



ALTYOR

Policy
政策

Inclusion
包容性

1. OBJECTIVE

The primary objective of this policy is to change the way employees with disabilities are viewed. In particular, this involves explaining that disability in the company is not a constraint, but an opportunity to open up to new profiles and new skills, and thus to banish all discrimination.

In this context, a disability advisor has been appointed within Altyor in order to implement actions and mobilise the company around our values of inclusion.

2. THE MAIN LINES OF THE POLICY

Altyor deploys its disabled policy around these six areas:

Awareness and training

This involves training human resources employees, managers and staff representatives on what disability is and how the company can support the process and possible accommodation measures.

Information and communication

We want to talk to employees about disability without taboos, support the process of recognition, and organise events to raise awareness and remove preconceived ideas.

Recruitment and integration

We integrate disability into our recruitment and integration processes, prohibiting all discrimination.

Support for the career paths of disabled employees

We support our disabled employees and try to facilitate their well-being at work by adapting their workstations and working conditions.

Job retention

Disability can occur at any time in a person's life. This area focuses on supporting employees who, due to a life accident, find themselves in a situation of disability or who have people with disabilities in their close circle.

Collaboration with the protected and adapted sector and TIH (Disabled Independent Workers)

Altyor works with ESATs (Establishments and services for the disabled) in order to offer assignments within their structures but also on our own sites, in order to encourage the employment of disabled people, to raise our employees' awareness of this social issue and to become a player in a solidarity economy.

3. PERIMETER

This policy applies to all Altyor group entities and all the group's external stakeholders.

4. RESPONSIBILITY

The CSR Committee is responsible for defining the disability policy. The Human Resources department is responsible for its correct application.

5. COMMUNICATION

This policy is communicated annually to all employees through the usual company channels, including internal rules and the company intranet, and is presented to all new employees on induction.

The policy is also distributed to external stakeholders and is available on the Altyor website.

6. CONTACT

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

7. REVISION HISTORY TABLE

This policy is revised 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

1. 目标

这项政策的主要目标是改变对残疾员工的看法。特别是，这涉及到解释公司的残疾不是一个限制，而是一个开放新形象和新技能的机会，从而消除一切歧视。

在这种情况下，阿尔泰尔内部任命了一名残疾顾问，以便围绕我们的包容性价值观开展行动并动员公司。

2. 政策的主要内容

阿尔泰尔围绕以下六个方面制定了其残疾人政策。

意识和培训

这包括对人力资源部门的员工、经理和员工代表进行培训，使他们了解什么是残疾，以及公司如何支持这一过程和可能的适应措施。

信息和沟通

我们要与员工谈论残疾问题，不要有任何禁忌，支持承认的过程，并组织活动以提高意识和消除先入为主的观念。

招聘和整合

我们将残疾问题纳入我们的招聘和融合过程，禁止一切歧视。

支持残疾员工的职业道路

我们支持我们的残疾员工，通过调整他们的工作站和工作条件，努力促进他们在工作中的福利。

工作保留

残疾可能发生在一个人生命中的任何时候。这一领域的重点是支持那些由于生活事故而发现自己处于残疾状态的员工，或者是那些在他们周围有残疾人的员工。

与受保护和适应部门以及TIH（残疾独立工作者）的合作

阿尔泰尔与ESATs（残疾人机构和服务机构）合作，在他们的机构内以及在我们自己的场所提供任务，以鼓励残疾人就业，提高我们员工对这个社会问题的认识，并成为团结经济的参与者。

3. 范围

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。

4. 责任

企业社会责任委员会负责确定残疾政策。人力资源部门负责其正确应用。

5. 沟通

本政策每年通过公司的常规渠道，包括内部规定和公司内部网向所有员工传达，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。

6. 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。

7. 修订历史表

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修订。

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