Environmental, Health, and Safety in 2023

Previous year

The Allére Group has completed a successful transition to a remote work environment is the post-COVID era. We're excited to have reduced the amount of road time we are responsible for by at least 50 driving hours per week. We have also seized the opportunity to increase our digital acumen, which has almost eliminated paper use while making our operations more efficient.

The transition to hybrid and remote work has had intentional and unintentional benefits to the safety of our workers. We feel positively that fewer employees are driving to and from work. Post-COVID, we have seen our clients bolster their safety protocols in their facilities, further lowering the risk profile for our employees. We're grateful to be able to provide employment with a low risk profile.

We recognize that this switch to remote working has been challenging for the wellbeing of our employees working from home. Lack of human connection, difficulty unplugging, and reduced active time are all real struggles with real impacts. We have worked this year to ensure that our employees feel like they are part of an active, supportive team that cares for them. Wherever an employee sits on the globe, we believe they should feel like their work supports their health and happiness.

Looking ahead

Our goal as a company is to act as a good friend to our stakeholders. Regarding the environment, we aim to be considerate when we take and return natural materials. For our employees, we want to position ourselves as a companion that's interested in their wellbeing. While respecting privacy, we want to know how our employees are feeling and what their working conditions are like. Our goals for the coming year will reflect these sentiments.

2023 Goals

The Executive Team at has defined the following goals for the coming year:

- Monitoring and successful launch of the Consultant Contact program (to systematically ensure wellness touchpoints)
- Successful Launch and Maintenance of the RED Program (which is designed to increase employee engagement and wellbeing)
- The responsible recycling of the stock of unused electronics

Environmental, Health, and Safety Policy

1 Health and Wellness Guidelines

1.1 Respect for Client Policies

We prioritize the health and safety of both our employees and the clients we serve. When working on client projects, it is essential for all employees to diligently adhere to the health and safety guidelines established by the respective client. These guidelines may encompass various aspects, including the use of personal protective equipment (PPE), adherence to safety protocols, and compliance with industry-specific health and safety standards. It is the responsibility of every employee to familiarize themselves with the client's health and safety requirements and rigorously adhere to them throughout the project's duration.

1.2 Remote Work

While working from home offers flexibility and convenience, it's crucial to maintain a balance that supports your well-being. We encourage all remote employees to establish clear boundaries between work and personal life. Designate a dedicated workspace that minimizes distractions and promotes focus during work hours. Set a consistent routine, starting and ending your workday at designated times to prevent overworking and burnout. Take regular breaks to stretch, move around, and recharge. Communication is key—keep your manager informed about your availability and any challenges you may be facing. By adhering to these guidelines and maintaining a healthy work-life balance, you contribute to a sustainable and fulfilling remote work experience that prioritizes your health, productivity, and overall quality of life.

1.3 Ergonomic Workspace Setup

Creating a comfortable and ergonomic workspace is essential for your well-being and productivity. When setting up your home office, follow these guidelines to ensure an ergonomic environment that promotes your physical health and overall comfort. Begin by selecting a chair that provides proper lumbar support and allows your feet to rest flat on the floor. Standing desk configurations are also an excellent choice but be sure to use brakes and padding to reduce stress on your joints. Position your monitor at eye level, about an arm's length away, to reduce strain on your neck and eyes. Ensure your keyboard and mouse are within easy reach, and your wrists remain straight while typing and navigating. Adequate lighting is crucial, so position your desk near natural light sources and use task lighting to reduce glare. By adhering to these recommendations, you can create an ergonomic workspace that minimizes discomfort and fatigue, enhancing your work experience and overall well-being.

1.4 Workload Management

In our commitment to employee well-being and productivity, effective workload management is paramount. We advocate for setting realistic expectations regarding tasks and deadlines, ensuring that assignments align with a sustainable pace of work. We actively discourage overworking and burnout, emphasizing the importance of maintaining a healthy work-life balance. Additionally, we encourage open communication between employees and their managers regarding workload. If at any point an employee feels their health is being compromised due to workload demands, we strongly encourage them to advocate for themselves and initiate a conversation with their manager to discuss potential adjustments. Our consultants can also reach out to any representative at Allére for support in having these conversations.

1.5 Social Interaction and Team Building

We encourage all employees to actively engage in virtual communication channels such as chat or short calls to stay connected with their colleagues, promoting collaboration, and maintaining a sense of camaraderie. Additionally, we recognize the value of in-person interactions, and if circumstances allow—considering proximity and personal health considerations—we encourage employees to be open to meeting with their colleagues face-to-face, both in professional and social settings, for a more enriching work experience. Moreover, we strongly advocate for maintaining healthy social relationships outside of work as they provide valuable opportunities for disconnection and rejuvenation from the demands of our professional roles.

2 Emergency Response and Safety Protocols

When working from home,

2.1 Emergency Procedures

In the event of an emergency, remote employees should follow these general procedures:

1. **Prioritize personal safety**: Ensure your own safety and the safety of those around you before taking any action.
2. **Follow client and local protocols:** If the client has specific emergency procedures in place, follow those guidelines as well as any local emergency protocols.
3. **Assess the situation:** Evaluate the nature and severity of the emergency and determine the appropriate course of action.
4. **Notify your manager:** Once you are safe and in compliance with relevant protocols, it is important to notify your direct manager about your situation. This allows them to mobilize resources to assist you if needed and plan around your potential absence.
5. **Notify Allére:** If your direct manager is not with Allére, be sure to notify your Allére representative as well. This allows us to provide you with any support you may need and plan around your potential absence.

It is important to note that emergency situations can vary widely, and remote employees should exercise their judgment and always prioritize personal safety.

2.2 Communication Chain

Swift communication is crucial during emergencies. We have established a communication chain to ensure that emergencies or urgent situations are promptly reported and addressed:

1. **Employee to Manager:** Before anyone else (except emergency services), remote employees should notify their direct manager about the emergency, providing relevant details and updates as necessary.
2. **Employee to Allére Representative:** After the direct manager (if that person is not with Allére), remote workers should notify their contact at Allére about the emergency, providing relevant details and updates as necessary.
3. **Allére Representative to CEO:** Managers will relay the information to the COO of Allére, who will coordinate necessary actions and responses.
4. **CEO to Employees:** Once the situation is assessed and appropriate actions are determined, the CEO will communicate relevant information and instructions to all remote employees affected by the emergency.

Remote employees are encouraged to keep their contact information updated and readily accessible in our records to facilitate effective communication during emergencies.

3   Environmental Impact Policy

We are committed to minimizing our environmental footprint and promoting sustainable practices in every aspect of our operations, even in a remote work setting. Our Environmental Impact Policy outlines our dedication to making eco-conscious decisions that contribute to a healthier planet:

3.1   Resource Conservation

It is our expectation that employees strive to conserve natural resources by minimizing paper usage, practicing responsible energy consumption, and encouraging the efficient use of water and other resources among our remote employees. This includes reducing energy consumption via energy-efficient practices such as powering down electronics when not in use, optimizing computer settings, and choosing energy-efficient appliances. Although remote work minimizes commuting, we encourage remote employees to choose sustainable transportation options when necessary and promote virtual meetings to reduce the need for travel.

3.2   Waste Reduction

We aim to reduce waste generation by encouraging remote employees to prioritize digital communication and documentation over paper-based methods. We will also promote recycling and responsible waste disposal practices, especially regarding the responsible disposal of e-waste.

3.3   Sustainable Procurement

When applicable, we will make environmentally conscious choices in our procurement processes, favoring products and services that are eco-friendly, energy-efficient, and sourced responsibly.

3.4   Participation with Clients

It is The Allére Group's policy to actively participate in client environmental initiatives when invited. We understand that reducing impact on the planet is an important mission to many of our clients, and we commit to being a partner in those endeavors.

4 Risk Assessment

4.1 Wellness Monitoring

Our Wellness Monitoring Model is a comprehensive program designed to ensure that, among other things, our employees' wellness is consistently assessed and addressed. This model is a bi-directional approach with regular check-ins to employees scheduled to occur at least once a month, and to their respective managers.

Allére's Bi-Directional Wellness Monitoring Model
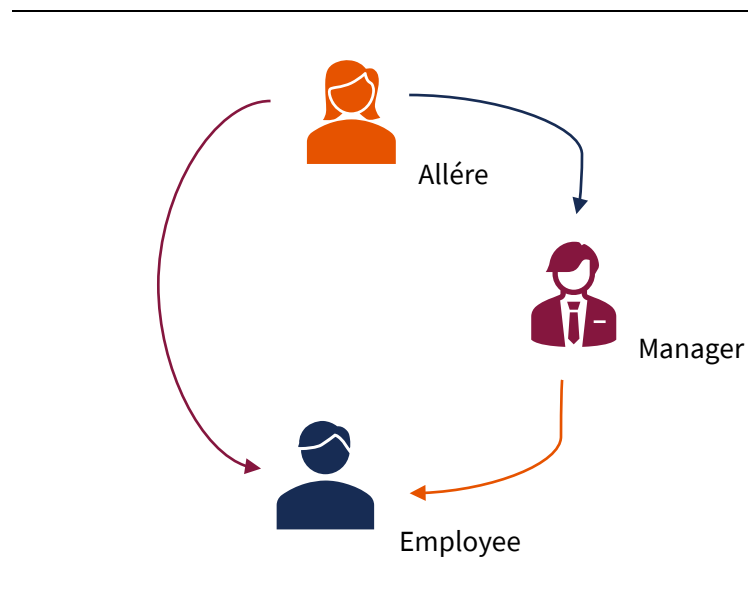
During these friendly conversations, our primary aim is to foster open communication and create a platform for employees to voice any work-related concerns or challenges they may be facing. These check-ins provide a safe space for employees to discuss their workload, job satisfaction, and any personal or professional matters affecting their well-being. Through these conversations, employees can express their needs, and Allére representatives can offer guidance and support, promoting a collaborative and supportive work environment.

Furthermore, our Wellness Monitoring Model extends beyond individual employees. We closely monitor instances of declining performance, engagement, or any markers that might indicate a shift in an employee's well-being. In such cases, we work closely with managers (client or internal) to offer assistance and interventions that address potential issues before they escalate.

By employing this proactive approach, we ensure that our employees feel valued, supported, and empowered to navigate their professional journey in a healthy and productive manner.

4.2 Policy Review

The executive team will, on an annual basis (early September), meet to discuss this policy. These meetings will cover the following topics:

- Previous year
    - o Performance on goals
    - o Health and Safety incidents and near-misses
    - o Hazards identified via the monitoring process
    - o Environmental impact incidents
- Proactive Identification Brainstorming
    - o Environmental risks
    - o Health and Safety risks
    - o Employee Wellbeing Risks
- Coming year
    - o Policy updates
    - o Next year goals
- Outcome (Post meeting)
    - o Prepare an Environment, Health, and Safety memo ("Environmental Health and Safety in [current year]")
    - o Share this memo with stakeholders, invite feedback on these topics