



# **H** EALTH, SAFETY AND WELL-BEING AT WORK



The labour policy carried out in 2017-2018 extends the positive and effective initiatives already underway, and also introduced a new trend of increased investment in prevention, both to improve working conditions and to promote an environment conducive to the development of our employees and our business activities.

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**Our responsibility and our commitment are to create the conditions that guarantee the physical integrity and health of all those present at our sites, and beyond that, a framework that promotes quality of life at work. The labour policy carried out in 2017 and 2018 extends the positive and effective initiatives already under way, and also introduced a new trend of increased investment in prevention, both to improve working conditions and to promote an environment conducive to the development of our employees and our business activities.**

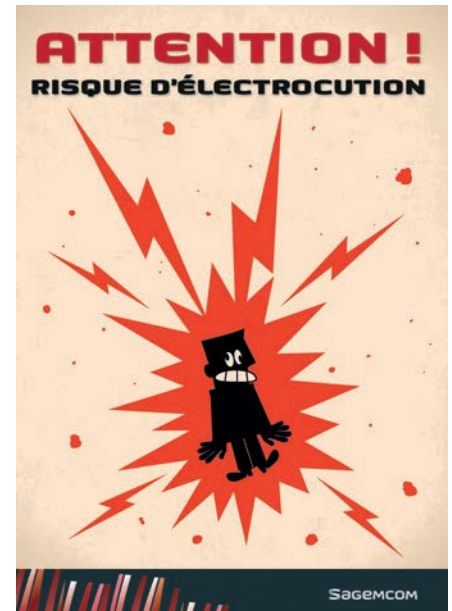
Reducing risks, occupational diseases, serious accidents and the most frequent accidents, all have top priority.

Our goal is to reach the "0 accident". While this objective represents a challenge, it remains the only one that is feasible with regard to the issues at stake and requires the involvement and concerted effort of everyone at every level.

**TAKING ACTION TO ENSURE SAFETY AT WORK**

The safety of our employees is subject to a risk analysis for each business line. This allows us to anticipate risks as much as possible through preventive and protective measures, both individual and collective. This analysis is reviewed and updated each year but also every time a new activity or process is created. At the heart of our concerns, fire safety and protection against exposure to chemicals. Various procedures have been established to manage the risks to the health and safety of employees:

- Risk assessment
- Legal requirements
- Validation of equipment
- Accident recording
- Preventive and/or corrective measures
- Management of dangerous products
- Treatment of dangerous products
- etc.



All of our employees are trained in occupational safety from the recruitment process onwards, and throughout their career within the Group. In order to minimise the risks, personal protection equipment is made available to everyone, in order to supplement the collective preventive actions .

In addition, employees are also involved in the definition of safety instructions: this is essential to ensure that the instructions and the associated equipment (gloves, glasses, etc.) are compatible with their daily lives!

We also take into account the technological developments affecting our production tools (for example the integration of automated lines) in the mapping and management of new risks. Safety analyses in every situation (including maintenance) are carried out, and specific rules are laid down. They are complemented by operator training sessions, and of course by the provision of suitable equipment.

The Group has therefore set up all the necessary means and equipment to detect and deal with emergency situations. These situations are tested annually or more frequently, depending on their impacts.

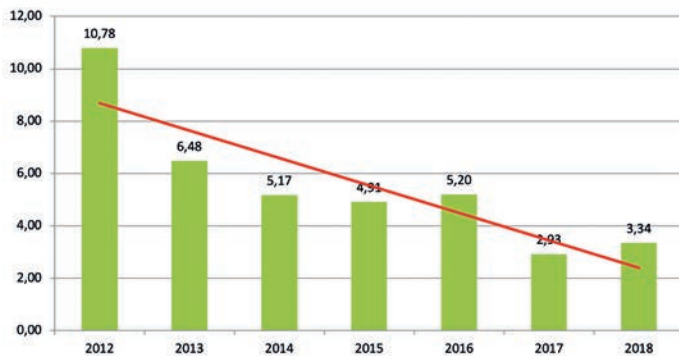
**OHSAS 18001 CERTIFICATION**

Sagemcom's safety policy is based on OHSAS 18001 certification, particularly for production sites. For example, our Tunisian production site, where the vast majority of our manufacturing is located, has been OHSAS 18001 certified by AFNOR since 2008..



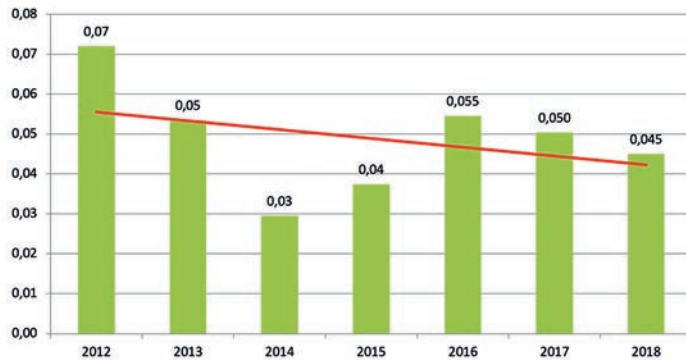
The results are then reported each month by the local management. An overview is held mid-year to verify that the actual results are in line with the objectives. Corrective measures are set up if this is not the case. The annual results are finally presented and analysed by the Executive Management.

Our results for 2018 are presented below:



Frequency:

- number of accidents per days worked \* 1,000,000 / number of hours worked



Severity rate:

- number of days worked \* 1,000 / number of hours worked

Frequency, 3.3% compared with an annual target of 4.8%

Severity rate, 0.04% compared with an annual target of 0.03%

Finally, in addition to the measures taken for production, processes have also been set up for teams handling electrical or gas products: as a result, even without certification, the same rules are applied to them. For example, every employee who works near an electrical product or machine must take training to become a qualified electrical worker. At the end of this training, and subject to passing the final exam, an electrical qualification certificate is then given. Protective measures against electric shocks, fires and explosions have also been implemented in our laboratories, for example, with the ATEX standard for gas meters.

## TAKING CARE OF OUR EMPLOYEES

Sagemcom does not intend to limit its commitment to safety, but wishes to apply it to health as well by involving the right people at the right levels in an accident prevention initiative: occupational medicine, health services, ergonomists, but also the employees themselves, the first people concerned...

With this objective in mind, in 2017 and 2018 the Group maintained its action plans along several lines:

## WORK POSTURE CHECK LIST



To properly adjust and arrange your computer workstation will allow you to adopt a natural and comfortable posture. In order to take advantage of this layout, your work must be as well organised.

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- Develop preventive and ergonomic procedures in the design of new tools and premises or the preparation before taking over a workstation and thus reducing the risks including the onset of Musculoskeletal Disorders (MSD). An e-learning module adapted to the group's activities was introduced to prevent the onset of MSDs, for example by addressing work on screens or handling operations. In Manaus, Brazil, the first 20 minutes of the working day are devoted to flexibility exercises before starting a job, to prevent MSDs. The success of this initiative resulted in its extension to our site in Taden, where staff members now do exercises to warm up their muscles before each shift. In 2018, the SST site also deployed a major project to prevent MSDs, supplemented by a communication campaign designed to promote best practices, especially in terms of posture. A safety day was organised on the Taden site, inviting employees to take part in a range of workshops (prevention of accidents at work, use of the rest room, etc.).

- Involve Occupational Health and Occupational Health Services, beyond medical surveillance, by providing advice designed to have employees participate in the process of preventing occupational risks (hardship, travel, etc.) but more generally to encourage employees to adopt healthy lifestyles. The advice is given either individually or during collective information and awareness sessions, as in France or China, as part of information campaigns or visits to workshops and offices, or organising specific information and prevention campaigns, along the lines of the "Pink October" campaign on the SST site, intended to raise employee awareness of the risks of cancer and the means of preventing it.

- Promote access to a high level of healthcare and welfare coverage for every employee: regardless of their geographical location, Sagemcom provides its employees with reimbursement coverage for medical care, thus enabling them to preserve their health and, if necessary, that of their family.

## **WELL-BEING AT WORK, ONE OF OUR CENTRAL CONCERNS**

We pay close attention to the quality of life at work and we are developing initiatives to offer employees a working environment conducive to their development and the reconciliation of their professional and personal lives, which also helps to develop our corporate performance.

The well-being of employees is dependent on the organisation of the company, its mode of operation, its management and dimensions such as the quality of interpersonal relations and personal guidance.

Sagemcom implemented several initiatives on these themes in 2018:

- Particular attention is given to job organisation and workloads as well as their potential impact on employees' lives. In 2018, the annual interview system that allows every employee to indicate their feelings about the workload, organisation and the balance between work and personal life, irrespective of the employee's work mode (counted in hours, days or with no reference to working hours) or their geographical location came under closer scrutiny, and 100% of the escalated professional difficulties were addressed.

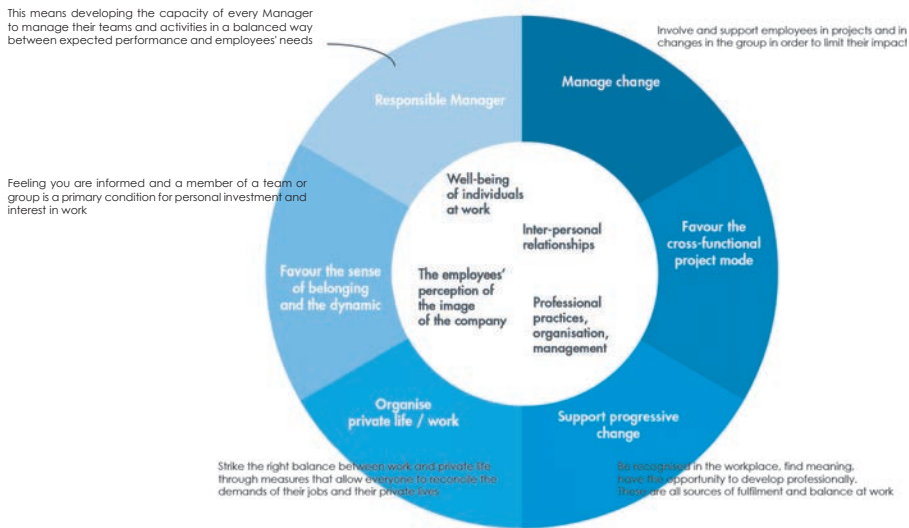
- Seeking to optimise the quality of life at work is also part of a process to prevent psychosocial risks. In France, a 3-year prevention plan was deployed in 2016 as a framework for our preventive approach and strives first and foremost to reduce the risks at the source in order to obtain deep and lasting improvements. The effects of the implementation of this policy are assessed every year, and the measures, if necessary, are updated within the framework of a Monitoring Committee in conjunction with the Staff Representatives and Occupational Medicine. The success of this method of prevention, confirmed by the Occupational Health Services, will continue in 2019, with the deployment of a third action plan. In parallel, other measures are being taken in other countries, such



as China, to provide time and space for employees to decompress after the working day, with the organisation of daily sports sessions (tennis, basketball, etc.).

• The question of the balance between the different times of life is addressed through a number of specific measures. Numerous actions were taken in this field in France in 2018, in particular following the signing of an agreement on employees' right to disconnect in an attempt to regulate the use of digital tools. In addition to the existing outreach services at the Rueil-Malmaison site (concierge service, transport shuttle, etc.), Sagemcom is helping to meet the demands of work and private life by addressing the demands of every aspect of parenthood by publishing a 360 guide to being a parent. The improved integration of the issues related to parenthood has also been extended to other countries, such as China, where further measures to organise working time have been taken to help new parents.

But over and above these aspects, Sagemcom is committed to saving time for all its employees, whatever their personal situation. For example, in France, Sagemcom has committed to take specific measures concerning frequent and long-distance business trips and time management.



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