



Politics - Social and Human Rights (SJI_sas)

Policies (Charters,...)

POL_HRM_110

FIG-General instruction sheet

AA

SAINT JEAN INDUSTRIES COMPANY STATEMENT ON HUMAN RIGHTS POLICY & WORKING CONDITIONS

Entreprise Saint Jean Industries is built on a history of several decades, closely linked to the leading and founding family. The women and men who make it up invest and contribute to sustainable growth. They molded and forged the following human values:

Involvement, humility, team spirit, creativity and passion

Value creation is generated by the development of human capital. Therefore, the protection of this human capital is one of the fundamentals of this policy. In addition to prioritizing the safety of our staff, we apply the following principles in our HR processes and in everyday life in our company and with our partners:

Chapitre 1 : Child and young worker labour

No child/individual under the age of 16 will be asked for work in our company or with our partners.

This fundamental principle must be scrupulously respected in order to comply with the law applicable in France.

However, in terms of vocational training for young people, it is authorized to use in accordance with French law the hiring of minors in order to perfect their professional career or obtain a diploma (apprenticeship, professionalization contract, internship). These devices are also useful for the company since they allow us – in addition to introducing our young people to the business world and our professions – to promote our recruitment.

It is up to the company to determine the number of individuals and the sectors concerned, if any.

Chapitre 2 : Salaries / Benefits / Working Conditions

The company must scrupulously comply with all legal obligations in terms of labor regulations and working conditions (Labor Code, collective agreements, etc.)

The company maintains a constant social dialogue with the elected representatives of the staff (CSE) within the framework of monthly meetings.



Politics - Social and Human Rights (SJI_sas)

Policies (Charters,...)	POL_HRM_110
FIG-General instruction sheet	AA

The company enters into negotiations with the social partners in the following matters on an annual and/or triennial basis:

- ✓ Remuneration;
- ✓ Working time;
- ✓ Sharing of added value (Profit-sharing, Participation...)
- ✓ Quality of life at work;
- ✓ Gender equality;
- ✓ Management of jobs and career paths;
- ✓ Any other negotiation if any.

The employer is required by law to take all necessary measures to ensure the safety and protection of the physical and mental health of his employees.

The employer shall make available to its staff in accordance with its commitments social security coverage for health costs and against the risks of death, incapacity and disability.

Chapitre 3 : Hours of work

1° Non-managerial staff:

In accordance with the legislation, the employees of the company Saint Jean Industries SAS work on a basis of 35 hours per week, spread over 5 days (Monday to Friday).

Exceptionally, employees may be asked, if the economic situation permits, to use the overtime system by increasing the hourly rate to the legal rate in force. Overtime is used exclusively on a voluntary basis.

In all cases:

- The daily working time may not exceed 10 hours;
- A minimum of one day of rest per week is granted;
- Employees are entitled to 11 hours of rest between two working days;
- 48 hours of work maximum in the same week;
- Prohibition to work more than 6 consecutive days during the same week.

1° Executive staff at the days package:

In accordance with the legislation, the employees of the company Saint Jean Industries SAS work on the basis of an annual fixed days package of 218 days / year. In return for a workload and a higher level of responsibility, the employees concerned benefit from paid days not worked (JNT).

In all cases:

- A minimum of one day of rest per week is granted;
- Employees are entitled to 11 hours of rest between two working days;
- Prohibition to work more than 6 consecutive days during the same week.



Politics - Social and Human Rights (SJI_sas)

Policies (Charters,...)

POL_HRM_110

FIG-General instruction sheet

AA

Chapitre 4 : Modern slavery (i.e. slavery, servitude and forced or compulsory labour and human trafficking)

Saint Jean Industries SAS scrupulously respects the applicable social standards and cannot accept this type of practice directly or indirectly. Vigilance against exploitation and human trafficking protects our workforce and reputation.

In this sense, no individual will be subjected to forced work in our company or in our partners.

Chapitre 5 : Freedom of association and collective bargaining

The right to join trade unions, employee representative bodies or other collective bargaining organizations is guaranteed to all employees of the enterprise.

The company engages in negotiations with the social partners whenever necessary on specific topics in order to comply with the law and/or change an existing situation.

Chapitre 6 : Harassment and non-discrimination

No discrimination of any kind, for the hiring and development of our staff as well as our partners, will be tolerated. Respect for the human person must never be affected by actions or decisions within the framework of our company.

The Human Resources department is the guarantor of compliance with this rule, which is included in our internal regulations.

It being specified that any person who has information relating to these situations that would not be compliant must inform the employer without delay and without fear: through his hierarchy and / or the organization of human resources and / or employee representatives (members of the CSE and / or the CSSCT).

It is also specified that an internal incentive is currently in place for the recognition of the status of disabled workers. The objective is a better integration and management of our staff.

Chapitre 7 : Health / Safety

Reminder: The employer is required by law to take all necessary measures to ensure the safety and protect the physical and mental health of its employees.



Politics - Social and Human Rights (SJI_sas)

Policies (Charters,...)	POL_HRM_110
FIG-General instruction sheet	AA

As such, the employer works closely with the elected staff members of the Health, Safety & Working Conditions Commission (CSSCT).

The CSSCT meets every 3 months as part of a plenary meeting to deal with substantive topics in this area. The following are ex officio members of this committee: occupational physician, CARSAT, labour inspectorate with whom we work regularly.

It should be noted that a so-called safety commission is also set up and meets once a month at the initiative of the employer to discuss operational difficulties in terms of health, safety and working conditions. The objective is to ensure the follow-up and elimination of risks.

Training actions may be implemented whenever necessary.

Chapitre 8 : Protection of whistleblowers

Definition: " a **whistleblower** is a natural person who disinterestedly and in good faith reveals or reports a crime, misdemeanour, threat or serious harm to the public interest; of which she had personal knowledge."

What the law says; Article L. 122-9: "A person who infringes a secret protected by law is not criminally liable, provided that such disclosure is necessary and proportionate to safeguard the interests in question, that it takes place in compliance with the reporting procedures defined by law and that the person meets the criteria for defining a whistleblower provided for in Article 6 of Law No. 2016-1691 of 9 December 2016 (...)"

Reporting an alert: 3 reporting channels

1. Direct or indirect supervisor
2. The employer: general management or human resources directorate
3. Employee representative bodies

Whistleblower protection:

The company is committed to ensuring that employees can report any breach without fear and in complete confidentiality.

What the law against reprisals says (Article L.1132-3-3 of the Labour Code): "No employee may be sanctioned, dismissed or subjected to a discriminatory measure, direct or indirect, in particular with regard to remuneration within the meaning of Article L.3221-3, profit-sharing measures or distribution of shares, training, redeployment, assignment, qualification, classification, professional promotion, transfer or contract renewal for having reported an alert in compliance with Articles 6 to 8 of Law No. 2016-1691 of 9 December 2016 on transparency, the fight against corruption and the modernization of economic life".

"Any person who obstructs, in any way whatsoever, the transmission of a report to the persons and bodies mentioned in the first two paragraphs of I of Article 8 is punishable by **one year's imprisonment and a fine of €15,000**".