



envirogroup

CHANGE IS
SUSTAINABLE

CSR COMMITMENTS 2014-2015



Envirogroup

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OUR SOCIAL & ENVIRONMENTAL COMMITMENTS



Aware of its exemplary role in the promotion of sustainable development regarding its daily activities and its direct contribution to environmental protection, Envirogroup is strongly attached to CSR values. The latter actually lie at the heart of our corporate's operations, strategy and business model. In fact, the mission of Envirogroup is to support its customers – International organisations, communities, businesses, public bodies, institutions, associations - to develop tools and methods to better understand the challenges and drivers of actions against certain environmental externalities. In this respect, and in a view of consistency between words and deeds, our company strives to implement a responsible approach internally first, but also in the context of support missions we perform alongside our clients. It is the objective of this paper to present this responsible approach, actions and commitments of our society to work in line everyday.

Olivier DECHERF, Founder and Managing Director



CSR & SD: CORE VALUES AT ENVIROGROUP

The importance of ethics and values

As professionals in our fields of activities, our company is completely independent and cares to work ethically. We advocate strong values that translate at several levels:

- **Adaptability, Agility, Reactivity:** A competent consultant / engineer must above all be able to listen carefully. Used to work with various type of customers and in developed or emerging countries, at Envirogroup, we are attached to the first phase of discussions and exchanges in order to define precisely the needs, expectations and constraints of our clients.
- **Expertise, Professionalism, Quality:** Performing rigorous work to ensure permanent quality is our priority. In a pragmatic sense, we anticipate potential risks and breaks to better guide our clients throughout the realization of projects.
- **Respect, Listen, Trust:** We pay special attention to our customers and suppliers while remaining available and therefore build strong and reliable partnerships. Close relationships are also reflected in our team where constant concern for the welfare of our employees a friendly atmosphere prevail.

A historical approach of environmental sustainability and social responsibility

Envirogroup has embarked on a proactive approach to CSR/SD, integrating these issues to business activities and internal organisation. In fact, this approach was initiated in 2008 with the completion of the first carbon footprint (Bilan Carbone®) associated with our operations. It was then formalized in 2011 through a Sustainable Development Charter, which has been evolving every year.

GOVERNANCE & INTERNAL STRATEGIES

Governance

Envirogroup is committed to conducting its study and advisory activities in transparent and totally independent way, according to clear and shared ethical principles. Based on a collaborative management, the strategic directions of the company's activities are discussed openly between all employees at annual meetings during which employees are encouraged to participate actively. The decentralised approach of daily management process enables employees to be directly involved in the several decision processes and contribute to the implementation of company commitments, including CSR/SD issues. Thus, and particularly concerning its international activities, Envirogroup is strongly attached to the first principle of the Global Compact, namely "Businesses should fight against corruption in all its forms, including extortion and bribery".



Human Rights and Recruitment Policy

Envirogroup is totally committed to combatting human rights abuses, especially all forms of forced and compulsory labour. Transparent and fair labour conditions will actually be a main point in our "Ethical Code of Conduct" for suppliers – which is under elaboration. No discrimination of any kind is practiced in hiring, in respect of employment and occupation. Furthermore, despite the medium size of the company, culture of diversity is practiced internally (age, gender, training): people with a wide variety of skills and areas of studies collaborate at Envirogroup, from network or energy engineering to political science, business administration and economics. Our recruitment policy prioritises the hiring of workers under permanent contracts – over 90% of our associates – and grant them, according to their diploma and experience, the executive status. The company does not appeal to recruiting freelance or independent actors outside specific expertise required on some projects. In 2014, this represents less than 3% of the turnover of the company. The company is also mobilized for youth employment in France, since 50% of interns are offered a position at the end of their internship. For its international projects, Envirogroup relies on the support of local experts – in Brazil and Morocco – and International volunteer interns, giving each year a chance to graduates to gain a global experience while improving their skills by being involved in challenging projects. So far, interns have been evolving all over the world in countries such as Brazil, UK, Turkey, Tristan Du Cunha and Madagascar.

Health, Safety and Wellbeing at the workplace

The sharing of value is part of the **financial redistribution process** at Envirogroup. Anticipating an obligation appeared in France on 1st of July 2014, a health care insurance proposed to each collaborator by the company was established in 2010 to contribute to the cost of health care. In addition a supportive personal insurance is subscribed for each collaborators who are travelling in France or worldwide dealing with all situations. This insurance is also a solution for the prevention and international risk management (health hazards, natural, safe and policies).



A **profit sharing agreement** based on the annual operating profit, backed by a savings plan, was also introduced in 2011, raising by an average of 5% the annual premium amount. With attractive wages compare to the average compensation for French engineers - and attractive merit payments, Envirogroup pays special attention to the living conditions and wellbeing of its employees.

Working conditions are flexible and tailored to specific constraints of employees. Telecommuting is an authorized practice within Envirogroup that enables employees to balance work and personal life. Since 2011, Envirogroup has converted to a **secure «cloud computing»** system for centralized management of servers and ERP - Enterprise Resource Planning- and which has improved significantly the data sharing, and the secured data backup activity. This system has helped strengthen both the legitimacy of teleworking and the links between employees which can be based in different office locations even abroad. Also facilitating access to the data anywhere the secured cloud data sharing system is also contributing to the efficient remote project management as part of our activity is providing installation and maintenance of renewable energy units or scientific monitoring sites worldwide.

Good professional integration and satisfying career development are part of the main focuses at Envirogroup. For one thing, business unit managers and colleagues concentrate on the constant training of the interns while giving stimulating duties and responsibilities. For another, many opportunities such as professional mobility and training are offered to employees. Skills development relies on external training for the acquisition of new technical skills and in-house training to ensure smooth transmission of knowledge and systematic doubling expertise through trade.

Finally, and more generally, we are concerned about the friendliness between employees and help each one of them feel comfortable at work. **Teambuilding sessions** and special plenary meetings are organized to cultivate the family atmosphere that prevails at Envirogroup.

ENVIRONMENT: REDUCING OUR ENVIRONMENTAL IMPACT / SD



Responsible Purchasing

Envirogroup only uses paper from sustainably certified by the FSC labels or PCEF managed forests. These certifications guarantee that the paper used comes from sustainably managed forests that meet the resource. In parallel, as we highly encourage the digital communication internally and with our clients and suppliers, then reducing printing of documents. Office supplies orders are grouped level agencies and their frequency was reduced to limit the number of deliveries and optimize content. Since several years we also prioritize office purchase to centre of disabled workers.

Regarding the payment practice of our equipment suppliers or external services we are paying within a 30 days payment terms or according fair contract/MOU that we have preliminary signed with our partners indicating that final payment terms is similar to the one received from the final client.

Used to work in developing countries with small civil works companies, we also encourage them to accept the elaboration of a detailed contract - all have not this type of practise originally- where we attach importance in defining the limit of each task and offering a significantly fair partial advance payment term to support their investment and motivation in the project.

Quality Management Policy

The installation of a quality step within the company's answers and processes embodies a double requirement:

- Granting customers with legitimate insurance concerning the services that it remunerates;
- Controlling the various stages of the projects, from scientific data monitoring to technical assistance.

The intervention of our experts is thus structured to achieve three broad goals of results: **professional expertise, respect of the deadlines, and quality of the service**. Quality will thus be consisted by the answers brought to these objectives and in particular the optimum resulting from the joint taking into account of these various components. In addition, the project manager utilizes official software for planning time and budget.



Envirogroup's **engagement of quality is based on 4 points:**

- Experienced and flexible manpower,
- Technical resources,
- Methodology, organization and integration of dedicated software for professional management and follow up, especially during on-site interventions and meeting preparations,
- Procedures and controls.

Also, project managers guarantee their availability to carry out all projects within the time limits and their engagement until the total satisfaction of the customer. In return, they await true partnership and the respect of the contractual expiries, in particular in the validation of the tasks on site and related reporting or documents transmitted and the supply of necessary information to achieve their task.

The overall quality management process at Envirogroup is in line with the CSR and Supplier Relations Charter – currently under way – which main goal is to guarantee transparent relations and actions.



NATIONAL & INTERNATIONAL INVOLVEMENTS

Compliance with the Global Compact France

Yearning to advocate and spread its core values at national and international scales, Envirogroup is currently finalising its commitments to the Global Compact France as the administrative procedures are currently underway.

Involvement in dynamic professional networks



Club ADEME International: Ademe is the National French Energy and Environment agency; Ademe Established in 1997, a national network brings together more than 100 eco-French companies to develop the export of goods and services in the markets of the environment and energy. It offers a comprehensive range of expertise and technologies to promote sustainable development. Olivier Decherf, CEO of Envirogroup, is currently the elected President of Club ADEME International. This year the Club is particularly active in the preparation of the COP21; For more information: www.clubinternational.ademe.fr



Ea eco-enterprises: Envirogroup is member and sits on the board of this regional association based in Provence (southeast of France). Labelled PRIDES PACA (means supported by the Regional council of PACA Region), Ea eco-business is a network of over 120 member companies, research laboratories and training centers working on the themes of environment and sustainable development. Olivier Decherf is Vice President of this association since end of 2012 particularly in charge to encourage small and medium size eco enterprises to export and share their Mediterranean know-how with the Mena and Africa Sub-Saharan countries. For more information: www.ea-ecoentreprises.com

International Commitment

Envirogroup is an SME that can be distinguished by the strength and breadth of its international activities. In particular, the company attaches importance to North-South consideration of issues, basically through the support of communities and French actors in cooperation with actors from developing countries such as Brazil, Vietnam, Morocco, Ivory Coast, Madagascar.



Encourage the development and diffusion of low carbon technologies

Facing major technological, social, economic and environmental changes, cities strive to become more resilient. Envirogroup launched in July 2015 the brand Enviocity® to respond to the growing demand of sustainable cities and responsible companies by offering integrated solutions to considerably **reduce the carbon impact of development and urban projects**. Our teams provide tailored advice, identify low-carbon technologies and best suited for utilities - water, energy and environment- and provide installation services and overall project management. First, this innovative approach promotes unique know-how and eco-technologies designed by experts that deserve to be recognized on the international scale. Its all-in-one solution also combines consulting and onsite engineering expertise for an integral project guidance and management,- supply and installation of technologies, maintenance and training- accompanying responsible businesses and territories in their energy and environmental transitions.



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