 如何报告？

在发生故障的情况下，你可以联系经理和/或通过警报表提出问题，我们将尽快予以处理。

<https://altyor.com/csr-commitments/>

7. 报告

阿尔泰尔致力于监测其骚扰表现，并为此跟踪以下指标。

- 每年的招聘数量和招聘时间
- 员工流动率
- 全职等价物
- 平均年龄和平均年资
- 来自少数群体的工人和/或弱势工人在整个组织和最高行政职位（不包括董事会）中的就业比例
- 妇女在整个组织和最高行政职位（不包括董事会）上所占的百分比
- 未经调整的平均性别薪酬差距
- 每个员工的平均培训时间，向员工建议的培训数量，培训完成率，培训有效率
- 内部晋升的比例
- 接受过防止歧视和侵犯人权培训的员工占所有场所员工总数的百分比
- 违反《道德准则》/主要企业社会责任政策（社会权利、反腐败等）的事件数量
- 通过举报程序举报的事件数量

8. 周期

本政策适用于阿尔泰尔集团的所有实体和集团的所有外部利益相关者。

9. 责任

企业社会责任委员会负责制定反骚扰政策。人力资源部门负责确保该政策的正确实施。

10. 沟通

本政策每年通过公司的常规渠道向所有员工传达，包括公司的内部规则和内部网，并在所有新员工入职时向他们介绍。本政策也分发给外部利益相关者，并可在 Altyor 网站上查阅。

11. 联系方式

欲了解更多信息，请联系 Karen Murciano kmurciano@altyor.com 或发送电子邮件至 contact@altyor.com。

12. 审查历史表

本政策每年或在相关政府政策发生变化或公司业务发生重大变化时进行审查。本政策最后由阿尔泰尔集团总裁 Yanis Cottard 于 2023 年 1 月 3 日批准。

政策版本	变更说明
A	N/A
B	在政策中添加关键绩效指标

