

# BV WELLBEING POLICY

## GROUP HUMAN RESOURCES



VERSION	DATE
VERSION 01	DECEMBER 2020

PUBLIC

INTERNAL

RESTRICTED

SECRET



**BUREAU  
VERITAS**

Title:	Group HR 009-PO – Wellbeing	Revision:	n/a
		Date done:	December 2020

# Wellbeing

## Introduction and Purpose

Bureau Veritas has a role to play in the physical and mental wellbeing of its employees. The health and wellbeing of our employees is vital for the company’s sustained success and benefits employees, business performance, customers, shareholders, and society alike. Bureau Veritas’ diverse workplace and its inclusive culture encourages differences and builds engagement, contributing to innovation and value creation to our customers and the wider society. Employee wellbeing is key to ensuring this diverse workforce can thrive.

This policy provides a framework to encourage and guide all employees to use the resources available to them to optimize the wellbeing of themselves, the teams they lead, and their colleagues.

## Scope

This policy applies to all divisions of Bureau Veritas. However, local policies (within divisions, countries, etc.) will indicate the specific wellbeing benefits that are available to employees.

## Definition

Employee wellbeing refers to the physical and mental health of our employees. Bureau Veritas aims to provide a workplace that enables employees to achieve and maintain their physical and mental health, while enhancing business performance. The company also recognizes that to achieve such performance, an appreciation of the demands and individual life choices of its employees outside work is required.

Bureau Veritas acknowledges that it is mutually beneficial for the company and its employees to offer policies, practices, resources, etc. that support its people to achieve sustainable wellbeing. In order to supplement such initiatives at a group level, the different divisions of Bureau Veritas play a key role in driving the development and deployment of local wellbeing initiatives for their employees. Examples of these are provided at both group and locals levels in the following ‘Supporting Wellbeing’ section.

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## Supporting Wellbeing

Bureau Veritas provides a number of initiatives at group and local levels to achieve the sustained wellbeing of its people. Key examples of these are below (note that not all initiatives are available in all locations, but efforts are being made to continually expand these to more employees):

- **Effective feedback/communication channels**

Multiple channels for employees to provide feedback on improving the workplace and the employee experience:

- BVocal (the company's engagement survey)
- 'pulse surveys'
- local HR teams
- line management
- compliance officers
- an externally-managed Alert Line
- local employee committees, such as health & safety committees; and employee representative bodies, such as works councils; both of which vary depending upon local customs, regulations, etc.

- **Workplace policies**

Updating existing/developing new group and local policies, frameworks, etc. that facilitate a better and more productive workplace. Relevant group policy examples include:

- Cardinal Safety Rules (June 2016)
- BV Values and Leadership Expectations (November 2019)
- Inclusion Policy (updated July 2020)
- Learning, Career Development & Talent Policy (launched July 2020)
- Anti-harassment Policy (launched July 2020)
- Flexible Work Policy (launched September 2019)
- Policy On Employee Representation (launched July 2020)

- **Flexible work practices: when, where and how we work**

Options that provide choice as to when, where and how employees work, as defined in the group's Flexible Work Policy. Bureau Veritas recognizes that providing such flexibility can have a significant impact on the wellbeing of its employees. The group therefore commits, in collaboration with its employees, to identify opportunities on an on-going basis for flexibility surrounding working hours, the physical location where work can be performed, and how our employees work (which methodologies, technologies, etc. can be used).

Bureau Veritas especially recognizes that the working hours of employees impact individuals' wellbeing and therefore ensures that the working hours of all its employees:

- operate in full compliance with all applicable laws

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- do not compromise employee safety
- can be possibly modified, as part of a continuous dialogue and resulting agreements between employees and the company (subject to local contractual terms, policies, rules, conditions, regulations, etc.)

- **Wellbeing awareness-building**

In many locations, local HR and management teams:

- run mental and physical health awareness campaigns
- provide wellbeing advice to employees through specialists on a range of topics, such as nutrition, exercise, mindfulness, etc.
- customise solutions to individual employees to minimise work absences

- **Manager and employee development**

- Annual evaluation of the demonstration of the 'BV Values' by all employees and by all managers, and subsequent planning to improve how these are demonstrated which contributes to a healthier and more sustainable workplace for all employees.
- Annual evaluation of the demonstration of the 'Leadership Expectations' by all managers, and subsequent development planning. This includes awareness of how to use the available local country/office support, benefits, etc., to ensure the on-going wellness of employees.
- Programs that build capability in the company's managers to lead their teams through the BV Values and BV's Leadership Expectations; these programs include a focus on leading with empathy and creating an open & inclusive environment where employees can thrive. An example at group level is the program, 'Leading Teams@BV'.
- Local HR teams also advise and support managers to enhance their own wellbeing and that of their teams.

- **Wellbeing benefits**

Examples include:

- employee assistance programs
- subsidized health assessments and other health checks
- subsidized gym memberships
- discounted bicycle purchases
- bicycle parking
- employee volunteering in local communities during work hours
- offering pro bono BV services to relevant local charities
- minimum health and life insurance: this is currently offered in France, the United Kingdom, India, Colombia, Hong Kong, the United Arab Emirates, Taiwan and Vietnam, according to the needs of each location. This represents around 30% of the Group's workforce, with plans in place to progressively cover all employees in future years.