

CSR CHARTER

Taleo Consulting Group
Belgium, Luxembourg, Netherlands, Paris & Switzerland



I. About TALEO

Taleo is a consulting company so its success completely depends on its employees and their implication. With its values **Family, Fun & Excellence**, Taleo puts the human value first and commits to offering to its employees and partners an honest, transparent and pleasant work environment.

Corporate and Social Responsibility (CSR) has become one of businesses' first challenge. It is our duty to respect work ethics, to guarantee a healthy environment for the future generations while our business flourishes; that is to respect Sustainable Development. For Taleo it revolves around three key words: People, Environment & Economic Integrity.

In order to go further in its approach, Taleo has designed and implemented the first steps of its CSR policy and wishes to enhance and perfect it each year with the help and ideas of its Family.

II. People

Equal Opportunity

More than our employees' resume, we are focused on people's mind-set. We do not believe that their sole qualifications and past experiences define them but rather that their qualities, as people and professionals are important. Hence, there is no minimum qualifications required to become part of the group and we give a lot of importance to the interviews.

In Taleo, we make sure that the entire employee lifecycle, from recruitment to annual evaluation and promotion, is free of any kind of discrimination whether it is based on origin, sex, family situation, physical appearance, name, health, handicap, habits, sexual orientation, age, political opinions, union activity, nationality or religion.

Taleo believes that the diversity of its employees is its biggest strength and we do our best to set an environment in which employees can develop their best potential.

Well-being

We believe well-being in the workspace is essential and that this well-being is communicated through agreeable and comfortable office equipment, the quality of relations between collaborators and the quality of life.

Taleo commits to offering suitable and efficient equipment whether it is the computers, chairs or kitchen equipment. In its offices, there is a “relax corner” where employees are welcome to take a break or foster their teamwork and competitiveness on the baby-foot, constant access to fresh water and hot drinks and a regular delivery of fresh organic fruits . It is also our duty to guarantee that our consultants, when working on clients’ premises are offered adapted workstations.

Taleo’s first value is Family, through this choice of word, we want employees to feel in a safe and positive environment. We strive to develop and maintain strong and healthy relations between employees by facilitating moments of communication through various team-buildings. Knowledge sharing and cooperation is fostered through *practices* meetings that are groups of consultants working on similar topics.

Career Path

We believe that the success of Taleo relies on professionally satisfied employees, so we design each of their career path serving their ambition and striving to develop their potential.

Our annual appraisal policy is based on a regular follow-up to make sure the career path matches the expectations and ambitions of our employees. In this regard, objectives are re-evaluated twice a year and transversal continuous feedback is encouraged as we do not believe in a strictly top to bottom communication. Finally, we have decided to implement “How are you? Moments” with each employee twice in year in order to assess their well-being and procure a safe space in which they can express themselves.

III. Environment

In its day to day activities, Taleo reduces its impact on the environment through several measures. As knowledge is key, Taleo raises awareness regularly on individuals’ daily impact in their professional and personal life and suggests ideas to reduce the use of plastic and production of greenhouse gas. Employees are encouraged to print as little as possible and when it is necessary, we impose that pages must be printed on both sides. Every room in the office is equipped of recycling bins and cleaning products are eco-friendly.

We have banned any type of disposable cups or glasses and have a full set of cutleries to prevent employees from needing to buy disposable ones on lunch break.

Consumption of energy being a major issue, we encourage employees to turn off any IT device left at the office every evening, and to turn off lights, aircon or heating in unused rooms and in the evening. We also sensitize our employees on the impact of storing unnecessary emails and encourage them to delete as many as possible provided they are not important for the continuity and integrity of business. Controlling our energy consumption is a first step but we also decided to compensate our Carbon production by taking part in a project to plant trees. By using the search engine *Ecosia*, we give a positive impact to our daily work.

Ecosia is a search engine that focuses on planting trees with the income made by any search results. Finally, our goodies supplier has been chosen because it is close, which implies less transportation and because of its environmentally friendly production circuit and goodies that are made of as little plastic as possible.

IV. Economic Integrity

Internally

For us, CSR also relies on a fair redistribution of wealth. With this in mind, we commit to compensate justly our employees for their competences and implication, in constant relation to the cost of local life. We also firmly believe that economic evolution is crucial for an employee and the annual evaluation system implemented helps us make sure that the career evolutions are matched with the right financial evolutions. We commit to enabling our employees and their families to live comfortably.

We are transparent on the company's results and investments, as its success is, before anything, the success of the people composing it.

Externally

Taleo has also decided to support local and international associations through various actions and donations.

Since 2019, Taleo Group is member of the Luxemburgish organization *Inspiring More Sustainability* with which we have taken part in round tables on problematics such as mobility or single-use plastics but also have offered the possibility to some of our employees to put their competencies at the service of a non-profit association for a specific project.

Starting in 2020, Taleo will implement the Solidary Rounding for the benefit of local association.

Taleo wishes to have an active impact on its local communities and is always interested in meeting new organisations in every location that can help them achieve this goal.