

Capefront CSR Policy

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This document applies to all entities of the CAPEFRONT SA group, including:

- CAPEFRONT ENERGIES SA
- CAPEFRONT ENERGIES SAM
- CAPEFRONT ASIA PACIFIC
- CAPEFRONT MIDDLE EAST
- CAPEFRONT CONSULTING
- CAPERONS PAYROLL SERVICES
- CAPEFLOW
- CAPEFRONT DO BRASIL
- PETROLIS MALAYSIA
- PETROLIS RECRUITMENT SOUTH AFRICA

And aims to provide guidelines and establish procedures that are uniformly applicable to all the entities mentioned.

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CAPEFRONT FULLY COMMITTED TO A CSR APPROACH

As part of its "Corporate Social Responsibility" (CSR) Policy, a reference document defining the objectives, principles and roles of each party, **Capefront is committed** in particular to integrating social, societal and environmental concerns into its corporate strategy, its relations with its partners, customers and suppliers, as well as its operational activities. As a partner of companies and freelancers, we are a player in the evolution of relationships between customers and suppliers, in order to build a lasting and balanced relationship in a framework of mutual trust.

Specifically, Capefront is committed to:

- Protecting the environment, helping to preserve natural resources and biodiversity, fighting **climate change** by substantially reducing our CO2 emissions, reducing paper printing, adapting our premises to clean and non-polluting energy, choosing our suppliers and subcontractors according to **CSR-compliant criteria** ;
- To choose partners with the ability to **promote through innovation**, Research and Development, environmental, economic and social solutions that meet the needs of future generations;
- Raise awareness among our employees of **environmental issues** and the adaptation of behaviors that must result from them;
- Promote diversity **and fight against discrimination** to ensure equal opportunities;
- To promote the **development of our employees' skills** and social advancement throughout their professional lives, through **continuous training** ;
- To guarantee a stimulating working environment open to dialogue, in **compliance with labour rules and standards**.

In order to give full meaning to our CSR policy, the Capefront Group has embarked on an **Ecovadis** evaluation process, with a first evaluation in June 2023.

Capefront intends to demonstrate its desire to display an exemplary CSR policy and to continuously progress on the essential issues raised by Corporate Social Responsibility.

1 Capefront's CSR strategy

Capefront responds to the challenges of the energy transition by diversifying its activities into:

- The energy sector by favouring low-carbon energies:
 - Offshore wind power;
 - Gas including LNG gas, hydrogen and biogas;
 - The thermal industry, including that related to the energy recovery of waste;
 - The electric mobility industry;
 - Nuclear energy.
- Projects that contribute to independence and energy performance.

Capefront is committed to promoting the activities of the customer portfolio at 40% of turnover in carbon-free energies by 2025.

Capefront has committed to a policy that includes the need to **become a true partner to committed customers**. The group wishes to contribute through its services and know-how:

- New energy transition programs;
- Securing and developing low-carbon energy production capacities;
- Marine and port development projects;
- New infrastructure, including those related to electric mobility;
- To defense projects and remedy energy dependencies.

2 Our actions in favor of the environment

Capefront is committed to improving its practices in order to limit its impact and move towards a fairer and more sustainable environmental policy.

Capefront is committed to limiting its environmental impact through a structured, measured approach aligned with the UN's Sustainable Development Goals (SDGs), in particular SDGs 6, 7, 12 and 13. Our actions are evaluated according to the standards of the Global Reporting Initiative (GRI).

We are implementing our commitments in several areas:

2.1 Implementation work of a **gaitfrom** **Responsible energy management**

The fight against global warming and the energy transition is a major challenge that Capefront has fully grasped and is therefore one of the major objectives of our environmental policy.

In order to improve our energy performance, a drastic CO2 reduction plan has been put in place, the objective of which is to reduce our CO2 footprint by 25% by 2025.

To achieve this objective, provisions have been introduced, including:

- **Use of green energy:** Green electricity certificates obtained for the Geneva and Monaco offices.
- **Strict compliance with energy regulations and laws,**
- **Launch of a process to assess our environmental impact, through an initial assessment according to the Ecovadis standard in June 2023,**
- **Infrastructure optimization**
 - Server virtualization, which makes it possible to bring together several servers (from 2 to 20) on a single physical machine and therefore significantly limit energy consumption,
 - More than 80% of the computer park is made up of laptops that consume less energy than fixed computers,

- All the screens used on the workstations are LED screens,
- Rooms heated and cooled by reversible air conditioning (thermostat) do not allow windows to be opened,
- The premises are thermally insulated and have double-glazed windows.
- **Eco A daily gesture in terms of energy savings**
 - Raising employee awareness of good practices in terms of reducing energy consumption through our CSR managers,
 - Setting up "standby" modes on all workstations and computer equipment,
 - Systematic turning off of PCs and screens in the evening,
 - Automatic lights off.
- **Purchase of high-energy performance technological installations**
 - Purchases of Epeat Gold and Energy Star labeled IT equipment
 - Purchase of low-energy lighting (LED screens, etc.).
- **Good management of HVAC systems (heating, ventilation, air conditioning):**
 - In Singapore, air conditioning is only used from 8 a.m. to 6 p.m. on working days.
- **Continuous awareness of the teams:**
 - Internal communication campaigns,
 - Regular training via Ecovadis.

2.2 Objective Zero Paper - Dematerialization

Capefront has set itself a "Zero Paper Objective" as one of the priorities of its CSR strategy.

Its implementation has enabled us to reduce our paper consumption by more than 40% in 5 years and we are continuing our efforts to move towards the objective.

To do this, Capefront carries out daily actions to rationalize printing with its employees and communicates on these best practices to the partners in its network and its subcontractors (SMEs,

VSEs, Freelancers, etc.):

- Reduction of the print volume (black and white, double-sided, systematization of the preview before printing, use of recycled paper, etc.),
- Collection and recycling of consumables (paper, toners, cartridges),
- Reduction in the consumption of envelopes and mailing, which had the effect of reducing our consumption of franking ink,
- Reuse unused printed paper as a draft or notepad.

In addition, Capefront adopts solutions for the dematerialization of contractual exchanges and documentary deliverables with its employees, partners and customers in order to reduce the use of paper:

- Collaborative workspaces under Sharepoint and Teams;
- Use of platforms for exchanging contractual, administrative and operational aspects with network partners and customers: AMADEO platform for regulatory compliance, "Flow" platform for monitoring umbrella services and invoicing;
- Implementation of the electronic signature to authenticate the integrity of documents in electronic format.
- Bitlocker Password Manager

2.3 Responsible Travel Policy

Capefront is committed to limiting and/or reducing its greenhouse gas emissions through long-term actions carried out with its employees and which have already borne fruit:

- When travelling in the provinces, we give priority to travel by train rather than by plane,
- All employees have PCs that allow them to participate in videoconferences to limit travel,
- Implementation of a teleworking charter since 2021 allowing employees to work from home 2 to 3 days a week.

Within the framework of the contracts it operates, Capefront undertakes to put in place the following measures:

- Use of soft modes of transport to get to customer sites (train, bus, metro or hybrid or

electric vehicles),

- **Proposal of local skills in order to reduce travel times. This provision is a real differentiating factor that Capefront is able to guarantee through the geographical coverage of its network of partners,**
- Limitation of travel within the framework of the services by favouring exchanges and meetings by audio or video-conference as much as possible,
- Distance training of stakeholders (e-learning).

2.4 Implementation of a policy that "empowers" the use of digital technology

Capefront fully subscribes to the concept of digital sobriety, which implies a radical change in our global uses, as the overconsumption of digital technology has become a worrying source of pollution. This involves regularly raising awareness among our employees about the best practices to adopt:

- Regular sorting of mailboxes and limitation of attachments,
- Limitation of the use of emails in favor of the Teams communication application,
- Limitation of attachment transfers and the number of recipients,
- Identification of the most carbon-intensive digital items,
- Purchase of eco-designed and sustainable equipment and applications,
- Extension of the lifespan of employees' computer equipment,
- Switch from physical servers to a single Cloud for all teams, thus reducing document redundancy. Removing physical servers reduces our energy and disk space consumption.

2.5 Waste management

- **Policy for the reuse of our electronic waste**
 - Reconditioning of any computer equipment that is still in working order,
 - Systematic recycling of all our WEEE (toner cartridges, computer or phone batteries, light bulbs, USB keys, PCs, etc.), for reuse or recovery,

- Deposit of our used batteries at the collection points near our premises,
- Rigorous monitoring of the life cycle of our equipment: a computer that is out of warranty or that has broken down is automatically recycled and removed from the computer park if it is out of order. If it is still functional, it is reconditioned for reuse.
- **Reduction of the volume of solid waste**
 - Installation of network water fountains to encourage employees to reduce their consumption of plastic bottles.
- **Incentive to sort**
 - Setting up sorting bins, as far as possible, dedicated to sorting for paper/plastics and other recycled waste,
 - Policy to raise awareness among our employees about the importance of sorting in terms of recycling and storage of non-recyclable materials.

2.6 Global eco-responsible management on a daily basis

- Reduction of the consumption of plastic cups,
- Recycling coffee pods,
- Use of biodegradable cleaning products,
- Suppliers selected according to CSR criteria (return or take-back of used equipment)..

2.7 Social and environmental involvement

Sensitization:

- Monthly follow-up of **1 to 2 mandatory Ecovadis training courses** for all employees.
- Sessions on waste, water, energy, and emission reduction.

Community Involvement:

- Participation in local ecological events (e.g. Clean Walk Monaco 2024).
- Preparation of a "2tons" Climate workshop for all employees during the annual seminar.

3 Social Policy and Human Rights

Here are Capefront's commitments to social responsibility and human rights.

3.1 Guidelines

Capefront is committed to ensuring an inclusive work environment that respects workers' fundamental rights and is consistent with diversity, equity and inclusion (DEI) best practices.

Our commitments are aligned with:

- International standards, including the UN Guiding Principles on Business and Human Rights, the fundamental ILO conventions;
- The national Syntec collective agreement (technical design offices, consulting engineering firms and consulting firms);
- The national collective agreement for wage portage;
- The collective agreement for flight crews;
- The collective agreement for temporary workers.

We also ensure that we comply with the specific recommendations for placement agencies and that we work according to the requirements that apply to SPRPGMs established in France, (Private Services for the Recruitment and Placement of Seafarers) carrying out, cumulatively or not, the activity of placing and making available seafarers (Capeflow company).

The United Nations Sustainable Development Goals (SDGs) concerned include SDGs 5, 8 and 16.

We strive to ensure fair working conditions for both our employees and the workers we place by applying rigorous principles of health and safety, equal opportunity and professional development.

- No work by minors: verification of the identity of consultants before the start of mobilization;
- No forced labour;
- Employment of qualified personnel experienced in the sector.

3.2 Occupational Health and Safety

Capefront places the health and safety of its employees at the heart of its priorities and reinforces

its vigilance on the working conditions of internal and external employees.

Capefront is committed to:

- To assess and prevent occupational risks related to the nature of the missions entrusted to temporary workers and employees, by guaranteeing rigorous monitoring of the working conditions imposed by its clients.

Field audits on HSE aspects are carried out regularly. These audits follow a sampling carried out according to the objective set during the review of Direction Capefront.

Thereafter, the consultant is placed under the responsibility of the client, who undertakes to respect working conditions aimed at ensuring the safety of the consultant.

- Assess and prevent occupational risks, including musculoskeletal disorders (MSDs) and psychosocial risks (PSR) through ergonomic arrangements and specific training (on ergonomics and teleworking, mental health).
- Improve the mental and physical well-being of its employees:
 - Through awareness-raising, flexible working hours and partnerships with health organizations;
 - By addressing the risks associated with stress at work, particularly in times of high recruitment demand. The assessment of stress levels and time requirements during intensive recruitment is part of the consultants' health check.
- Ensure regular medical follow-up for employees and workers placed in care, in accordance with ILO health and safety standards (regular health check-ups, specialist consultations).
 - The consultants' medical follow-up must be up to date before mobilization;
 - The expiration date of the medical follow-up informs the consultant that his or her follow-up needs to be updated;
 - The consultant must then undergo a complete medical examination.
- Ensure a safe and healthy work environment, including regular checks of facilities and compliance with safety standards (e.g. ventilation, lighting, signage).

3.3 Diversity, Equity, and Inclusion (DEI)

In order to foster an inclusive and non-discriminatory work environment, Capefront has taken a proactive approach to diversity and equal opportunities:

- Establishment of a policy of non-discrimination and equal opportunities, covering origin, gender, disability, age and any other protected characteristic.
- Mandatory employee training on diversity and inclusion, including awareness of unconscious bias and anti-harassment (EcoVadis certified training). Recruitment teams are sensitized and trained on non-discrimination in recruitment and encouraged to use inclusive practices in their recruitment.
- Fair recruitment and promotion by applying transparent and objective criteria, as well as the establishment of diverse panels in selection processes.
- Confidential and secure reporting mechanisms for cases of discrimination or harassment, with impartial complaint handling.

3.4 Working conditions and career management

Capefront supports the professional development of its employees and guarantees working conditions that respect social rights:

- Access to continuing education via the EcoVadis Academy platform and internal seminars on CSR, Security, AI and Management topics. The internal teams have organized themselves to train employees on various subjects: HR, working conditions, CSR, etc.
- Implementation of a career management system including personal development plans and internal mobility opportunities.
- Encouragement of social dialogue by respecting collective agreements and promoting the involvement of employee representatives within the Capefront Energies entity.

For the workers placed, Capefront ensures high standards by:

- Ensuring reasonable hours for its teams, especially during periods of high activity; Strict respect for rotating teams.
- Supporting access to social protections in the country of their home entity.
- Facilitating access to training, in order to improve their employability and professional mobility.

3.5 Monitoring and social performance indicators

In order to ensure rigorous monitoring of our commitments and progress, Capefront is implementing:

- Regular social reporting based on Global Reporting Initiative indicators (GRI 401 and 406).
- Monitoring of diversity and inclusion indicators, including the representation rate of women,

seniors and minorities (ethnic origin).

- A continuous evaluation of the actions put in place, allowing us to adapt our policies according to the results obtained.
- Regular audits of working conditions at partner employers.
- A system for managing alerts and complaints, also accessible to workers placed (form).
- Awareness of the risks of exploitation among customers and workers in care.

Capefront is committed to ensuring the ethical and responsible management of all its employees and placed workers, by putting in place reinforced social monitoring and human rights protection mechanisms.

4 Business Ethics Policy

Capefront is committed to conducting its business with integrity, transparency, and compliance with the highest standards of business ethics.

This policy aims to prevent and combat corruption, conflicts of interest, anti-competitive practices and to promote an ethical and inclusive work environment.

It applies to all Capefront employees, suppliers and business partners.

4.1 Guidelines

- Integrity and transparency: All business decisions must respect the principles of good governance and honesty.
- Anti-Corruption and Anti-Bribery: Capefront strictly prohibits all forms of corruption, including facilitation payments, inappropriate gifts and benefits.
- Compliance with laws and regulations: compliance with national and international laws relating to business ethics, in particular the SAPIN 2 law.
- Fair practices: respect for the principles of fairness and free competition.
- Data protection and privacy: Commitment to the security of sensitive information and personal data.

4.2 Reference documents

The Group's Ethics Policy is defined and can be found in the document: [CSA_QA_POL_02 Capefront Ethics Policy.](#)

The other reference documents in the field of Ethics are:

- [CSA_QA_POL_03 Code of Conduct](#)
- [CSA_HSE_POL_07 Anti-Corruption Policy](#)
- [CSA_MGT_ATT_01 Capefront Certificate of absence of conflict of interest](#)

Capefront monitors Ethics indicators through its ethical reporting: [CSA_QA_PRO_09 Capefront Ethical Reporting](#) (as well as CSA_QA_FORM_10 Capefront Ethical Reporting).

4.3 Objectives

- Awareness and training: train 100% of employees on ethics and anti-corruption issues by the end of 2025.
- Strengthening internal controls: Establishing a system to monitor sensitive business transactions and interactions by 2026.
- Partner commitment: ensure that 90% of suppliers sign an ethical commitment by the end of 2025.

4.4 Monitoring and reporting mechanisms

- Anonymous reporting channel: Setting up a confidential platform to report any ethical violations.
- Regular auditing: carrying out internal and external audits to ensure compliance with commitments.
- Sanctions and consequences: any proven breach will be subject to disciplinary sanctions, which may go as far as the termination of the employment or partnership contract.

4.5 Alignment with the SDGs

This policy contributes directly to the following Sustainable Development Goals (SDGs):

- SDG 8: Decent work and economic growth;
- SDG 10: Reduced inequalities;
- SDG 16: Peace, justice and strong institutions;
- SDG 17: Partnerships for the Goals.

4.6 Training and communication

- All employees must read and sign an acknowledgment of this policy.
- Annual training sessions are organized to raise awareness among all employees.
- Regular communication via the Intranet and internal meetings (talks).

4.7 Stakeholder engagement

Capefront expects all its partners to respect this policy and to adopt an exemplary posture in terms of business ethics.

5 Conclusion

In conclusion, Capefront's CSR policy demonstrates the Group's clear, structured and ambitious commitment to sustainable development in all aspects of its business.

By integrating the principles of social, environmental and ethical responsibility at the heart of its strategy, Capefront affirms its desire to be an exemplary player in the energy and social transition.

Whether it is the reduction of the carbon footprint, the promotion of decarbonized energies, dematerialization, digital sobriety, or the adoption of inclusive and ethical practices in human resources management, each action is guided by a coherent and sustainable vision.

The Group's commitment to continuous improvement, in particular through the Ecovadis assessment, further strengthens its credibility and transparency.

Capefront thus demonstrates that economic performance and social responsibility can go hand in hand, to build solutions today that will meet the environmental, social and economic challenges of tomorrow.