A large, light gray, stylized ampersand (&) watermark is centered on the page, serving as a background element. It has a 3D effect with shadows.

**SOCIAL AND HUMAN  
RIGHTS POLICY**

## I. BASIC PRINCIPLES AND FIELDS OF APPLICATION

ADDEV Materials considers human capital as the key to its success, with a view to becoming a multi-local organization respecting the Company's entrepreneurial core values and striking a balance between its international scope and mid-sized structure. Our responsible growth objective cannot be accomplished without a strong and sustained commitment towards our employees. We apply high HR standards that allow teams from all backgrounds to enjoy growing and learning while contributing to the Group's success. (See **HR Policy**)

We conduct our operations according to our TEAM values: Enthusiasm, Autonomy and Motivation, as well as the T of Transparency, or Trust, which includes honesty and integrity.

We ensure that human rights and international labor standards are respected on a daily basis. Our social and human rights policy applies to all our sites, in all the countries where we operate. Supervised by the Executive Committee and its Chairman and CEO, this policy applies to the entire ADDEV Materials Group, in all countries where it operates. Its principles are implemented in the execution of all its activities, without geographical or cultural distinction, as well as in its value chain, with our internal and external stakeholders (employees, customers, suppliers, shareholders, local communities, public institutions, workforce providers, contractors and agents providing worker services).

Should we identify human rights abuses resulting from our activities, we are committed to immediately addressing them in a fair and equitable manner.

ADDEV Materials employees are required to comply with the laws and regulations in force in the countries where we operate.

### 1. Health and safety

We are committed to providing and maintaining a safe and healthy work environment that complies with our own workplace safety policies and procedures and the applicable health and safety laws and regulations.

We uphold the general principles of occupational safety, the health protection of employees, ergonomics, hygiene and the aesthetic enhancement of workplaces.

KPI	2021	2022	Objective 2030	Objective 2050
Work accident frequency <sup>1</sup>	18,31	21,94	15	15
Work accident severity rate <sup>1</sup>	1,43	1,08	1	1

1) France indicator extended to worldwide scope in 2022

### 2. Working conditions

We aim for our Company to provide a good living and working environment, making us a leading employer.

We believe that every employee is entitled to compensation that is sufficient to meet his or her basic needs and provide discretionary income.

We ensure full compliance with applicable wage, working hour, overtime and benefit laws in each country where we operate. Standard working hours comply with the regulations in force in each country (see annex 1). Where these standards do not exist, we guarantee that working hours, including overtime, will not exceed 60 hours per week.

Each employee's compensation depends on his or her performance and potential for career growth.

Particular attention is paid to gender equality in the allocation of salary increases for equivalent positions.

We believe that the work-life balance of our employees is important and we see this as a way to ensure the well-being of our employees, increasing their loyalty and motivation.

Workers are allowed to go on holiday, and return to their home country during this period. During this time, we do not detain under no circumstances, the wages or part of the wages of employees.

A significant Group [Remote Work Policy](#) was deployed from 2020, which allows all eligible employees to work remotely two days per week. Simultaneously, consideration was given to restructuring the work of those staff members who would be unable to work remotely, with the aim of also conceptualizing a more flexible structure for them that aligns more seamlessly with the demands of daily life.



KPI	2021	2022	Objective 2030	Objective 2050
Percentage of sites covered by sustainable mobility assistance	0%	42%	90%	100%
"Quality of life at work" key indicators measurement	NC	84	100	100

### 3. Living wage

We are committed to guaranteeing our employees a living wage. The Living Wage is defined by the Global Living Wage Coalition as the remuneration received for a standard working week by a worker in a particular place, sufficient to afford a decent standard of living for the worker and his/her family. The elements of a decent standard of living include food, water, housing, education and other basic needs, including provision for the unexpected.

In 2022, we carried out a wage analysis of our workers in North America. This wage analysis was based on the decent wage threshold established in the countries where we operate., it is intended to be carried out every year to identify workers below the living wage threshold, so that they can benefit from greater vigilance and priority wage increases.

In 2022, 33% of our employees were covered by this analysis, we are committed to expend this exercise to all our employees by 2025.

KPI	2021	2022	Objective 2025	Objective 2050
Living wage analysis coverage rate	0%	33%	100%	100%

### 4. Social dialog

We respect our employees' rights to form or join a union, seek representation and bargain collectively in accordance with local laws, without fear of retaliation. Where employees are represented by a legally-recognized trade union, we are committed to establishing a constructive dialog with their freely-chosen representatives.

## 5. Career management and training

We strive to efficiently meet needs in terms of immediate and future skills, making it possible to build effective, diverse teams. We constantly ensure that our employees and organizations make the best possible contribution to the company's performance. All recruitment decisions, whether internal or external, are made according to clear and transparent processes that take into account the suitability of the candidate profile for the position with reference only to the qualifications and skills required for the position.

We undertake to develop each employee's skills, always remaining mindful of employability and performance.

Our annual performance appraisals allow all employees to benefit - at least once a year - from an in-depth meeting with their manager, which also provides the opportunity to express their needs and goals. Key elements of our HR policy include recognizing the value of mapping out internal career paths and allowing all employees to express themselves. We encourage each employee to express his or her goals and expectations in terms of career development through open, constructive dialog.

A training plan is defined annually based on the company's needs and the expectations expressed by employees during annual performance appraisals. The Group has established an internal training school to offer leadership programs to all its managers and personalized English language training sessions to strengthen its international position. Local coaching support and specific training are also provided to support ADDEV Materials employees.

Induction courses are also offered to all newly recruited employees, including the initial business training that is considered essential to the accomplishment of each employee's future tasks.

In order to retain our skills, we encourage and promote internal mobility.

In a tense job market, ADDEV Materials has also set up a **Staff Referral Policy** to involve more employees in the integration of future collaborators.

A job exchange is available on our intranet and updated monthly.

KPI	2021	2022	Objectif 2030	Objectif 2050
Share of payroll allocated to employee training <sup>1</sup>	1,23%	1,01%	1,5%	1,5%
Total time allocated to employee training <sup>1</sup>	14,15h	11,8h	14h	14h
Conversion of traineeship/apprentice into long term contract	NC	20	33%	33%
Number of V.I.E. employees	2	4	8	8
Turnover	25,75%	34,79%	20%	20%

1) France indicator extended to worldwide scope in 2022

## 6. Child labor, forced labor and human trafficking

The United Nations defines human rights as the inalienable rights of all human beings without distinction of any kind, such as race, gender, nationality, ethnic origin, language, religion or any other status.

Our policy of respect for human rights is underpinned by the international principles contained in the Universal Declaration of Human Rights and the International Labor Organization's Declaration on Fundamental Principles and Rights at Work.

We do not use any form of forced or compulsory labor, modern slavery, human trafficking, or child labor. We reject all forms of moral and/or physical violence and discrimination. We do not retain under no pretext, the original ID/Paper of the worker. We uphold the International Labor Organization's international labor standards and/or the legislation in force in the country of activity, whichever is more restrictive.

In case of identified violation of the child labor statements, we engage to trace and contact the guardians of the child worker, unite them with the individual and subsequently ensure the continued education of the child till completion of school.

In case of violation of the forced or compulsory labor, modern slavery and human trafficking statements, we engage to extract the worker from the job, contact the local NGO or regulatory agency who support the victims in rehabilitation and maintain contact with the NGO to monitor the wellbeing of the individual. If viable, we support the worker in getting an alternate job.

## 7. Diversity, discrimination and harassment

ADDEV Materials is committed to diversity in a work environment where there is trust and mutual respect and where everyone feels responsible for the performance and reputation of our Company. We aim to create a working environment free of discrimination, where the diversity of profiles and skills is considered an asset that contributes to our growth and development. We are committed to equal opportunity and intolerance of discrimination and harassment.

The recruitment, employment and promotion of our teams are carried out solely on the basis of the qualifications and skills required for the position to be filled. (See **Recruitment Policy**) We prohibit all forms of discrimination based on race, ethnicity, gender, age, religion, sexual orientation or gender expression, disability, political orientation, social origin or union membership, and any other aspect protected by the applicable law.

The ADD'ALL Program was launched in 2021, consisting of three branches:

- ADD'PowHER: Program focusing on women
- ADD'DisABLE: Program focusing on people with disabilities
- ADD'YOUth: Program focusing on young talents

KPI	2021	2022	Objective 2030	Objective 2050
Share of female in management committee	28,57%	26%	40%	50%
Share of female employees	39%	44%	50%	50%

Share of employees with disabilities <sup>1</sup>	3,64%	3,83%	5%	6%
Index EGAPRO <sup>1</sup>	84	99	99	99

1) France indicator extended to worldwide scope in 2022

## 8. Responsible recruitment

ADDEV Materials believes that employment is a basic right and nobody should have to pay money or in kind for it. We ensure that all employment opportunities with ADDEV Materials are available freely, solely based on the merit of candidates. We or any of the workforce providers engaged by us do not accept any payment or benefit either in cash or kind for the employment opportunities and will bear all the cost associated with recruitment of the employee. In case any deviation from above policy is experienced, the company will reimburse the cost to the employee within a reasonable duration."

## 9. Human rights of external stakeholders

ADDEV Materials has included the respect and the protection of human and social rights in its CSR policy, in particular within the framework of its adhesion to the United Nations Global Compact.

The Group is developing environmental and social policies to implement its human rights commitments in three main areas:

- Respect for the human rights of its employees and social partners in the work context. As explained in Point 6 of this policy, we are committed to combatting all forms of discrimination and harassment in the workplace.
- Respect for human rights in its supply chain and with its suppliers. In all our transactions, we expect our partners to adhere to principles consistent with the United Nations Global Compact. ADDEV Materials is committed to being a trusted corporate citizen and, as a full member of society, we strive to meet our responsibilities towards the countries and communities in which we operate.  
 In return, we must assure our suppliers of our commitment towards respecting their human rights within the context of the business relationship.  
 Finally, we are committed to managing our purchasing and procurement so as to limit the risk of serious human rights violations. We updated our Sustainable Purchasing Charter in 2021 and set a target of 75% signatory suppliers by 2024.
- Respect for human rights as part of its products and services: We respect the use of our customers' personal data and undertake not to communicate or sell such data to third parties outside the Group. In this context, we are working on the deployment of the General Data Protection Regulation (GDPR) throughout our Group. ADDEV Materials has also obtained the international Cyber Essentials certification, which concretizes its cybersecurity policy towards its customers and suppliers. It demonstrates the Company's commitment to protecting its own data and that of its clients, while confirming that the most important cybersecurity controls have been implemented.

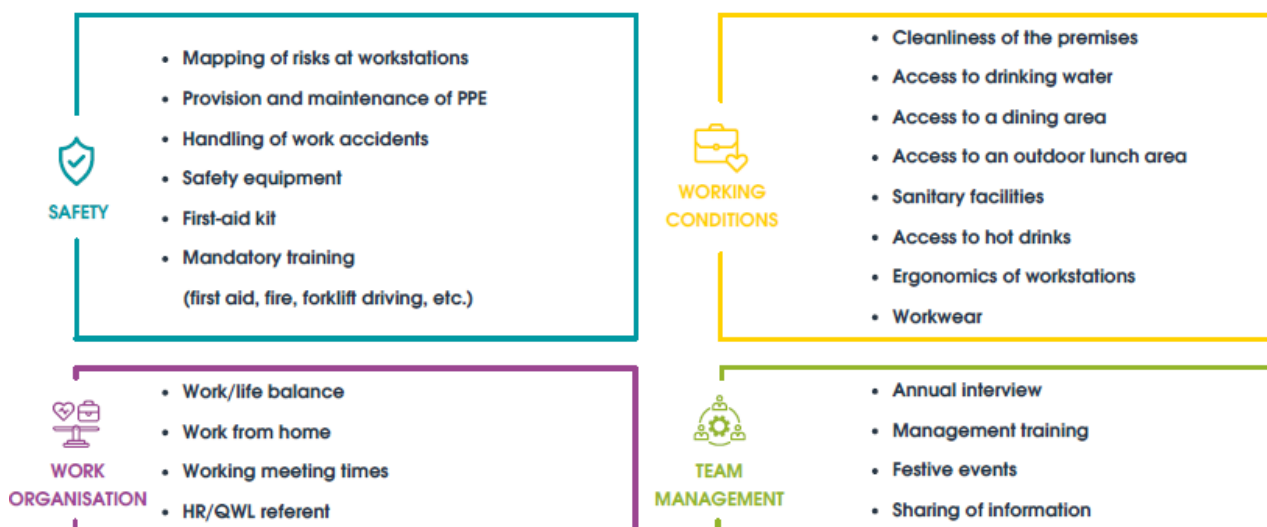
Any person who has knowledge of a violation of this policy or has questions can report it to their Manager, or to the HR team responsible for legal matters:  
[hr@addevmaterials.com](mailto:hr@addevmaterials.com)

## II. ACTION PLAN & OBJECTIVES

ADDEV Materials has set up a reference system of 22 "Quality of Life at Work" standards in order to guarantee the safety and (physical) working conditions as well as the management and organization of the work conducted at all our sites.

Each of the 22 standards is defined by a description and measurement criteria as well as a priority level. Each standard is measured on a scale ranging from 1 to 4, depending on the level of progress.

By March 2023, the goal is to have 100% of the advanced standards implemented across all our sites.



### Document Approval:

Name: Pascal Nadobny, Chairman & CEO ADDEV Materials

Date of last revision: October 19, 2023



## Annex 1:

Local regulation in countries operated

<b>Country</b>	<b>local regulatory threshold for overtime</b>
France	Do not exceed 48 hours per week including overtime
USA	Do not exceed 40 hours per week except overtime
Poland	Do not exceed 48 hours per week including overtime
UK	Do not exceed 48 hours per week including overtime
Germany	Do not exceed 48 hours per week plus 10 hours for overtime per week
Netherland	Do not exceed 60 hours per week including overtime
Mexico	Do not exceed 57 hours per week including overtime
Canada	Generally, 40 hours per week except overtime
Belgium	Do not exceed 50 hours per week including overtime