

Memo: Environmental, Health, and Safety in 2024

Previous year

Over the past year, The Allère Group has made significant strides in reinforcing our commitment to Environmental, Health, and Safety (EHS) standards. We have successfully reinforced our commitment to understanding and supporting our employees through our Consultant Contact initiative. The RED Program is actively creating positive workplace experiences and fostering strong relationships among our team members. Additionally, we have prevented company electronics from ending up in landfills, contributing to our sustainability goals. We are proud to report a safe year with no reported workplace accidents. Our monitoring process has identified an area for improvement in stress-testing our incident response protocols, which we are actively addressing. With more employees returning to in-person work, we are exploring ways to reduce emissions and congestion by encouraging carpooling and the use of low-emission transportation options like trains.

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.

We recognize emerging environmental risks such as excessive heat and poor indoor air quality that detract from a safe and comfortable workplace. Additionally, we continue to seek ways to reduce our environmental impact, exploring ways to lower emissions and congestion. We also recognize the importance of health equity, and we are committed to ensuring that all employees have fair and just access to health care and wellness resources, regardless of their background or location. Additionally, we recognize the importance of mental health alongside medical well-being. Our ongoing efforts in EHS reflect our commitment to creating a safe, healthy, and sustainable work environment for all our employees. We look forward to continuing these initiatives and making further improvements in the coming year.

2024 Goals

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

- Seek ways to expand our health plans that include Holistic Health and Mental Health as considerations.
- Open dialogue with our health partners (brokers and carriers) about health equity, ensuring our entire team can access the care they need.

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 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.

1.3 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 Allère for support in having these conversations.

1.4 Consideration When Working from Home

To maintain well-being while working from home, establish clear boundaries between work and personal life. Create a dedicated workspace, set a consistent routine, and take regular breaks. Communicate with your manager about your availability and any challenges you face. This balance supports your health, productivity, and overall quality of life.

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—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

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 Allère:** If your direct manager is not with Allère, be sure to notify your Allère 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. **Emergency Services:** In any emergency, the first step is to contact emergency services immediately.
2. **Employee to Manager:** Notify your direct manager about the emergency, providing relevant details and updates as necessary.
3. **Employee to Allère Representative:** After your direct manager (if that person is not with Allère), workers should notify their contact at Allère about the emergency, providing relevant details and updates as necessary.
4. **Allère Representative to Leadership Team:** Your Allère representative will relay the information to Allère's Leadership Team, who will coordinate necessary actions and responses.
5. **Leadership Team 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.

Employees, especially remote employees, are encouraged to provide Allère with all updates to their contact information 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. 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. We encourage remote employees to choose sustainable transportation options (such as carpools and trains).

3.2 Waste Reduction

We aim to reduce waste generation by encouraging 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

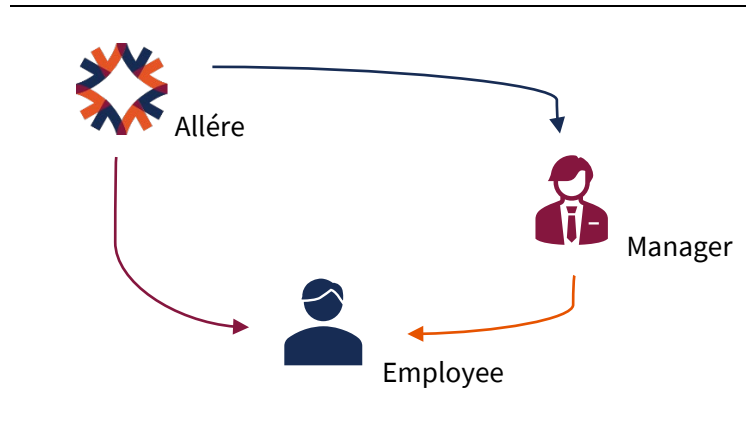
It is The Allère Group's policy to actively participate in client environmental initiatives when invited. We understand that reducing impact on the planet is an important mission to many of our clients, and we commit to being a partner in those endeavors.

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. We perform regular check-ins to employees and to their respective managers scheduled to occur at least once a month.

Allère’s Bi-Directional Wellness Monitoring Model



These friendly check-ins aim to foster open communication, providing employees a safe space to discuss work-related concerns, workload, and well-being. Employees can express their needs, and Allère representatives offer guidance, promoting a supportive work environment.

Our Wellness Monitoring Model also tracks signs of declining performance or engagement, allowing us to work with managers to address issues early. This proactive approach ensures employees feel valued, supported, and empowered in their professional journey.

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	<ul style="list-style-type: none"> • Performance on goals • EHS incidents and near misses • Hazards identified via the monitoring process
Proactive Identification	<ul style="list-style-type: none"> • EHS risks • Employee Wellbeing Risks
Coming Year	<ul style="list-style-type: none"> • Policy updates • Next year goals
Outcome (Post Meeting)	<ul style="list-style-type: none"> • Prepare an Environment, Health, and Safety memo • Share this memo with stakeholders, invite feedback on these topics