



# HTL CSR POLICY



# OUR CSR CHARTER

*Beyond, together, sustainably*

As the market leader in pharmaceutical grade biopolymers for medical use, HTL works every day to provide its customers with products of impeccable quality, to ensure the health, safety and well-being of its employees, to control the environmental impact of its activities and to innovate in an ethical and responsible manner with its customers, suppliers and other partners.

This corporate project is inseparable from the deployment of an authentic and demanding policy of corporate social responsibility, which integrates a strategy with 3 axes at the heart of its business model:

- Responsible with our partners to preserve our environment
- Exemplary with our employees
- Citizens in civil society

Our ambition of excellence and exemplarity is based on a pioneering spirit that respects our human values and on our desire to generate a ripple effect.

We are convinced that CSR, as an approach to continuous improvement, is a formidable lever for performance, operational excellence, attractiveness and motivation for talents.

HTL develops proactive and ambitious programmes through an engaging action plan and robust governance. We assess and control our risks, measure and report transparently on our extra-financial performance according to the most demanding standards and certifications.

We are therefore committed to integrating the principles of social responsibility at the highest level of decision-making and at the heart of all our activities.

*Beyond,  
together,  
sustainably*

RESPONSIBLE  
WITH OUR CUSTOMERS  
AND PARTNERS TO  
PRESERVE OUR  
ENVIRONMENT

EXEMPLARY WITH OUR  
EMPLOYEES

CITIZENS  
IN CIVIL SOCIETY

## STRATEGIC AXES

HTL is committed to working with its customers and stakeholders to reduce its environmental footprint to **combat climate change and act to preserve resources.**

HTL is committed to making the health, quality of life and well-being of its teams a priority by supporting the development of skills and sharing values of respect, inclusion and transparency.

HTL is committed to meeting the expectations of civil society and aims to fully embody the model of the citizen, transparent, supportive company, open to its ecosystem.

*Further,  
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# STRATEGIC AXES

## RESPONSIBLE WITH OUR CUSTOMERS AND PARTNERS TO PRESERVE OUR ENVIRONMENT

Reduce and control our water consumption

Control aqueous and atmospheric discharges and prevent risks of air, water and soil pollution

Reduce our fossil fuel consumption (decarbonisation)

Set up a management system to reduce our environmental footprint

Eco-design our processes and products

Sort, recycle, recover our waste

Take action to preserve ecosystems

Optimise our supply chain with our suppliers and service providers

## EXEMPLARY WITH OUR EMPLOYEES

Improve health and quality of life at work

Ensure safety

Ensure a quality social climate through open, respectful and ethical dialogue

Develop a Diversity & Inclusion policy to combat all forms of discrimination

Implement a skills management policy (Development and Continuing Education)

Make CSR a lever for team commitment and attractiveness

Engage teams in our continuous improvement approach

## CITIZENS IN CIVIL SOCIETY

Continue to make ethics a priority and a reputational asset for the whole of civil society

Support local biodiversity conservation

Give meaning to our ambition of corporate citizenship by establishing local and national partnerships

Contribute to local economic development and jobs

Report on our commitments and actions through transparent communication



# HTL CSR

Our roadmap

# ACTION PLAN

Further,  
together,  
sustainably

## RESPONSIBLE WITH OUR CUSTOMERS AND PARTNERS TO PRESERVE OUR ENVIRONMENT

HTL is committed to **fighting climate change and becoming a reference for the preservation of resources** and environments to reduce its environmental footprint, by moving towards the circular economy model and in continuous dialogue with its customers and stakeholders.

### [ OUR COMMITMENTS

- 1 > Reduce and control our water consumption
- 2 > Control aqueous and atmospheric discharges and prevent risks of air, water and soil pollution
- 3 > Reduce our fossil fuel consumption
- 4 > Set up a management system to reduce our environmental footprint
- 5 > Eco-design our processes and products
- 6 > Sort, recycle, recover our waste
- 7 > Optimise our supply chain with our suppliers and service providers

## EXEMPLARY WITH OUR EMPLOYEES

HTL is committed to **making the health, quality of life and well-being of its talents a priority** by supporting each and every one of them in their career paths by sharing values of respect, inclusion and transparency.

### [ OUR COMMITMENTS

- 1 > Improve health and quality of life at work
- 2 > Ensure safety
- 3 > Ensure a quality social climate through open, respectful and ethical dialogue
- 4 > Develop a Diversity & Inclusion policy to combat all forms of discrimination
- 5 > Engage teams in our continuous improvement approach
- 6 > Make CSR a lever of pride for team commitment and attractiveness
- 7 > Implement a skills management policy

## CITIZENS IN CIVIL SOCIETY

HTL is committed to **meeting the expectations of patients and civil society by creating societal value for the benefit of all**, and aims to fully embody the model of a transparent and supportive corporate citizen, open to its ecosystem.

### [ OUR COMMITMENTS

- 1 > Continue to make ethics a priority and a reputational asset for the whole of civil society
- 2 > Give meaning to our ambition of corporate citizenship by establishing local and national partnerships
- 3 > Contribute to local economic development and jobs
- 4 > Support local biodiversity conservation
- 5 > Report on our commitments and actions through transparent communication

# ACTION PLAN [ AXIS 1 ]

#RESPONSIBLE FOR OUR ENVIRONMENT

1

## REDUCE AND CONTROL OUR WATER CONSUMPTION

### 2023 ACTION PLAN

- Optimisation of the cleaning process at the HTL4 production unit
- Start-up of the HTL1 fermenter cooling water recycling
- Extension of monitoring counters for real-time supervision
- Optimise the purge time to reduce the amount of water discharged

### OUR GOALS AND INDICATORS

WATER  
REDUCTION RATE  
2023  
(vs 2022):

- **10%** per Kilo of  
HA produced

# ACTION PLAN [ AXIS 1 ]

#RESPONSIBLE FOR OUR ENVIRONMENT

2

CONTROL AQUEOUS AND ATMOSPHERIC DISCHARGES AND PREVENT RISKS OF AIR, WATER AND SOIL POLLUTION

## 2023 ACTION PLAN

- Define an emergency procedure for collecting water from the retention basin in the event of heavy rain and adapting the containment basin
- Establish a plan for the reduction of detergent products (NEP process)

OUR GOALS AND INDICATORS

RATE OF CPC CAPTURE FROM THE HA PRODUCTION:

>99.5%



# ACTION PLAN [ AXIS 1 ]

#RESPONSIBLE FOR OUR ENVIRONMENT

3

## REDUCE OUR FOSSIL FUEL CONSUMPTION

### 2023 ACTION PLAN

- Document energy sourcing (gas in particular)  
=> Responsible purchasing process
- Implement an Employer Mobility Plan (EMP) and an eco-driving training module
- Adapt the air handler scheme at the HTL4 activity
- Reinforce building insulation with a white insulating roof paint (Cool Roof)
- Train our employees on eco-gestures - Update our carbon footprint

### ACTIONS TO BE IMPLEMENTED IN 2024 AND +

- Define a responsible digital policy
- Set up a green energy supply contract

### OUR GOALS AND INDICATORS

#### REDUCTION RATE

GHG consumption 2023 per kilo of HA produced (vs 2022):

**- 15%**

# ACTION PLAN [ AXIS 1 ]

#RESPONSIBLE FOR OUR ENVIRONMENT

4

SET UP AN EFFICIENT MANAGEMENT SYSTEM TO REDUCE OUR ENVIRONMENTAL FOOTPRINT

## 2023 ACTION PLAN

- Continue to train our employees on SME
- Establish our Eco-Gestures guide (energy, digital, waste, travel)
- Implement our Responsible Purchasing process
  - Supplier mapping
  - Define supplier selection criteria
  - Sign the responsible supplier relations and purchasing charter (RFAR)
- Define an evaluation and progress grid for supplier practices

OUR GOALS AND INDICATORS

ISO 14001

CERTIFICATION

obtained in 2021 and renewed in 2022

RATE OF STAFF TRAINED

>80%

# ACTION PLAN [ AXIS 1 ]

#RESPONSIBLE FOR OUR ENVIRONMENT

5

ECO-DESIGN OUR PROCESSES AND PRODUCTS

## 2023 ACTION PLAN

- Redefine our chemical development processes by integrating eco-design principles
- Develop the next generation of HA by integrating eco-design principles
- Design our new production line (HTL8) by integrating the criteria of the HQE label

OUR  
GOALS  
AND  
INDICATORS

RESEARCH TEAM ECO-DESIGN  
TRAINING RATE

100%

REDUCTION IN  
CONSUMPTION OF RAW  
MATERIALS ON NEW  
PRODUCTS

>20%

# ACTION PLAN [ AXIS 1 ]

#RESPONSIBLE FOR OUR ENVIRONMENT

6

SORT, RECYCLE, RECOVER OUR WASTE

## 2023 ACTION PLAN

- Extend the scope of plastic recovery to all workshops
- Work with the non-hazardous waste provider to reduce the share of non-hazardous waste and increase the share of recycled waste
- Set up waste sorting in the cafeteria
- Reactivation of the 2nd ethanol distillation column

OUR  
GOALS  
AND  
INDICATORS

2023 WASTE RECOVERY RATE

>30%

# ACTION PLAN [ AXIS 1 ]

#RESPONSIBLE FOR OUR ENVIRONMENT

7

OPTIMISE OUR SUPPLY CHAIN

## 2023 ACTION PLAN

- Initiate a dialogue with our suppliers AND our logistics provider
- Define with them an optimisation plan (reduction of CO2 emissions)

OUR  
GOALS  
AND  
INDICATORS

NUMBER OF SUPPLIERS WITH  
A CLIMATE POLICY

Objective to be defined for  
2023

# ACTION PLAN [ AXIS 2 ]

#EXEMPLARY WITH OUR EMPLOYEES

1

IMPROVE QUALITY OF LIFE AT WORK

## 2023 ACTION PLAN

- Set up a teleworking charter
- Set up a barometer to regularly "take the pulse" of employees
- Set up a Welcome pack and an organisational chart with photos
- Create our roadmap to bring our managerial framework to life
- Set up new changing rooms at our production site

OUR  
GOALS  
AND  
INDICATORS

NUMBER OF RESPONDENTS  
TO THE INTERNAL  
BAROMETER

>65%

# ACTION PLAN [ AXIS 2 ]

#EXEMPLARY WITH OUR EMPLOYEES

2

ENSURE HEALTH AND SAFETY AT WORK

## 2023 ACTION PLAN

- Improve ergonomics at workstations (HTL1 lift tables, study use of suction cup gripper on HTL2)
- Train managers on Psychosocial Risks (PSR)
- Recruit a nurse and develop an action plan after 1st PSR assessment
- Update the single document, perform a risk mapping of the site and the associated improvement plan
- Train managers on the Safety culture

OUR  
GOALS  
AND  
INDICATORS

NUMBER OF WORK  
ACCIDENTS WITH LOST TIME  
IN 2023:

<5

ABSENTISM RATE 2023:

<4,2

# ACTION PLAN [ AXIS 2 ]

#EXEMPLARY WITH OUR EMPLOYEES

3

ENSURE A QUALITY SOCIAL CLIMATE THROUGH OPEN, RESPECTFUL AND ETHICAL DIALOGUE

## 2023 ACTION PLAN

- Finalise and communicate the Human Resources strategy
- Roll-out the first priority axes of the HR strategy: annual individual interview, salary policy, recruitment plan, social dialogue
- Develop and Improve a plan for the prevention of psychosocial risks (PSR) – See Issue No. 2

OUR GOALS AND INDICATORS

NUMBER OF RESPONDENTS TO THE INTERNAL BAROMETER

>65%



# ACTION PLAN [ AXIS 2 ]

#EXEMPLARY WITH OUR EMPLOYEES

4

DEVELOP A DIVERSITY & INCLUSION POLICY TO COMBAT ALL FORMS OF DISCRIMINATION

## 2023 ACTION PLAN

- Develop a Diversity & Inclusion policy
- Implement the first actions of the D&I policy
- Sign the Diversity Charter and communicate our commitments.
- Define an action plan to improve integration of people with disabilities

OUR  
GOALS  
AND  
INDICATORS

M/F EQUALITY INDEX

> 82

# ACTION PLAN [ AXIS 2 ]

#EXEMPLARY WITH OUR EMPLOYEES

5

ENGAGE TEAMS IN OUR CONTINUOUS IMPROVEMENT APPROACH

## 2023 ACTION PLAN

- Raise awareness among all HTL executives of climate issues via a “Climate Fresco” workshop
- Identify the Working Groups to be launched to implement our CSR roadmap and offer employees the opportunity to contribute
- Develop a CSR strategy facilitation plan: Facilitation of a system for Eco-Gestures and Raising Awareness based on the CSR calendar

### OUR GOALS AND INDICATORS

NUMBER OF EMPLOYEES  
That have participated in the  
Climate Fresco workshop

> 40

NUMBER OF EMPLOYEES  
THAT HAVE PARTICIPATED IN  
WORKING GROUPS  
To be defined when setting up  
the working groups

NUMBER OF LINKEDIN POSTS

>12

# ACTION PLAN [ AXIS 2 ]

#EXEMPLARY WITH OUR EMPLOYEES

6

MAKE CSR A LEVER OF PRIDE FOR TEAM COMMITMENT AND ATTRACTIVENESS

## 2023 ACTION PLAN

- Finalise and communicate the Human Resources strategy Issue No. 3
- Develop "visible" actions: by selection of certain suppliers
- Define a CSR Communication Plan

OUR  
GOALS  
AND  
INDICATORS

ENGAGEMENT  
RATE

to be defined after the  
first barometer

# ACTION PLAN [ AXIS 2 ]

#EXEMPLARY WITH OUR EMPLOYEES

7

IMPLEMENT A SKILLS MANAGEMENT POLICY (DEVELOPMENT AND CONTINUING EDUCATION)

## 2023 ACTION PLAN

- Map skills (present and future), develop progress plans and associated KPIs and deploy priority actions
- Setting up partnerships with schools (plan to be defined)

OUR GOALS AND INDICATORS

NUMBER OF TRAINING HOURS PER EMPLOYEE

>14 h

# ACTION PLAN [ AXIS 3 ]

#CITIZENS WITH LOCAL COMMUNITIES

1

CONTINUE TO MAKE ETHICS A PRIORITY AND A REPUTATIONAL ASSET FOR THE WHOLE OF CIVIL SOCIETY

## 2023 ACTION PLAN

- Roll-out and monitor the anti-corruption system and its procedures
- Finalise the HTL Code of Ethics and roll it out to the teams
- Renewing Global Compact membership
- Raise awareness of the 10 principles of the United Nations
- Write our 1st COP (Communication On Progress)

OUR  
GOALS  
AND  
INDICATORS

NUMBER OF EMPLOYEES  
TRAINED IN THE ANTI-  
CORRUPTION CODE

>99%

# ACTION PLAN [ AXIS 3 ]

#CITIZENS WITH LOCAL COMMUNITIES

2

SUPPORT LOCAL BIODIVERSITY CONSERVATION

## 2023 ACTION PLAN

- Dialogue with local environmental protection organisations to define our action plan
- Query our beehive and green space management providers to identify courses of action

OUR  
GOALS  
AND  
INDICATORS

TO BE DEFINED

# ACTION PLAN [ AXIS 3 ]

#CITIZENS WITH LOCAL COMMUNITIES

3

GIVE MEANING TO OUR AMBITION OF CORPORATE CITIZENSHIP BY ESTABLISHING LOCAL AND NATIONAL PARTNERSHIPS

## 2023 ACTION PLAN

- Formalise a donation / sponsorship policy
- Creation and internal distribution via a dedicated tool of an internal Sponsorship/Patronage Procedure
- Identify partnerships that would illustrate our CSR policy

OUR GOALS AND INDICATORS

NUMBER OF PARTNERSHIPS

>2

# ACTION PLAN [ AXIS 3 ]

#CITIZENS WITH LOCAL COMMUNITIES

4

CONTRIBUTE TO LOCAL ECONOMIC DEVELOPMENT AND JOBS

## 2023 ACTION PLAN

- Define the roadmap and the apprenticeship and work-study policy
- Develop partnerships with schools at the local/regional level to promote recruitment in the territory
- Present HTL occupations in schools as part of the National system for promoting industrial occupations
- Invite teachers and their students (IUT) to visit our plants

OUR  
GOALS  
AND  
INDICATORS

NUMBER OF  
INTERNS

>20

NUMBER OF  
WORK-STUDY CONTRACTS

>8



# ACTION PLAN [ AXIS 3 ]

#CITIZENS WITH LOCAL COMMUNITIES

5

REPORT ON OUR CSR COMMITMENTS AND ACTIONS THROUGH TRANSPARENT COMMUNICATION

## 2023 ACTION PLAN

- Define a CSR communication plan
- Open the “Company Life” section on our LinkedIn page
- Design our 1st COP (Communication On Progress – Global Compact => Issue No. 1)
- Design a 1st annual sustainability report (in anticipation of the CSRD)
- Formalise a climate strategy aligned with science

OUR GOALS AND INDICATORS

NUMBER OF COMMUNICATIONS / PRESENTATIONS MADE

- > Employees >4
- > Customers >1