



OPTIONS



CSR CHARTER

OPTIONS

# The OPTIONS commitment

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*"Our commitment to sustainable development is a logical step forward, which is now embedded in the ethical framework of our company. This commitment is also a necessity."*

"Since Options was created in 1981, its founder and teams have always promoted and defended an ethical approach to doing business, whether in sales, purchasing or internal relations within the company.

Our commitment to sustainable development is a logical step forward and is now embedded in the ethical framework of our company. This commitment is also a necessity.

Today, Options builds this environmental approach into its plans and purpose across internal and external activities.

Our goal is to be able to meet the new expectations of our partners and customers in terms of sustainable development.

Above all, Options strives to be a committed and responsible player, working with you towards a more sustainable future."

Jacques Poinsot  
Founder of Options Group

# Our position

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Focusing on waste reduction (water, paper and cardboard, electricity, fuel), Options has adopted a proactive approach targeting the full range of its impacts by implementing a process of continuous improvement and social responsibility (CSR) at the heart of the company.



# The three pillars of sustainability

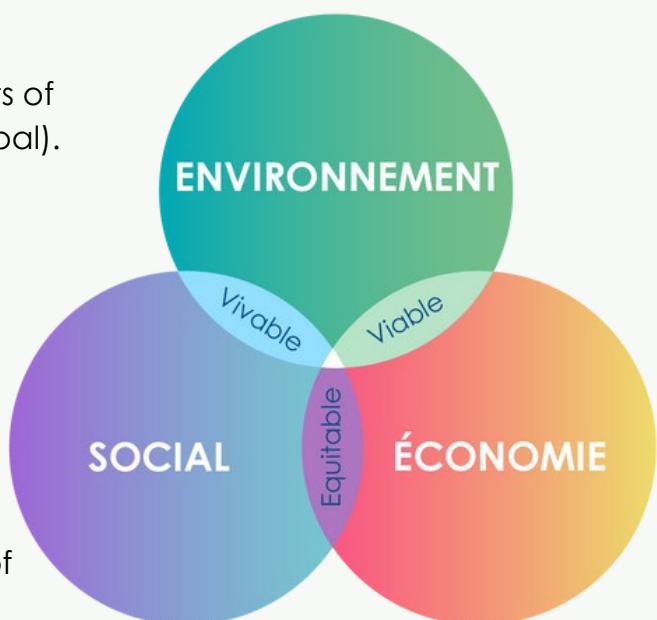
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## ENVIRONMENTAL RESPONSIBILITY

Recognising and measuring the impacts of company activities (local, regional, global). Reducing our environmental footprint (waste and emissions).

Respecting nature and biodiversity: preserving the diversity of species, ecosystems, energy sources and natural resources.

Adopting a preventive approach.



## SOCIAL RESPONSIBILITY

Taking into account the social impact of company activities by recognising the expectations of all stakeholders

(employees, customers, suppliers, local communities, associations, etc.) and striving to meet needs including healthcare and pensions, education, housing, employment, equal opportunities for men and women of all ages, the fight against discrimination, compliance with legislation and international obligations, etc., working towards a strong, sound, fair society that ensures quality of life for the people who live in it.

## ECONOMIC RESPONSIBILITY

Creating wealth through responsible financial performance— integrating life-cycle management, efficiency assessments, etc. — which contributes to economic development and improves material living conditions.

# Environmental responsibility

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## RECYCLING



- Recycling waste water for household use.
- Recycling used oils and batteries.
- Reducing packaging and battery use in favour of rechargeable devices.
- Collecting used batteries and light bulbs.
- Using water-based paint, compliant with EC and ecolabel requirements.
- Reusing materials or sorting them for recycling: wood, paper and cardboard, fabric, carpet, transparent stretch film, porcelain, etc. (see Appendix 2).
- Sorting aluminium cans, PET/plastic bottles and their caps.
- Setting up three separate bins for paper, plastic and cans at various spots in the offices, while reducing the number of general waste bins.

# Environmental responsibility

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## PRINTING AND PAPER



- Promoting communication via email and video-conferences.
- Extending use of recycled paper to all communication media and business-related printouts.
- Implementing a company printing policy including a printing charter and promoting black and white printouts.
- Ensuring all in-house printers enable double-sided printing.
- Recovering toner from our printers for reuse via our partner.
- Document printing: using an eco-friendly printer, ISO 14001/9001, FSC/PEFC paper (recycled whenever possible), with vegetable-based inks.

# Environmental responsibility

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## WATER AND ENERGY

- Installing machines that use a water recycling system
- Installing hydrocarbon and degreasing tanks upstream of our wastewater network.
- Installing timers on switches, replacing traditional light bulbs with energy-efficient light bulbs equipped with motion detectors.
- Taking advantage of natural daylight as much as possible.
- Optimising heating and air conditioning.
- Ensuring safe storage of hazardous materials.



# Environmental responsibility

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## FUEL AND TRANSPORT



- Optimising delivery and pick-up rounds to reduce number of trips for empty vehicles and reduce fuel consumption.
- Providing eco-driving training for our drivers.
- Using "green" tyres on all of our delivery vehicles.
- Creating a shared office space in Paris, to avoid unnecessary sales rep travel, and a product showroom where we can meet and inform our customers.

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# Environmental responsibility

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## IMPACT OF OUR PRODUCED AND PROCURED PRODUCTS:



- Setting up on-site repair shops to increase product lifespans and reduce our environmental impact.
- Proactively monitoring our purchases to identify the country of origin of marketed products.
- Training our buyers in responsible purchasing.

# Social responsibility

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Options has adopted a collaborative approach to social progress and more broadly to social issues with its employees, suppliers, customers and all concerned stakeholders.



- Promoting disability inclusion through accessibility and recruitment policies
- Promoting equal opportunities for employees and social cohesion for all, with a focus on internal promotions
- Improving working conditions through optimised processes, implementing waste bins that meet department needs and are convenient to use.
- Providing sustainability training for management and sales staff
  
- Taking advantage of French government training schemes such as DIF (individual training rights) and FNE training (focusing on transition-related skills) to develop employee expertise
- Implementing a local recruitment policy in Les Mureaux
- Installing defibrillators
- Contributing to community development:
  - by employing a local workforce,
  - working closely with local associations

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# Economic responsibility

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By making our organisation a little better every day and continuously improving our performance, we ensure a promising future for our company.

- Regular investments in production tools to improve working conditions and productivity, benefiting both employees and customers.
- Designing practical, high-quality products and services while protecting the environment and promoting social equity.
- Transparent governance, including a weekly meeting of our Executive Committee.
- Regular meetings between department heads and employees.

# Economic responsibility

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Options has also signed a charter and participated in a number of projects to address the environmental impact of our business.

- Signatory of the Event Organisers Sustainable Development Charter (2006).



- Participation in and compliance with the eco-guide (roadmap for eco-responsible events) created with the support of ADEME, the French ecological transition agency.

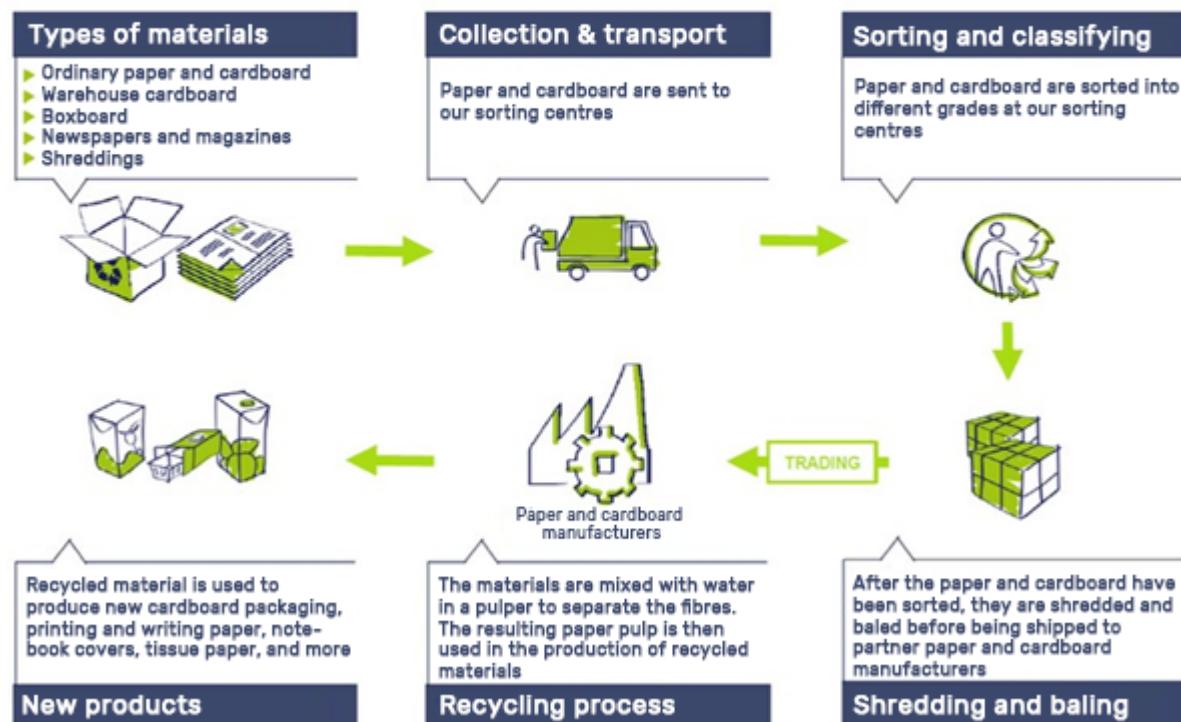


- Helping to set up the Sustainable Development Office in Les Mureaux.



# Appendix: Waste recovery and recycling

## PAPER/CARDBOARD What happens to your waste?



# Appendix: Waste recovery and recycling

## PLASTICS

### What happens to your waste?



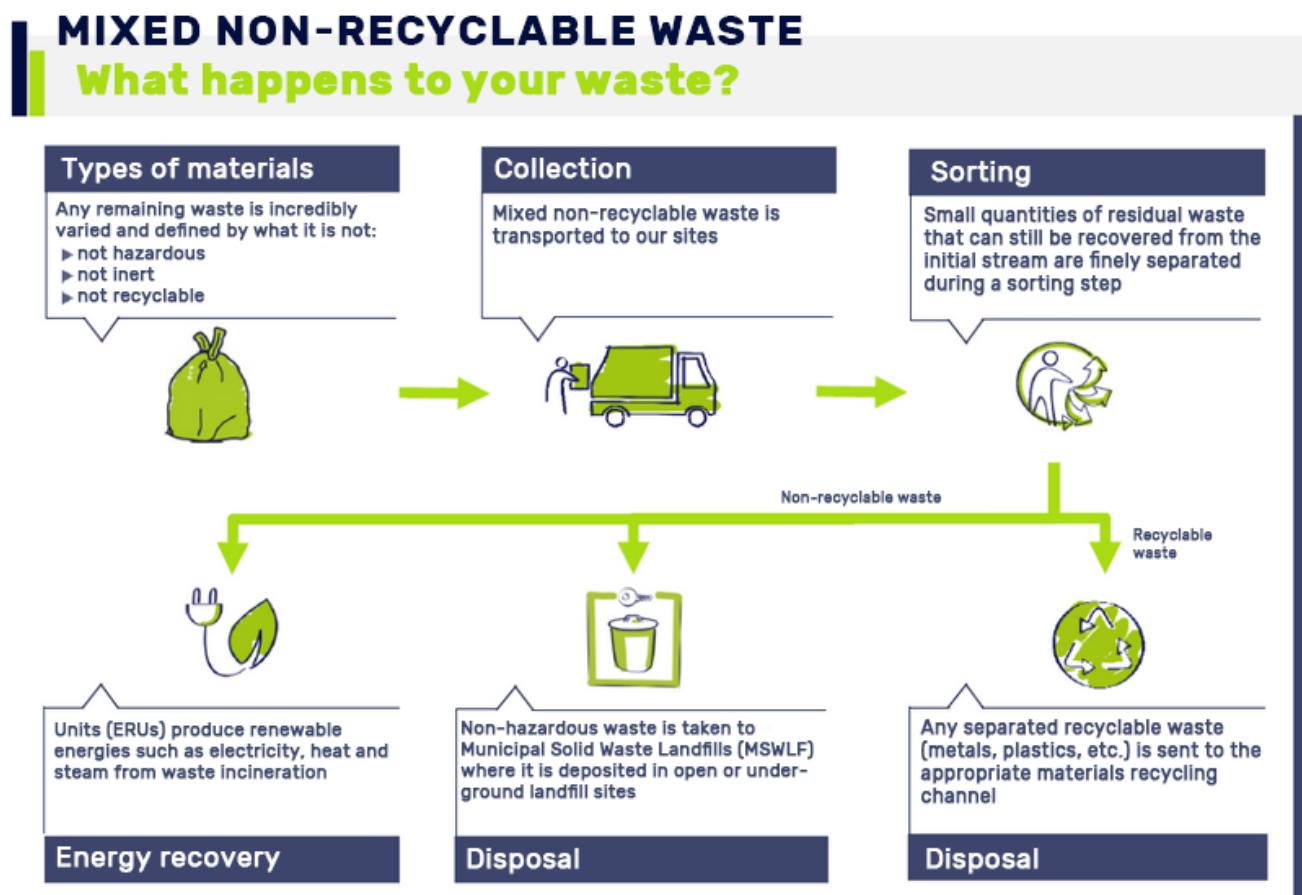
# Appendix: Waste recovery and recycling

## WOOD

### What happens to your waste?



# Appendix: Waste recovery and recycling



# Appendix:

## Waste recovery and recycling

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Numéro dossier	SITA. BILAN	Quantité totale 2019
K043011115	VERRE & CERAMIQUE loc benne 7m3 (mois)	12
	VERRE & CERAMIQUE collecte (tour)	11
	VERRE & CERAMIQUE traitement (tonne)	50,8
K043010928	CARTON location compacteur 15m3 sur rail (mois)	12
	CARTON collecte compacteur 15m3 (tour)	16
	CARTON (tonne)	21,77
	Déclassement (tonne)	0,13
K043010929	DIB location compacteur 30m3 sur rail (mois)	12
	DIB collecte compacteur 30m3 (tour)	35
	DIB traitement (tonne)	196,42
K043010926	PLASTIQUE location benne 30m3 (mois)	12
	PLASTIQUE collecte benne 30m3 (tour)	9
	PLASTIQUE (tonne)	5,37
	Déclassement (tonne)	1,40
K043010932	BOIS location benne 30m3 (mois)	12
	BOIS collecte (tour)	33
	BOIS traitement (tonne)	77,54
	Déclassement (tonne)	11,20