

# THE TRATO-TLV GROUP IS COMMITTED

CORPORATE SOCIAL RESPONSIBILITY POLICY 2019



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# MESSAGE FROM THE MANAGING DIRECTOR



**Respect for the environment** and the development of our employees are at the very heart of our approach.

We are dedicated to deepening our commitments by continuing initiatives already started and to developing new ones.

As part of its development and to provide the best possible opportunities for future generations, Corporate Social Responsibility (CSR).

**Guillaume PICHA,**  
Managing Director,





## 4 COMPONENTS



ECONOMIC



SOCIAL

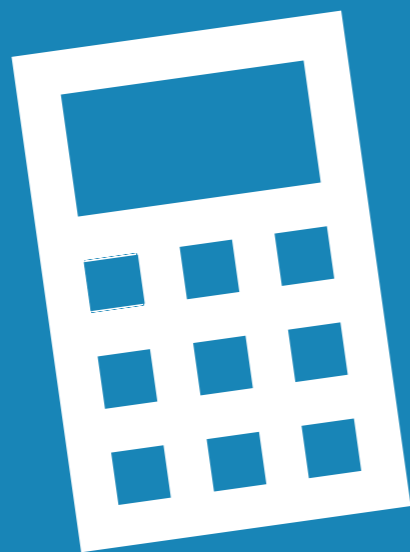


ENVIRONMENTAL



ETHICAL

# THE GROUP IN FIGURES



References in  
more than  
**70 countries**

**2** production  
sites  
**in France**



Supplies  
lighting to  
**5 000**  
stores  
in 2018



**220**  
employees

**M A D E**  
**IN FRANCE**

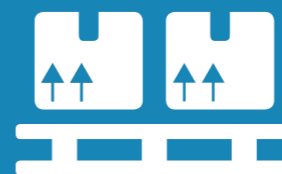


Created in  
**1947**



Annual production of more than **800 000 lights**

CA EXPORT  
**20%**



**4%** of turnover  
devoted to R&D



# 1 / OUR ECONOMIC COMMITMENTS

To assert and maintain the values of TRATO-TLV Group



The **TRATO-TLV Group** is involved in a number of professional organisations and syndicates in order to gain a better understanding of the environmental aspects at every level of the company. In this context, it acts within its economic environment as:

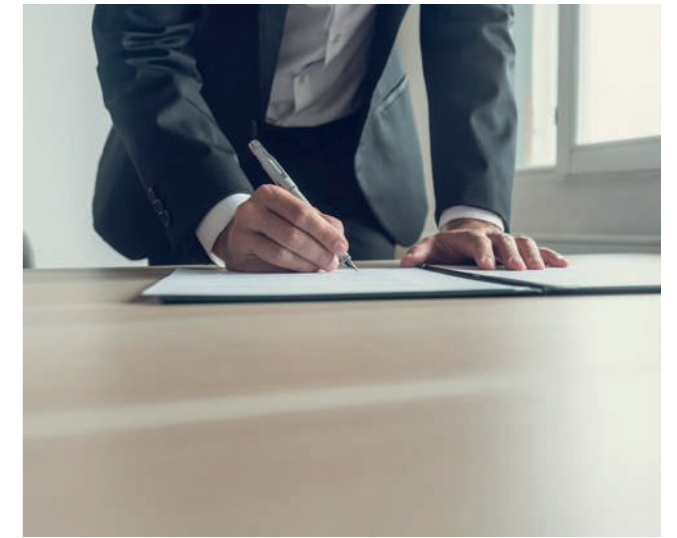
- A member of the **Syndicat de l'Eclairage (Lighting Syndicate)** which is a professional organisation for manufacturers of bulbs and lighting appliances. It is involved in promoting lighting as a whole.

- A member and founder of **Recylum**, a non-profit-making ecoorganisation responsible for collecting and recycling used bulbs. It has also been approved since 15 August 2012 for professional electrical and electronic equipment (DEEE Pro) in the building, industrial and medical sectors: lighting, regulation and inspection equipment, measuring instruments, medical equipment, etc. TRATO is in category 5 (bulbs and lighting equipment) and TLV is in categories 5 and 8 (lighting equipment and medical systems).

- A member of **AFNOR** and a member of the S92D "Medical Gas Piping Systems" Standardisation Committee. The AFNOR association and its subsidiaries form an international group that serves the general interest and economic development. It designs and deploys solutions based on standards, which are sources of progress and trust. It is organised into 4 major areas of expertise: la standardisation, certification, publishing solutions and technical and professional information services and training.

- A member of **the CCI Grand Lille Chamber of Commerce**. Its role is to represent the interests of industry, commerce and services before the local authorities.

- A patron of the **La Piscine Museum in Roubaix (Musée de La Piscine de Roubaix)** in order to support and contribute to Museum projects, as well as to the enrichment and restoration of its collections.



# 2 / OUR SOCIAL COMMITMENTS

Protecting and promoting TRATO-TLV Group's human capital



## EMPLOYMENT AND TRAINING AT THE HEART OF OUR CONCERNS

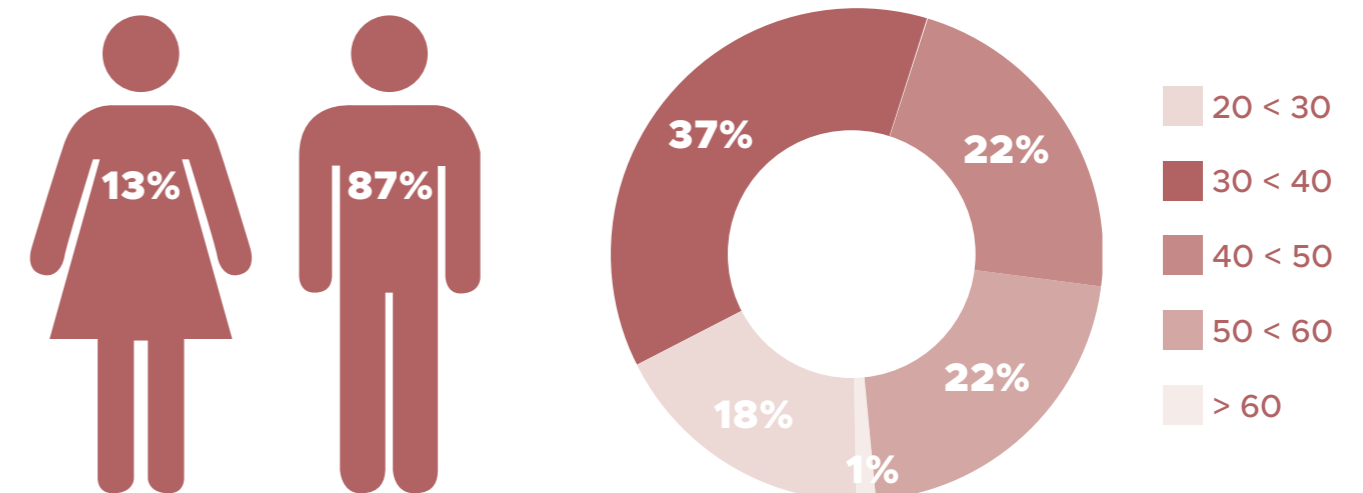
In order to expand its activity, the Group regularly recruits new talents in order to acquire the new skills needed to grow the company. TRATO-TLV Group is committed to building solid teams by developing their skills through training programmes.

### THE FIGURES

# 42

This is the number of hirings made within the TRATO-TLV Group in 2018.

### Distribution of staff by gender and age



The recruitment of trainees and apprentices to adapt their skills to our business units and ensure the long-term growth of our company. New employees bring a fresh outlook to the company and help us develop our training programmes.

APPRENTICES

3

TRAINEES

57



## ENSURING THE HEALTH AND SAFETY OF OUR EMPLOYEES

- Employee support for the entire company project by, for example, encouraging employees' "progress actions", which are rewarded by trophies
- The integration of disabled workers
- Regional collaboration with integration workshops (APRA)
- A partnership with CARSAT (Regional Retirement Insurance and Occupational Health Fund) within the TRATO-TLV Group CHSCT (Health, Safety and Working Conditions Committee)
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- Employee training in "workstations and postures" workshops
- Regular inspections are carried out on all of our industrial tools
- Medical monitoring of Group employees by outside health organisations
- The introduction of indicators to monitor occupational accidents
- The provision of PPE (Personal Protective Equipment)

### DATA 2018

**ABSENTEEISM\***

**2.64%**

\* Absenteeism = (number of days of absence/number of working days) x 1000

## PROMOTING THE WELL-BEING OF OUR EMPLOYEES

Both of the production sites are going to be fitted with 100% LED lighting (Versus 30% in 2018) to contribute to the well-being of employees and improve their productivity.





# 3 / OUR ENVIRONMENTAL COMMITMENTS

To improve the environmental performances of the TRATO-TLV Group



Through innovations that are closely linked to its environmental and sustainable approach, the TRATO-TLV Group is committed to a CSR policy that has its effects day after day. This initiative is one of its priorities and it develops it every day by introducing practical initiatives within the Group. The TRATO-TLV Group is committed to limiting its impact on the environment by controlling the environmental aspects of its products upstream and downstream from the value chain.

## LIMITING ITS ENVIRONMENTAL IMPACT BY COMPLYING WITH THE REGULATIONS

For several years, the Group has been committed to complying with the various regulations in force:

- **Directive 2011/65/EU**, formerly ROHS: this provides for the elimination at source, from the design stage, of certain dangerous materials in electrical and electronic equipment (EEE).
- **Directive 2012/19/EU**, formerly EEEW directives: this provides for the selective collection, treatment and other forms of recovery of electrical and electronic equipment.
- **Directives 2011/65/EU** (Limitation of Dangerous Substances in Electrical and Electronic Equipment) and **2012/19/ EU** (Electrical and Electronic Equipment Waste) introduce supplementary measures and aim to achieve the same goal: the protection of the environment and human health.
- **The European REACH regulation** (Recording, Evaluation and Authorisation of Chemical Hazards): its aim is to improve the protection of human health and the environment while maintaining competitiveness and reinforcing the innovative spirit of the European chemical industry. It is based on the principle that it is up to manufacturers, importers and downstream users to ensure that they manufacture, market, import or use substances that are not likely to be harmful to human health or the environment.
- **The APAVE inspection**: the Group has introduced an inspection of its installations with the APAVE organisation, which focuses on the electrical safety of its buildings and the safety of its machines.



## REDUCE WASTE GENERATION

### REDUCE PAPER CONSUMPTION OF OFFICES

The consumption of paper in 2018 was 1,580 kg. At the same time, we recycled 2,568 kg of paper via our partner, Elise in 2018. 100% of the paper consumed by TRATO-TLV comes from sustainably managed forests and has an ecolabel. In addition, all of the Group's printers are configured to print on both sides of the paper as the default setting to reduce the consumption of paper.



### THE FIGURES

**1580 KG**

The amount of paper consumed in 2018.

**2568 KG**

The amount of paper recycled in 2018.

### ESTABLISH A WASTE REDUCTION PLAN

Particular emphasis is placed on using 100 % recyclable materials (e.g.: steel, aluminium, copper, cardboard, etc.) and developing a workstation waste management policy in order to recycle as much scrap material as possible. A specific process has been set up for processing wood, aluminium and metal waste, as well as for consumables printing.

In addition, as far as possible our products are delivered in large optimised packaging rather than individual boxes to reduce the volume of waste generated.

Lastly, we are constantly on the look out for solutions to minimise or eliminate polystyrene blocks from our packaging and only use 100% recyclable tape for all our packaging.



## REDUCING OUR ENVIRONMENTAL FOOTPRINT

### REDUCING OUR WATER CONSUMPTION



For several years now, the Group has no longer been using mineral water containers for water fountains in areas available to visitors and employees. We have installed a filtration system directly connected to our drinking water network in order to reduce the consumption of plastic containers and thereby reduce our environmental footprint.

### OPTIMISING OUR ENERGY CONSUMPTION



TRATO-TLV has fitted all of its staff offices and some of the lower-traffic logistics areas with presence sensors that control the lighting to reduce electricity consumption. In addition, most of the offices are fitted with LED lighting that has a much lower environmental impact.

The offices are fitted with a district (or centralised) heating system to reduce over-heating, every heater is fitted with a thermostat. Furthermore, we have invested in equipment so that we have more energy-efficient and more effective resources.

In 2019, we want to equip both of our production sites with 100% LED lighting (30% currently have it) to reduce our energy consumption.

### THE FIGURE

**-6%**

The reduction in our energy consumption between 2017 and 2018.

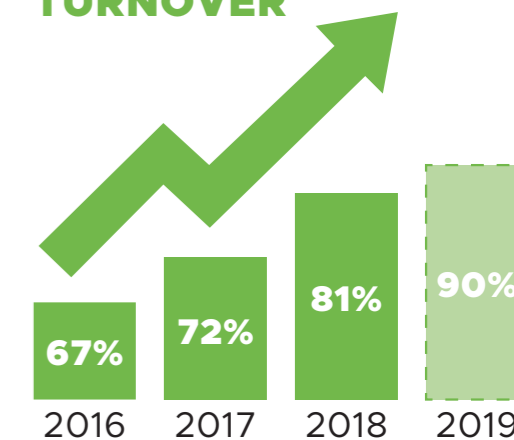
### DEVELOPING ECO-DESIGNED PRODUCTS



Using integrated optical design management to design more energy-efficient light fitting. An R&D department that has worked since 2009 to integrate LED technology into our product ranges.

Promoting the use of LED technology by offering our customers ROI (Return On Investment). Working on thickness and shape optimisation to optimise the weight of raw materials. In addition, limiting the surface treatments applied to our products.

### PART OF LED LIGHTING TURNOVER



## RECYCLE THE WASTE WE GENERATE

In 2018, the Group recovered over 30 tonnes of non-ferrous metals (aluminium, copper). As a manufacturer and major user of aluminium, which is part of one of our raw materials, the TRATO-TLV Group is committed to working with companies who are experts in their field in order to sort and reuse this endlessly recyclable material. In addition, we attach great importance to sorting, collecting and recovering all ferrous metals. Indeed, we recycled 197 tonnes in 2018.



As our Group applies surface treatments to our products, we inevitably produce waste water that needs to be treated. We work with SUEZ, one of the market leaders, and collect waste water that can then be treated and cleaned up without adversely affecting the natural environment. In 2018, we recovered almost 20 tonnes of water from our paint line.

Lastly, we work with a specialist in cardboard collection to recycle and reuse our packaging. In 2018, almost 40 tonnes of boxes were collected.

### THE FIGURES

**20 TONNES**

The amount of water recovered.

**30 TONNES**

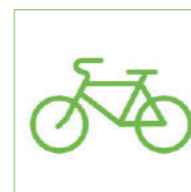
The amount of non-ferrous metals recovered.

**40 TONNES**

C'est la quantité de cartons recyclés et valorisés.

## ENCOURAGING THE SUSTAINABLE MOBILITY OF EMPLOYEES

### PROMOTING SOFT MOBILITY FOR GETTING TO WORK



We provide employees with a secure area for bikes to encourage them to cycle to work.

### BUSINESS TRAVEL



In order to reduce its environmental impact, the TRATO-TLV Group raises awareness among its employees to get them to rationalise work-related travel. Indeed, where possible, we encourage employees to use video conferences to limit unnecessary travel. If they really need to travel, we encourage them to minimise the teams attending, and, if possible, arranging several meetings on one location. We also encourage employees to travel by train where possible to reduce the environmental impact of work-related travel.

### COMPANY CARS



The TRATO-TLV Group provides some of its employees with a company car. While we encourage our employees to limit their work-related travel, or use means of transport with a much lower environmental impact, some business travel is still necessary. Most of our fleet is made up of class A or B vehicles with the lowest CO2 emissions and, wherever possible we use French manufacturers in order to support the French industry. We are looking into using electric and/or hybrid vehicles for part of our fleet by 2022.

# RAISING ENVIRONMENTAL AWARENESS AMONG EMPLOYEES

## ELIMINATION OF PLASTIC CUPS IN OFFICES

In 2019, the Group is going to get rid of disposable plastic cups in its offices in order to reduce our consumption which was around 53 KG for the year 2018. With this in mind, we are going to provide every employee with a reusable, washable cup, made in France. We have also eliminated plastic cups during meetings and promote the use of glasses and mugs.

## IMPLEMENTING SELECTIVE SORTING FOR OFFICE WASTE

For several years, the TRATO-TLV Group has been working with the company, ELISE, specialist in collecting and recycling, to optimise the sorting of office waste: paper, plastic cups, cans and plastic bottles. All our employees have been trained and made aware of the good practices to adopt so they can also implement them at home. This initiative also creates local and long-term job opportunities for people in need. By way of example, we created almost 50 working hours in 2018. We communicate twice a year via our internal newsletter on the amount of waste collected so that employees can assess the impact of their waste thereby contributing to greater awareness. We also attach considerable importance to sorting and recycling the ink cartridges from all of our printers.



We have also implemented selective sorting for coffee pods. All of the used pods are taken to a collection point so that the aluminium can be 100% recycled and the coffee grounds converted into energy and fertiliser for the agricultural sector.

## OPTIMISING THE USE OF DIGITAL TOOLS

We encourage employees to adopt simple steps to limit energy consumption: disconnecting devices when they are not being used, turning off computers during breaks of more than 15 minutes, adjusting the brightness of the screen so that it uses less energy. We are going to set up an internal poster campaign on good, ecologically responsible practices in the daily use of digital tools.



OFFICE WASTE  
RECYCLED AND  
RECOVERED IN  
**2018**



According to valuation report Elise 2018

# 4 / OUR ETHICAL COMMITMENTS

**Working together to ensure the highest standards  
in our daily business conduct**



## **CODE OF ETHICS AND BUSINESS CONDUCT**

The TRATO-TLV Group has drawn up a code of ethics and business conduct. This Code brings together the basic principles that illustrate our joint commitment to the highest standards in our daily business conduct. It sets forth the standards of conduct that should motivate each and every one of us as employees of the Group, as well as our partners and suppliers. The code of ethics and business conduct drawn up by TRATO-TLV has been sent to all employees of the Group, and they undertake to comply with it while conducting daily business in the company. Every new employee is also informed of the Group's principles of ethics and business conduct and, by signing their employment contract, undertakes to adhere to this code of conduct.

## **SUSTAINABLE PURCHASING POLICY**

The TRATO-TLV Group involves its suppliers in its responsibility approach through a sustainable purchasing policy. The sustainable and responsible purchasing charter is sent to all our suppliers.

## **INTERACTING WITH THE SOCIAL AND SOLIDARITY ECONOMY**

TRATO-TLV works with the APF (Association des Paralysés de France (French Association for the Paralysed), now called Association France Handicap) and ESATs (employment support centres for disabled people) to enable individuals with a physical disability or a mild or moderate learning disability, to carry out a professional activity adapted for people who are unable to work in an ordinary setting. These organisations also develop their expertise and interpersonal skills to help them integrate into the workplace.

# OUR COMMITMENTS AND GOALS FOR 2020



## SOCIAL



### OUR COMMITMENTS

- To guarantee the health and safety of our employees
- To ensure that all our employees adhere to our company project
- To offer a work environment that promotes the well-being of employees

### OUR GOALS FOR 2020

- To increase the number of hours of training undertaken by employees by 10%

## ENVIRONMENTAL



### OUR COMMITMENTS

- To reduce our energy consumption
- To reduce paper consumption in offices
- To raise environmental awareness among employees

### OUR GOALS FOR 2020

- To reduce our energy consumption by 10% on both of our sites
- To provide all our employees who work in an office with reusable cups
- To equip all of our production sites with LED lighting

## ETHICAL



### OUR COMMITMENTS

- To promote ethical conduct to all of the Group's employees but also to all our suppliers
- To implement a responsible purchasing policy and involve our suppliers

### OUR GOALS FOR 2020

- To inform all our suppliers about our sustainable purchasing policy

GROUPE  
**TRATOTLV**

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