



UNÉDIC ESG REPORT

October 2023

Commitment is at the heart of Unédic's DNA. Commitment to serving assets to protect career paths. Commitment to the controlled management of the unemployment insurance scheme. But also commitment of employees and governance to have a positive impact on society. This commitment is reflected in the way we work and in the attention we collectively pay to our environmental footprint, working relationships and conditions, and the transparency of our organisation's governance.

This first ESG report published by Unédic is first and foremost a tool. It makes it possible to report factually on where we are, to identify the actions that can be implemented in a continuous improvement process. Whether actions for the environment (E), social issues (S) or governance (G).

This ESG approach is under construction. The objective is to involve all stakeholders so that all feel involved and can participate in building an ever more virtuous organisation.

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I. ENVIRONMENT

All Unédic employees carry out their activity in the offices located at 4 rue Traversière, 75012 Paris.

Since 2019, there has been a growth in the number of employees (102 in 2019 compared to 115 in 2022) and a decrease in energy consumption and water consumption over the same period. This reduction is linked both to the saving actions carried out by Unédic (renovation of the façades, the elevator, the sanitary facilities, installation of motion detector lights, etc.) and the deployment of work from home, which has the effect of reducing the time spent on site.

On the other hand, the volume of waste collected increased slightly between 2021 and 2022, which corresponds to the return of employees to the site after the 2021 lockdown periods.

1.1. ENERGY CONSUMPTION OF THE BUILDING AT 4 RUE TRAVERSIÈRE

	2022	2021	2020	2019
Energy use in kWh	291 556 kWh	311 058 kWh	314 490 kWh	354 270 kWh
No. of employees	115	112	106	102
kWh/employee	2 535 kWh/employee	2 777 kWh/employee	2 967 kWh/employee	3 473 kWh/employee

Source: "Unédic" annual operating reports - Engie Solutions and SETEC office - non-public

1.2. WATER CONSUMPTION OF THE BUILDING AT 4 RUE TRAVERSIÈRE

	2022	2021	2020	2019
Use of water in m³	743 m ³	743 m ³	875 m ³	1,021 m ³
No. of employees	115	112	106	102
m³/employee	6.5 m ³ /employee	6.63 m ³ /employee	8.25 m ³ /employee	10 m ³ /employee

Source: "Unédic" annual operating reports - Engie Solutions and SETEC office - non-public

1.3. WASTE COLLECTED AT THE SITE AT 4 RUE TRAVERSIÈRE

	2022	2021
Waste collected in tonnes	3.352 tonnes	2.481 tonnes
No. of employees	115	112
Tonnes/employee	0.029 tonne	0.022 tonne

Source: 2022 Annual environmental reports and 2022 Le Petit Plus, office waste collection and recycling provider - non-public

It should be noted, however, that the year 2022 corresponds to the period of return to the site after a period of full-time work from home spread over the years 2020 and 2021 (covid-19 pandemic). As an indication, in France, an employee produces an average of 120 to 140 kg of waste per year at his/her place of work (compared to 29 kg per Unédic employee in 2022)

Source: ADEME - Environmental Transition Agency

1.4. FOCUS ON PAPER AND CARDBOARD WASTE COLLECTED AT THE SITE AT 4 RUE TRAVERSIÈRE

	2022	2021
Paper and cardboard in tonnes	2.477 tonnes	2.026 tonnes
No. of employees	115	112
Tonnes/employee	0.022 tonne	0.018 tonne

Source: 2022 Annual environmental reports and 2022 Le Petit Plus, office waste collection and recycling provider – non-public

It should be noted, however, that the year 2022 corresponds to the period of return to the site after a period of full-time work from home spread over the years 2020 and 2021 (covid-19 pandemic). As an indication, in France, an employee consumes an average of 60 to 65 kg of paper per year (compared to an average of 22 kg per Unédic employee in 2022)

Source: ADEME – Environmental Transition Agency

1.5. BIODIVERSITY

Unédic has no sites and no operations in or near sensitive or protected areas.

1.6. REDUCTION IN CARBON FOOTPRINT AND ENERGY SAVING POLICY

In order to limit its carbon footprint, Unédic has put in place various actions set out in its Internal Regulations, between 2020 and 2022, namely:

- Putting in place water fountains on all floors and in large meeting rooms;
- Replacement of coffee machines with capsules by coffee bean machines (environmentally responsible French coffee roaster);
- Elimination of the use of cardboard and plastic cups;
- Delivery of a kit consisting of a ceramic mug and a glass bottle;
- Provision of glasses, cups and decanters in the meeting rooms.

This approach aims to limit plastic consumption and in particular bottles and cups.

In 2022, in order to develop the selective sorting approach, Unédic modified its collection system by removing individual bins and making paper, glass and DIB (non-hazardous industrial waste) collection points available.

Works to renovate the façades, the elevator, the sanitary facilities, exclude the use of hot water, install motion detector lights and replace obsolete equipment in the building over the last 3 years has led to energy savings:

- Significant decrease in energy consumption since 2011: 30% energy savings in 2021 compared to 2011.
- Decrease in energy consumption in 2022 by 20% compared to 2021 thanks to the implementation of an energy saving policy despite the lockdown periods of 2020 and 2021.

Source: “Unédic” annual operating reports - Engie Solutions – non-public

Awareness-raising actions were carried out in 2022 and 2023:

- The Climate Mural in December 2022 in which 80% of Unédic’s staff participated – this event allowed everyone to understand the operation, scale and complexity of the issues related to climate change;
- The MyCO2 workshops in June 2023 in which 20% of Unédic’s staff participated – this event allowed volunteer participants, in particular by calculating their carbon footprint, to understand the orders of magnitude of carbon, based on its French carbon footprint distribution benchmark.

II. SOCIAL

At the end of 2022, Unédic had 115 employees, 88% of whom were on permanent contracts, the majority of whom were women (57%). Between 2020 and 2022, the gender distribution of the management committee approached parity (44% women compared to 30% in 2020). But managers are still mostly men (64% in 2022). The gender equality index is constantly increasing (94/100 at the end of 2022, above the national average).

In terms of remuneration, the pay gaps are moderate. The highest remuneration is equal to 5.6 times the lowest remuneration.

From the point of view of working conditions, an agreement promoting professional equality in terms of work-life balance was signed in 2019, as well as an agreement on the integration of the youth and the retention of seniors in 2020.

2.1. EMPLOYMENT DATA

2.1.1. TYPES OF CONTRACTS

	31/12/2022		31/12/2021		31/12/2020	
	Nb	%*	Nb	%	Nb	%
Permanent contract	104 101.8 average monthly FTE	88%	104 101.8 average monthly FTE	91%	101 98.8 average monthly FTE	92%
Fixed-term contract excluding apprentices	3 1.62 average monthly FTE	1%	2 2.71 average monthly FTE	2%	3 3 average monthly FTE	3%
Professional fixed-term contract	0 0 average monthly FTE	0%	0 0 average monthly FTE	0%	0 0.35 average monthly FTE	0%
Apprentices	7 10 average monthly FTE	9%	5 4.92 average monthly FTE	4%	5 3.35 average monthly FTE	3%
CIFRE (student researchers)	1 1 average monthly FTE	1%	1 1.46 average monthly FTE	1%	1 1 average monthly FTE	1%
Interns	1 1.29 average monthly FTE	1%	0 0.65 average monthly FTE	1%	0 0.62 average monthly FTE	1%
Temporary workers**	1 2.17 average monthly FTE	/	2 0.39 average monthly FTE	/	0 0 average monthly FTE	/
External workers/subcontracting***	2,390.61 man days	/	2,335.4 man days	/	2,586.19 man days	/

*Percentage is calculated based on average monthly FTE.

** Reason for using temporary workers: temporary increase in activity or vacancy likely to generate a need for recruitment in the very short term or businesses experiencing shortages (profiles rarely available on fixed-term contracts)

***The use of subcontracting mainly corresponds to "non-core businesses" work that is not intended to be internalised (routine and recurring maintenance work) or as part of projects requiring ad hoc and specific expertise (in particular in relation to IT systems or projects). When the corresponding activity tends to be sustainable over time, the intention is to internalise these skills.

2.1.2. TURNOVER

	2022	2021	2020
Permanent contract turnover	12%	10%	8%

If the trend observed in terms of turnover over the last three years is increasing, it should be put into perspective in view of the health context generated by the Covid-19 pandemic that occurred in 2020 and 2021. Indeed, during these two years, employees were less likely to change companies.

By way of comparison, the average turnover in France in 2022 amounts to 15% - Source: INSEE

2.1.3. WORKING TIME

	31/12/2022		31/12/2021		31/12/2020	
	Nb	%	Nb	%	Nb	%
Full time	103 employees	90%	100 employees	89%	98 employees	89%
Part time > 30 hours weekly	4 employees	3%	4 employees	4%	4 employees	4%
Part time between 20 hours and 30 hours weekly	8 employees	7%	8 employees	7%	8 employees	7%
Part time < 20 hours weekly	0 employee	0%	0 employee	0%	0 employee	0%

Part-time: employee's choice, no request for a derogation from the minimum weekly working time, no request for a return to full working time was refused in 2022, no part-time imposed, it is solely the employee's choice, no objection from the employer (systematic acceptance).

Unédic facilitates part-time work in order to enable employees to accommodate work and life. Part-time employees benefit from the rights granted to full-time employees by reason of statutory provisions and those of the company agreement, in proportion to the duration of the work, unless a special provision is mentioned in the said agreement;

- In order to facilitate the choice of employees wishing to work part-time, without prejudice to their pension contributions, they are offered the possibility of contributing on a full-rate reconstituted basis;
- In accordance with the provisions of the company agreement "in the event of continuation of activity after the age of 60, and from this age, the working time is reduced by one hour per day with maintenance of the salary". To facilitate this organisation of working time, additional provisions have been adopted by means of an establishment agreement (For employees falling under the individualised or collective schedule, the optional possibility of accumulating these hours on Monday or Friday. For employees covered by the fixed-rate in days: the possibility of a non-working day in the month while retaining their remuneration; accompanied, on the other hand, by an additional contribution of 6 days/year for the benefit of their working time accounts (CET));
- Reduction of one hour of work/day, without reduction in salary, from the state of pregnancy medically established and until the end of the 9th month following the birth.

2.1.4. OVERTIME

	2022	2021	2020
FTE on average over the year	1.71	2.20	2.55

Downward trend over the last 3 years.

Each year, of the total volume of overtime, 50% is performed by the business departments (studies and analysis, legal and institutional affairs, finance and accounting) and is due to the periodic increase in production.

2.1.5. AGE AND SENIORITY

	31/12/2022	31/12/2021	31/12/2020
Average age	41 years old	41,61 years old	41,29 years old
Average seniority	9,58 years old	10,53 years old	10,30 years old

2.1.6. NATIONALITIES

	31/12/2022	31/12/2021	31/12/2020
French	93%	94%	94%
Other	7%	6%	6%

2.2. DATA ON GENDER EQUALITY

2.2.1. DISTRIBUTION OF MALE/FEMALE EMPLOYEES

	31/12/2022	31/12/2021	31/12/2020
Total women	57%	57%	58%
Total men	43%	43%	42%
Female managers	36%	39%	36%
Male managers	64%	61%	64%
Women on the Management Committee	44%	38%	30%
Men on the Management Committee	56%	62%	70%

2.2.2. MALE/FEMALE PROFESSIONAL CATEGORIES

		31/12/2022	31/12/2021	31/12/2020
Employees	Total	10.4%	7.1%	6.4%
	Women	50%	50%	71%
	Men	50%	50%	29%
Supervisors	Total	11.3%	13.4%	14.5%
	Women	77%	80%	75%
	Men	23%	20%	25%
Executive	Total	78.3%	79.5%	79.1%
	Women	56%	54%	54%
	Men	44%	46%	46%
Total Females		57.4%	57.1%	58.2%
Total Males		42.6%	42.9%	41.8%

2.2.3. AGREEMENT ON GENDER EQUALITY IN THE WORKPLACE OF 25/07/2019

Application of the provisions of the establishment agreement on gender equality in the workplace of 25/07/2019, the main provisions of which promoting gender equality in the workplace in terms of career development are:

- Taking into account family constraints in the organisation of training sessions;
- A commitment to the planning of meetings, facilitating as much as possible the balance between work and family life;
- Equity in access to training and career paths, including possible refresher actions for employees returning from maternity, adoption, parental childcare or family presence leave;
- The establishment of interview systems before leaving on and/or returning from parental leave (maternity, paternity, parental leave, etc.), in order to review and anticipate the conditions of return of the employee.

2.2.4. DISTRIBUTION OF MEN/WOMEN RECRUITMENT

	31/12/2022	31/12/2021	31/12/2020
Total women	13	10	10
Total men	12	10	8
Female managers	0	2	1
Male managers	1	1	3

2.3. WORKING CONDITIONS, WORK-LIFE BALANCE

2.3.1. WORKING CONDITIONS

Within Unédic, there are no systems for organising work in day / night / weekend shifts, assembly line work. Furthermore, no employee is exposed to the factors of hardship within the meaning of Article D.4121-5 of the French Labour Code.

IT and real estate on-call duty are put in place. They concern 5 employees in the case of IT on-call duty and 3 employees in the case of real estate on-call duty.

2.3.2. COMPANY AGREEMENT

Application of the provisions of the company agreement:

- 10 paid “sick children or caregiver” days (5 days on full salary and 5 days on half salary);
- Reduction of one hour of work/day, without reduction in salary, for the duration of the medically confirmed state of pregnancy and until the end of the 9th month following the birth;
- Maintenance of salary during maternity / paternity / adoption leave;
- Paternity leave for a maximum of 25 calendar days in the case of a single birth and 32 calendar days in the case of a multiple birth;
- Paid family events (birth, adoption, marriage, medically assisted procreation, death of a relative, relocation);
- Parental presence leave when the illness, accident or disability of a dependent child is particularly serious, making a sustained presence with him or her and compulsory care essential;
- Leave with a view to adoption;
- Adoption leave;
- Parental leave for childcare;
- International solidarity leave;
- Possibility of pension contributions on a full rate basis for part-time work.

2.3.3. AGREEMENT ON GENDER EQUALITY IN THE WORKPLACE OF 25/07/2019

Application of the provisions resulting from the establishment agreement on gender equality in the workplace of 25/07/2019, the main provisions of which promote gender equality in the workplace in terms of work-life balance are:

- The possibility for new parents to convert the holiday allowance bonus (equivalent to 22 working days) into exceptional additional leave, to be taken within 12 months of resumption of activity;
- The promotion of the donation of paid leave, when the situation requires it in view of the employee’s family situation;
- The implementation of a tax-free childcare bonus scheme, for any child under three years of age, kept in an approved nursery or by an approved childcare assistant, in order to compensate for the particular impacts linked to the exercise of a professional activity in the Paris region and the difficulties that this entails in the daily organisation of a childcare scheme for young children. Pursuant to the correlative provisions of this agreement, a monthly lump sum bonus of €152.50 net will be paid to any employee working on a minimum basis of 0.5 FTE per month upon presentation of supporting documents.

2.3.4. INTEGRATION OF THE YOUTH AND MAINTENANCE OF SENIORS

Application of the agreement relating to career ends and the integration of trainees of 13/02/2020, the main provisions of which are:

- Within the 12 months preceding a retirement: each employee (regardless of his/her type of schedule) wishing to retire on his/her own initiative, within the following 12 months, may choose to benefit from a reduction in his/her working time of up to 20% of a full-time equivalent, while retaining the benefit of his/her remuneration prior to his/her entry into the scheme; Or, the possibility for employees in an equivalent situation to opt for a sponsorship of skills resulting in their voluntary provision for the benefit of an association of general interest.
- For employees over 60: possibility to include in his/her CET and beyond the current ceiling of 60 days: days of paid leave and days of leave related to seniority (the inclusion of these additional days can be used before the actual departure). For employees covered by the individualised or collective schedule, the possibility of benefiting from an hourly reduction of 1 hour per day with maintenance of the salary, while granting the optional possibility of accumulating these hours on Monday or Friday. Employees covered by the fixed-rate in days may

benefit from: on the one hand, a day not worked during the month while retaining their remuneration; on the other hand, an additional contribution of 6 days/year for the benefit of their CET.

- Unédic promotes the integration of the youth, in particular through the recruitment of apprentices, up to 9% of its workforce for the year 2022, as well as one student researcher (Convention Industrielle de Formation à la Recherche or CIFRE) each year. To do this, Unédic develops partnerships with schools and universities (Sciences Po Bordeaux, ENSAE, etc.). A mentor accompanies each student in the development of their skills and follows their academic or university course.

2.4. REMUNERATION

2.4.1. REMUNERATION STRUCTURE – COMPANY AGREEMENT

Remuneration paid over 14.58 months: holiday allowance and 13th month bonus.

The company being a non-profit association, if the remuneration of employees does not include a bonus on financial performance, there are discretionary bonuses related to individual performance.

Employees are reimbursed up to 75% of their public transport subscriptions, including when the distance from home is based on personal convenience.

In addition, employees who go to their place of work by bike benefit from a “bike mileage allowance” of 25 cents per kilometre, as long as the employee travels at least 1 km per trip, within the limit of an annual ceiling set at 200 euros. This allowance is paid in the form of a monthly lump sum bonus.

By way of derogation from the monthly flat-rate bonus “bicycle kilometre allowance” and with a view to encouraging the purchase of equipment to limit CO2 emissions in the context of work commute, employees may benefit from the payment of the kilometre allowance only once in the form of an annual flat-rate bonus, up to a limit of 200 euros and on presentation of an invoice relating to the purchase of their equipment.

The provisions relating to the bicycle kilometre allowance in force to date (establishment agreement of 26 June 2019) will soon be updated as part of the negotiation of a collective agreement on sustainable mobility.

For information purposes, within Unédic, the highest remuneration is equivalent to 5.6 times the lowest remuneration. Such remuneration shall be in full time equivalent annual gross value.

2.4.2. MANDATORY ANNUAL NEGOTIATION AGREEMENT OF 12/12/2022

3.8% actual general increase from January, 1st 2023.

2.4.3. DISTRIBUTION OF PERMANENT INDIVIDUAL PROMOTIONS

	2022	2021	2020
Men	50%	50%	43.75%
Women	50%	50%	56.25%

2.4.4. DISTRIBUTION OF THE BONUSES ALLOCATED DURING THE PEOPLE REVIEW (EXCLUDING CODIR VARIABLES)

	2022	2021	2020
Men	59.46%	35.55%	41.86%
Women	40.54%	64.45%	58.14%

The budget dedicated to individual performance bonuses have been smaller in the last two years in favour of general increases granted as part of the mandatory annual negotiations. The bonuses are not granted with regard to gender but are objective and represent individual performance.

2.4.5. GENDER EQUALITY INDEX, COMPANY SCOPE (UNÉDIC + UNÉDIC-AGS DELEGATION)

	2022	2021	2020
Remuneration gap	34/40	36/40	35/40
Gap in individual increases	20/20	10/20	5/20
Promotion gap	15/15	15/15	15/15
Percentage of employees increased on their return from maternity leave	15/15	15/15	15/15
Number of employees of the under-represented sex among the 10 highest paid	10/10	10/10	5/10
Total	94/100	86/100	75/100

Upward trend over the last 3 years.

2.5. CAREER DEVELOPMENT

2.5.1. ANNUAL MAINTENANCE

Every year, each employee receives a professional interview to assess their working environment and to give their perception of their key behavioural professional skills. A record of this interview allows the exchange between the employee and his/her manager to be traced. During the interview, the following items are analysed:

- The level of command of the main activities of the employee's position,
- Achievement of the employee's objectives,
- The employee's key behavioural job skills.

At each stage of the interview, the manager and his/her employee are free to express their feelings. The interview also allows the setting of objectives for the next year (operational objectives related to the activities of the position held and to the projects in progress, personal improvement objectives of the employee on the position held, on behavioural skills as well as on the anticipation of the future changes). The employee's wishes for development in his/her job, in his/her management, in another direction and in terms of remuneration are then discussed. Lastly, the training taken during the past year is reviewed and a survey of training related to the employment and personal development of the employee is carried out for the coming year.

2.5.2. REVIEW AFTER 6 YEARS

In addition to this annual interview and as part of the monitoring of professional development, every 6 years, a report tracing the employee's career path over the last 6 years is provided. This document describes:

- The training actions carried out,
- Elements of certification acquired,
- Any professional progress (changes in duties, progress in terms of individual or collective remuneration, etc.)

2.5.3. INTERNAL AND INTER-ASSOCIATIVE MOBILITY

All job openings are systematically disseminated internally in order to promote internal mobility. Applications received in this context are systematically considered as a priority.

A job exchange will be set up from January, 1st 2024 and for a period of 3 years between Unédic and the AGS with a view to promoting inter-associative mobility.

2.5.4. CAREER DEVELOPMENTS OVER THE LAST 10 YEARS AT UNÉDIC

On the basis of an average seniority of about ten years and the employees present on 31/12 for each of the last 10 years (from 2012 to 2022):

- 161 coefficient changes,
- 89 job changes,
- 24 professional category changes.

2.6. TRAINING

2.6.1. 2022 TRAINING PLAN

6 guidelines have been defined for 2022:

1. Have the fundamental skills to perform their duties, adapt to changes in positions or activities and develop professional skills.
2. Develop soft skills to work better together while supporting managers and employees to prevent PSRs (psychosocial risks).
3. Own key tools and reinforce attitudes and behaviours to establish impactful communication.
4. Strengthen our societal commitment by keeping abreast of all the Unemployment Insurance news that impacts our business.
5. Increase one's employability in order to be proactive in one's own professional development.
6. Acquire skills in occupational health and first aid to be an actor in prevention or rescue.

In 2022, women benefited from 61.69% of the training hours provided, compared to 38.31% for men (as a reminder: 60% women / 40% men in terms of workforce).

In 2022, Unédic devoted €282,269.10, i.e. 3.45% of the payroll, to all vocational training schemes (minimum statutory amount: 1%).

- €129,174.30 in respect of teaching costs and related costs;
- €69,769.84 for salary maintenance during training;
- €83,324.96 in contribution paid to Uniformation (training personal account (CPF), Joint Fund to secure professional career paths (FPSPP), Professional Development Advising (CEP), apprenticeship and professionalisation contracts).

By way of comparison, in 2021, Unédic allocated €334,829.47, i.e. 4.17% of the payroll, to all vocational training schemes.

2.6.2. TRAINING REPORT

	2022	2021
Training hours	1,320.5 hours	1,652 hours
Number of internships completed	101	131
Average duration of training per trainee	21.65 hours	21.20 hours
Number of internships per trainee	1.7	1.7
Training plan completion rate *	91.8%	96.9%
Average spend per trainee	€2,117.61	€2,087.34

*Training cancelled or postponed by the organisation or training not taken by the trainee.

Immersion in the Pôle Emploi (Employment Agencies) office are organised monthly. These immersions are part of the journey of newcomers. Any employee of the company, on a voluntary basis, and any new hire, in a systematic manner, can benefit from a 2-day immersion, in the Pôle Emploi agency with the following objectives:

- To discuss with the advisors and management of the agency,
- Participate in sequences at the agency's reception desk and in interviews and/or workshops with advisors and jobseekers.

2.7. WORK FROM HOME

Three forms of work from home set up by dedicated agreement of 1st December 2020:

- Regular work from home (a number of days worked on a regular basis and according to a predetermined weekly organisation);
- Exceptional work from home in an unforeseen and once-off situation, carried out occasionally over time (for example in case of a transport problem or bad weather);
- Forced work from home (in the event of more or less lasting exceptional circumstances due to force majeure, implemented in exceptional circumstances such as cases of epidemics or any other health risk).

Fixed monthly work from home allowance of €20 per month (€50 in the case of forced work from home 5 days a week for a minimum period of 4 consecutive weeks)

Assistance in the acquisition of equipment for employees: Participation by the employer for 80% of the amount paid for the purchase of equipment, and for a maximum amount of €240 incl. tax / per employee

100% of employees have access to work from home, which is therefore widespread and sustainable.

2.8. ABSENTEEISM

	2022	2021	2020
Absenteeism rate (<i>sick leave, accidents at work/occupational illnesses</i>)	4.80%	5.41%	5.07%

By way of comparison, the average absenteeism rate in France in 2022 was 6%.

2.9. HOUSING ACTION

	2022	2021	2020
Contribution on salaries for construction effort	€31,960 paid in 2023 for 2022	€32,294 paid in 2022 for 2021	€33,221 paid in 2021 for 2020

2.10. SOCIAL ACTIONS

2023:

- Sénagazelle (the race): in Senegal, a race of about 10km every day for a week to arrive at a school where previously collected school materials are distributed to children.
- MyCO2 workshop by Carbone 4: raising awareness of the various climate issues through collaborative workshops, in particular to gain a better understanding of the orders of magnitude of carbon and reduce its footprint.
- RecycLivre collection: collection of books for the benefit of the RecycLivre association. The first committed French seller of used books online, RecycLivre collects, buys and sells used books in Europe. Since its creation in 2008, RecycLivre has built its DNA around 3 pillars to fight for the planet and the human: the environment, and social societal issues. RecycLivre's mission is to give a second life to books in order to reduce the impact on the environment and promote access to culture. As a result, what cannot be sold is donated, what cannot be sold or donated is recycled into paper pulp in France.

2022:

- Collection for Ukraine: collection of new hygiene products (shower gel, shampoo, toothpaste, soap, etc.), care products (periodic protections, tissues, cotton pads, bandages, plasters, compresses, etc.) and small comforters for children (March 2022)
- No finish line: sporting and solidarity challenge with a single objective: run to collect as many donations as possible! (June 2022)
- 2022 back-to-school lunch with a solidarity caterer La Table de Cana
- Sénagazelle (collection): collection of school supplies for a solidarity race by a Unédic employee
- Food banks: food collection organised on 25/11/2022 in partnership with La Chorba, in a Carrefour Market store near the premises of Unédic
- The Climate Mural: cohesion afternoon (13/12/2022) to allow everyone to become aware of the reality of the causes and consequences of climate change, to share their feelings about these issues and to leave with a range of concrete actions to implement.

2021:

- Solidarity tie: collection of professional outfits suitable for job interviews to combat discrimination based on appearance and facilitate access to employment for persons in vocational integration. Once collected, all the clothes will be sent to the premises of the association La Cravate Solidaire. They are chosen by an image consultant to dress the candidates during a workshop.

- ADSF (Agir pour la Santé des Femmes) collection: collection of hygiene products for women in very precarious situations that the association meets on the occasion of outings or in their various reception centres. The ADSF association aims to collect personal hygiene products for women in situations of great exclusion from individuals, schools and companies. Through these various actions, the association contributes to the fight against menstrual insecurity and for the health of the most precarious women.
- Sock en stock collection: collection of unused "orphan socks". Many persons in precarious situations have difficulty accessing pairs of socks in good condition because they are rarely donated. Many associations regularly report this need but often find themselves obliged to buy socks. And yet, many of us keep orphan socks in our closets. The purpose of the Sock en stock association is to facilitate the linking of this demand and this supply, via collections of unused orphan socks (or even unused pairs), their washing, sorting and free and solidarity redistribution in the form of reconstituted pairs. Through these various actions, Sock en stock thus promotes access to dignity and comfort for all and contributes to increasing the shelf life of textile products.
- Rejoué collection: collection of children’s games (Christmas). The Rejoué association gives a second life to toys by collecting, renovating and recirculating toys through the work of women and men employees, in the process of integration.

2019:

- Food banks: food collection organised on 29/11/2019 in partnership with La Chorba, in a Carrefour Market store near Unédic’s premises.

2.11. DIVERSITY

2.11.1. DISABLED WORKERS, COMPANY SCOPE (UNÉDIC + UNÉDIC-AGS DELEGATION)

	2022	2021	2020
Number of workers with disabilities*	> 6% of the workforce	5.7% of workforce	4.5% of workforce
Agefiph*	€0 <i>(statutory obligations met at 100%)</i>	€333	€8,324.90

*Statutory constraint: a minimum of 6% of the workforce comprising disabled workers. Contribution to Agefiph otherwise.

2.11.2. PRINCIPLE OF NON-DISCRIMINATION

The talent development and quality of life at work manager, in charge of recruitment, received training on non-discrimination in hiring. The entire managerial population will also benefit from training dedicated to non-discrimination during the year 2024.

2.11.3. ADVOCACY AGAINST ILLITERACY IN THE WORKPLACE

Unédic is a signatory to the Advocacy against illiteracy at work, initiated by the National Agency for the Fight against Illiteracy and the Certif Pro association, certifier of skills bases and representing the social partners, with the aim of bringing together all stakeholders who share the same conviction: investing in the training of employees for the command of reading, writing, numeracy, digital skills, basic skills, it not only improving the performance of public and private companies but also offering everyone quality jobs by improving well-being at work and giving everyone the power to choose their professional future and their social autonomy.

2.12. FREEDOM OF ASSOCIATION

Two unions representing the interests of employees.

Two associations created and managed by the employees and financed by the company:

- Unékip Dynamique: The association was born in 2019 following a Hackathon entitled “Reinventing Unédic” during which Unédic employees had to imagine an innovative project to strengthen internal links, and reinvent together the way we work on a daily basis. The project “Unékip’Solidaire” (since renamed “Unékip Dynamique”) won the vote by inviting employees to participate in citizen actions. A good way to get to know each other better while participating in solidarity actions that correspond to Unédic’s values. Gathered within this association, a group of Unédic employees organises events to share moments of conviviality: gourmet rally, galette des rois, Christmas ugly sweater contest... They also carry out solidarity actions to support the most vulnerable persons and contribute to the preservation of the environment: solidarity collections of toys or food, deployment of selective sorting on the premises, etc.
- Sports association founded in 2019:
 - o Organisation of sports classes (pilates, yoga, burger burner, etc.)
 - o Organisation of sporting events (football, badminton, etc.)
 - o Organisation of foosball tournaments,
 - o Organisation of in-house forecasting competitions (football world cups, rugby world cup).

2.13. OCCUPATIONAL HEALTH AND WELLBEING

During a suspension of the employment contract for sick leave (less than 4 consecutive months), maternity/paternity leave, employees benefit from subrogation and maintenance of their remuneration (no waiting period implemented).

The recent measures and actions implemented within Unédic

Since 2019:

- One-hour remote yoga class every Friday at noon,
- One-hour Pilates class every Thursday in person and remotely.

Since 2020:

- One-hour sophrology sessions every Tuesday lunchtime face-to-face until the end of 2022.

Since 2021:

- Since 2021, ACMS has been raising employees' awareness of musculoskeletal disorders, on site and through the provision of brochures, particularly during medical visits. This awareness is reflected in the ergonomics of the workstation on site, in case of work from home as well as work on a screen.

In 2022:

- Mon Bilan Cardio: an interactive and innovative device set up by Malakoff Humanis for the prevention of cardiovascular diseases. This system consists of three stages:
 - o A risk assessment carried out online from a secure space created by the insured employee;
 - o A preventive interview with measures, carried out by a health professional - a pharmacist or a teleconsultation doctor - aimed at deepening the initial assessment, and informing and raising the awareness of the insured about his/her risk factors;
 - o A personalised return of the results supplemented, where appropriate, by a referral of the insured to his/her attending physician who will ensure the follow-up as part of his/her usual medical practice.
- Pink October: Unédic, in partnership with Malakoff Humanis, offers videos on breast cancer entitled “patients, treatments, cancers” as well as awareness videos on breast cancer prevention.
- Blue October: prevention campaign via video publications and webinars on prostate cancer

- Two blood donation campaigns.
- “Retirement appointments”, “My Retirement and me” webinars by Agirc Arrco for employees to ask their questions about their future retirement and developments in the legislation of the basic plan.

In 2023:

- One-hour meditation sessions every Tuesday at noon in person and remotely,
- Quality of Life and Working Conditions Week in June:
 - o “Nutrition and well-being” conference on the topic of sugar,
 - o “Learning to log off to reduce your mental load” conference,
 - o Sitting massage sessions,
 - o Dissemination of fact sheets on key measures for working from home.
- “Health and well-being” conference on the theme of dairy products.

2.14. PREVENTION OF PSYCHOSOCIAL RISKS

In March 2021: implementation by Malakoff Humanis of an exceptional management system for psychologist consultations

From July, 1st 2023: implementation of an online psychological teleconsultation service to facilitate access to psychologist sessions for as many persons as possible

Implementation of dedicated services by Malakoff Humanis for the following situations:

- Disability,
- Caregivers,
- Cancer,
- Aging well,
- Social fragilities.

Annual assessment of the workload by the employee in conjunction with his/her manager (Annual Professional Interview for fixed-term executives).

III. GOVERNANCE

Unédic is an association governed by private law which carries out a mission of general interest. It is entrusted by public service delegation with steering and managing unemployment insurance. In 1958, General de Gaulle entrusted the management of the unemployment insurance scheme to the social partners, particularly with a view to defining regulations as closely as possible to the realities of employment by meeting the needs of employers and protecting and supporting jobseekers. The association was created on 31 December 1958 as part of the first unemployment insurance agreement signed by the social partners representing employees and employers. Even today, it is the social partners who steer Unédic via joint decision-making bodies. They are responsible for negotiating the rules of compensation, contribution rates and assistance to promote the return to work.

3.1. GOVERNANCE

Unédic has joint governance guaranteeing the balance between the interests of employees and the employer.

The organisation is administered by a joint board of directors comprising 25 representatives of the college of trade union and 25 representatives of the college of employers:

- For the college of employees, 5 members representing each of the national trade union organisations of employees representative at the interprofessional level, signatories of the Convention of 22 March 2001 on Unemployment Insurance Institutions;
- For the college of employers, a number of members equal to the total number of members of the college of employees, representing each of the representative employers' organisations at the interprofessional level that are signatories to the Convention of 22 March 2001 on Unemployment Insurance Institutions.

The employee directors are respectively appointed by the confederation they represent; the employer directors are appointed by the MEDEF, the CPME and the U2P.

The full members of the college of employees shall have the right to appoint 3 alternate directors per organisation.

The full members of the college of employers shall be free to appoint a total number of alternates equal to that of the college of employees.

The alternate directors shall attend the meetings of the Board, but each of them shall have the right to vote only if he/she replaces an absent full director of the same trade union.

Each employees' and employers' organisation shall appoint its directors, ensuring the principle of gender parity.

The mandate of the full and alternate directors shall be 2 years. They may be re-elected.

If one or more organisations do not indicate the names of their representatives or do not renew them, the members of the same college are responsible for filling the vacancies by co-optation.

The mandate of directors may be extended by the Board of Directors for a period not exceeding 6 months where extraordinary circumstances prevent the renewal of the mandates. This extension may be renewed once for the same period.

At the time of the renewal of mandates, each national organisation of employees and employers shall ensure the achievement of parity of delegations, both at the level of full and alternate representatives, with an objective of a difference of one person maximum between each gender, in the event of the appointment of an odd number of representatives.

Organisations shall ensure that the number of mandates at the same level held by their representatives is limited to three.

The Board of Directors shall meet at least twice a year in ordinary session and may, in addition, meet in extraordinary session, if this is requested by at least half of the full members in office.

The decisions of the Board are only valid if, in each college, the number of directors having the right to vote and attending the meeting, present or represented, is at least equal to half of the number of full directors.

Decisions shall be taken with a majority of votes cast. In the event of a tie, the decision shall be deferred to a later meeting. Proxy voting is permitted; any director may only hold one mandate.

Exceptionally, the Board of Directors may meet remotely, by decision of the Chairman and the First Vice-Chairman. In this case, for the purpose of calculating the quorum and the majority, directors who participate in the meeting via videoconference allowing their identification and guaranteeing their effective participation shall also be deemed to be present.

The deliberations of the Board of Directors are recorded in minutes and records of decisions kept at the headquarters of Unédic and signed by the Chairman of the meeting and the First Vice-Chairman or, failing that, by a director of each of the colleges that participated in the meeting.

The Board of Directors has the widest possible powers for operations related to the purpose of Unédic. It may, in particular, establish any internal regulations for the application of the statutes, amend the statutes, apply these statutes and regulations to any special cases that may arise, manage the resources of the association, as well as any fund for the assistance of workers deprived of employment.

The Board of Directors shall appoint, for six financial years, under the conditions laid down by law, two statutory auditors and two alternate auditors. The Board of Directors deliberates and decides on all matters relating to the financial statements for the past financial year.

It may, for specific purposes, choose, even outside its members, one or more agents for whom it is responsible and who may themselves be authorised to grant sub-delegations of powers.

The duties of a director are free of charge. However, directors are entitled to reimbursement of travel and accommodation expenses, as well as any compensation for loss of salary or any bonuses incurred in connection with the performance of their duties.

In the event that the company to which the interested parties belong has advanced compensation for lost wages or any bonuses, Unédic will ensure reimbursement.

The membership of an employee on the Board of Directors and his/her participation in the work of the said Board cannot be considered as a cause for the termination of his/her employment contract.

The members of the Board of Directors and the commissions as well as the employees of Unédic are bound by professional secrecy according to the rules laid down by the directors of the social security bodies.

Every 2 years, the members of the Board appoint a Bureau of joint composition comprising not more than 10 members, including a Chairman, one or more Vice-Chairmen, a Treasurer and a Deputy Treasurer.

The chairmanship shall be held alternately every 2 years by a representative of the national employers' organisations representative at the inter-professional level and a representative of the representative national trade union organisations at the inter-professional level.

The Chairman and the First Vice-Chairman cannot belong to the same college.

The Chairman, and failing that a second or third Vice-Chairman belonging to the same college, ensures the regular operation of Unédic, in accordance with the statutes and its regulations.

He/She chairs the meetings of the Bureau and the Board, signs all acts, deliberations or agreements, represents Unédic in court and in the acts of civil life.

As an exception, the Bureau may meet remotely, by decision of the Chairman and the First Vice-Chairman. In this case, for the purpose of calculating the majority, the members of the Bureau who participate in the meeting via videoconference allowing their identification and guaranteeing their effective participation shall be deemed to be present.

The Bureau takes all the necessary measures for the proper administrative operation of Unédic, ensures the performance of day-to-day operations, exercises the delegations that may be entrusted to it by the Board of Directors. It appoints the Managing Director.

The members of the Bureau may be represented, in the event of exceptional unavailability, by a full or alternate member of the Board of Directors of the same college.

The representative of the unavailable full member participates in the decisions of the Bureau during a vote if he/she has an express mandate.

The Managing Director of Unédic ensures the uniqueness of the management of the entire scheme; he/she exercises his/her duties and represents the institution as part of the delegations of powers entrusted to him/her by the Bureau.

It chairs meetings of employee representative bodies at national level.

In addition to the Board of Directors and the Bureau:

- A remuneration Committee;
- An audit and account preparation commission which prepares the review of the accounts of Unédic, the risk management system, internet control and external audit, for the Bureau and the Board of Directors;
- An Ethics and Professional Conduct Commission that provides expertise to the Bureau and the Board of Directors on the scope of Unédic’s ethics charter for agents, which is intended to define good practices in ethics applicable to directors, qualified persons and technical advisors in the exercise of their mandates within Unédic’s governance bodies;
- A real estate and contracts commission which is referred regarding the files concerning the agreements and contracts and participates in the monitoring of the award policy and the execution of the contracts decided by the Bureau under the conditions defined by the internal regulations of agreements and contracts;
- A joint commission of Technical Advisors.

Each national trade union organisation of employees managing Unédic appoints a Technical Advisor to Unédic. Unédic’s national employers’ organisations appoint an equal number of Technical Advisors.

The main task of the Technical Advisors, meeting on the initiative of the Managing Director, is to prepare the work of the Board of Directors and the Bureau.

They review the difficulties brought to their attention and prepare the files for Unédic’s Bureau.

The Technical Advisors are regularly kept informed of the status of the implementation of the deliberations taken by the Board of Directors and the Bureau and, more generally, of the development of the Unemployment Insurance scheme.

Technical Advisors may receive delegation from Unédic’s Bureau.

The interventions that the Technical Advisors may be required to carry out at Unédic, as part of their mandates, are necessarily carried out with the participation of the Managing Director or his/her representative.

The Technical Advisors are also responsible for preparing the work of the Bureau and the Board of Directors in areas relating to Unédic’s accounts. As part of this assignment, each technical advisor may be assisted by an expert appointed by the organisation they represent.

As such, they are informed of Unédic’s risk management, internal control and internal audit systems (both on activities managed on their own and on activities delegated to operators).

The Bureau shall be informed of the opinion of the Technical Advisors.

At the end of the 4th quarter of 2022, among the 6.2 million persons registered with Pôle Emploi, Unemployment Insurance covers 3.6 million persons (including 2.6 million beneficiaries compensated).

3.2. ETHICS

With regard to respect for human rights, Unédic is an association governed by private law that does not subcontract any of its main activities (core business) either in France or abroad. The company has a hundred employees all working on the same site and all benefiting from the same collective agreements.

On 27 June 2023, the Board of Directors approved the Ethics Charter for Unédic’s agents. This charter identifies ethical best practices applicable to directors, qualified individuals and technical advisors in the exercise of their mandates. A new governance body, the Ethics and Professional Conduct Commission, is responsible for the implementation of the Charter. Internal Regulations specify the powers, operating procedures and consultation of this Commission.

Unédic prohibits any behaviour of moral and/or sexual harassment, punishable by disciplinary sanctions, and has two moral and sexual harassment representatives: a Human Resources representative and a staff representative.

Whistleblowers benefit from the protection system provided for in Chapter II of Law No.2016-1691 of 9 December 2016 on transparency, the fight against corruption and the modernisation of the economy.

The Internal Regulations stipulate that any incivility is prohibited within the company and that any racist, xenophobic, sexist or discriminatory behaviour within the meaning of the Labour Code and the Criminal Code is punishable by

disciplinary or even criminal sanctions. In addition, a principle of neutrality is de rigueur given the organisation of Unédic. Thus, any ostentatious manifestation of religious or political beliefs is prohibited within the company.

The rights granted to staff representative institutions, trade unions and all staff are exercised in accordance with the statutory and contractual provisions governing them, in particular with regard to freedom of expression.

A confidentiality clause is incorporated into all the employment contracts of the employees of Unédic as well as in its Internal Regulations.

Unédic has a Regulation for the use of Information Systems appended to the company's internal regulations and given to each employee against signature.

The Financial Regulations of the Institution govern:

- Operating powers and delegations,
- Unemployment Insurance funding arrangements (funding needs, coverage of needs and investment of cash, cash flow monitoring),
- Operating expenditure of Unédic,
- The terms of reimbursement of expenses of directors and trade unions and employers' organisations,
- Certification and approval of annual accounts,
- The internal control system guaranteeing the compliance and performance of processing,
- The terms of appointment of the Statutory Auditors.

The agreements entered into with each service provider include:

- A clause stipulating that the latter must comply with the labour laws in force and in particular the applicable regulations relating to working hours, weekly rest periods, annual leave or other;
- A clause specifying that the service provider's staff required to intervene on the Client's premises shall comply with the internal regulations, health and safety rules and the IT charter in force on the Client's premises which shall have been previously communicated to the service provider;
- A clause providing that in the performance of their obligations under the Contract, the Client and the Service Provider undertake to comply with all anti-slavery laws, and to establish and maintain in force, throughout the term of the Contract, their own policies and procedures to ensure their compliance with anti-slavery laws. It is further specified that each Party undertakes to notify the other Party, as soon as it becomes aware thereof, of any cases of slavery or trafficking in human beings in its supply chain directly related to the performance of the services;
- An environmental protection clause specifying that the service provider must ensure that the services it performs comply with the legislative and regulatory requirements in force with regard to the environment, the safety and health of persons, and the preservation of the neighbourhood

In 2023: training of employees of the Purchasing department (labour law and working conditions must be standards of the company's suppliers).

3.3. INTERNAL DISCLOSURE

An internal "U-tube" platform is set up. Led by an editorial committee comprising employees from Unédic's various departments, the platform provides access to Unédic's backstage. Both a library of internal resources (organisation chart, remuneration grid, information on complementary health insurance...) and an internal communication portal (agenda of internal events, presentation of new employees, promotion of Unédic publications...), U-tube quickly established itself as an essential space to know everything about Unédic.

Internal communication is organised by guaranteeing transparency and a direct link between employees and governance without prior systematic validation by the hierarchy and is reflected in particular by:

- Staff meetings with governance with Q&A system,
- The establishment of an editorial committee of the "U Tube" page dedicated to the Unédic's backstage on the company's intranet site.

The agenda for external requests is completely transparent, accessible on Unédic's extranet site and submitted to Unédic's Bureau every month.

Employees are valued externally via:

- The "[live](#)" videos that present Unédic's businesses in a playful way (to date, 11 employees have presented their business),
- The "[#MyUnemploymentEntitlements](#)" videos that popularise the Unemployment Insurance regulations (to date, 8 employees have participated in these videos),
- The videos presenting the [financial forecasts](#) (to date, 3 employees have participated in these videos),
- Videos presenting the [results of Unédic studies](#) by highlighting their authors, in partnership with Datagora.

Corporate communication is driven by employees, which is synonymous with: commitment, transparency and visibility.

3.4. INFORMATION SYSTEMS

3.4.1. CERTIFICATION

[ISO 27001 Certification](#) "Information technology - Security techniques - Information security management systems - Requirements". This certification certifies that Unédic has set up an effective information security management system to protect against any loss, theft or alteration of sensitive data. This is a real guarantee of security in the protection of Unédic data.

3.4.2. DATA PROTECTION

Excerpt from Unédic's GDPR policy

Unédic is committed to the [protection of personal data](#). Confidentiality and security of the information shared is considered of paramount importance.

The protection of personal data is fundamental and it is processed in strict compliance with the regulations in force, in particular the General Data Protection Regulation (GDPR).

Unédic puts in place technical and organisational security measures to protect data against unauthorised access, disclosure, alteration or destruction.

Unédic undertakes not to disclose, sell, rent or exchange your personal data with third parties without your prior consent, except in the cases provided for by law or where this is necessary for the performance of its public service missions.

Your personal data shall only be retained for the period necessary for the fulfilment of the organisation's tasks and purposes for which it was collected, as well as statutory obligations, unless a longer retention period is required by law.

For any questions regarding Unédic's personal data protection policy or if you wish to exercise your rights under the GDPR, such as the right to access, rectify, limit or delete your data, please contact us at: protection.donnees@unedic.fr.



UNÉDIC ESG REPORT

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