

Fastened on Ongoing Progress !



Communication on progress

2014



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GRIS DÉCOUPAGE's commitment to the Global Compact

GRIS DÉCOUPAGE, founded in 1984 and based in Lesménils (department 54, France), specialises in the manufacture of mechanical components and flat or conical die-cut washers in medium or large runs.

GRIS DÉCOUPAGE signed up to the Global Compact in 2006, thus demonstrating its commitment to the basic values of human rights, labour standards and environmental protection. But well before then, GRIS DÉCOUPAGE had already espoused the ideals underlying the ten Global Compact principles.

Participation in the Global Compact was a logical step in the continuous improvement process adopted by the company a number of years ago. Continuous improvement was implemented initially in the fields of industry, quality and management and led to the ISO 9001 and ISO TS 16949 certifications obtained in 1993. It was subsequently extended in the early 2000s to cover environmental and sustainable development issues, as confirmed by the awarding of ISO 14001 certification in June 2007.

GRIS DÉCOUPAGE is renewing its commitment to the Global Compact for 2015. In so doing, we undertake to uphold the ten principles on a daily basis, to make sure they are shared by all employees and to bring them fully to the attention of our subcontractors and suppliers.

Francis GRIS
President

A handwritten signature in blue ink, consisting of several overlapping loops and strokes, positioned over the printed name and title of Francis GRIS.

Progress update from Global Compact participant

ILLUSTRATED PRINCIPLES

1. OBJECTIVES SET FOR 2014

For 2014, GRIS DECOUPAGE chose to illustrate the following groups of principles:

Human rights

1. Businesses should support and respect the protection of internationally proclaimed human rights; and
2. make sure that they are not complicit in human rights abuses.

Labour

3. Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining;
4. the elimination of all forms of forced and compulsory labour;
5. the effective abolition of child labour; and
6. the elimination of discrimination in respect of employment and occupation.

Environment

7. Businesses should support a precautionary approach to environmental challenges;
8. undertake initiatives to promote greater environmental responsibility; and
9. encourage the development and diffusion of environmentally friendly technologies.

Anti-corruption

10. Businesses should work against corruption in all its forms, including extortion and bribery.

2. DESCRIPTION OF ACTIONS UNDERTAKEN IN 2014

• Human rights / Labour

Operations with the CHSCT workplace health and safety committee to improve employee working conditions **are undertaken on a permanent basis.**

Actions in 2014 included:

- a workstation study by an ergonomics student which provided the basis for an in-depth analysis of the tool preparation sector.
- an awareness campaign on back pain targeting the 3 workshop teams.
- internal chemical hazard audits performed on exposed individuals in order to initiate dialogue on the risks inherent in chemical exposure.
- installation of a corncob dust extraction system in the deburring sector.

2014 also saw the organisation of a major project for the **rollout of a new ERP system**. To ensure the successful implementation of this project, a consulting firm will be assisting GRIS DECOUPAGE until the chosen new system is up and running. This large-scale undertaking has required the setting up of working groups with individuals designated as "Key Users" and "Experts". A work time schedule has been drafted and given to everyone concerned. All personnel are kept regularly informed of the state of progress of the project.

Finally, **actions were implemented in the Human Resources Department**, including updating the format of the annual progress contribution interviews (EACPs), updating the job description sheets and creating EACP summary sheets.

• Environment

In the framework of our ISO 14001 certification, a group of individuals was trained in handling fire extinguishers in 2014 to enable them to respond to a fire-related environmental emergency. In addition, as laid down by the legislation on environmentally sensitive facilities (ICPEs), self-monitoring measures were undertaken on rainwater, water at the water treatment plant outlet and groundwater.

• Anti-corruption

GRIS DECOUPAGE is not affected by this issue. However, our suppliers and subcontractors have been made aware of this problem.

MEASUREMENT OF RESULTS OBTAINED

1. HUMAN RIGHTS AND LABOUR

• Communication to employees :

Back pain awareness

Awareness raising on back pain was organised for all workshop personnel during the second half of February 2014. This prevention campaign was included in the safety action plan and formed part of the initiative undertaken with the CHSCT on severe working conditions.

A display entitled *"This back is so tired"* was set up in the canteen for two weeks, followed by **5 information sessions** with the occupational healthcare nurse. Topics addressed included the anatomy of the back, risk factors at the workstation and daily activities outside the workplace. The nurse offered specific individual advice, highlighting the best practices to be adopted and stressing the importance of physical exercise. **Documentation** published by the French National Institute for Research and Safety (INRS) and the French Health Insurance Fund was distributed to each participant.

Chemical hazard audits

Along with the internal safety audits conducted in the various workshop sectors, specific chemical hazard audits are performed on employees exposed to chemicals at their workstation. On the basis of a questionnaire completed by exposed individuals, a discussion is engaged on the risks involved in chemical exposure and the most suitable means of protection, with a strong focus on what constitutes good practice. In 2014 the employees in the toolmaking sector together with the maintenance personnel were given awareness training.

Improvement in communication

General communication in the company improved with the hiring of a full-time Communications Officer. "Information alerts" (see opposite) are now produced on a variety of subjects and distributed to all personnel at regular intervals. The Company also celebrated its 30th birthday in 2014, which was a good opportunity to gather all company employees together and strengthen their team-building spirit during a day of "relaxation".



• Improvement in employee working conditions

Severe working conditions

At the request of the CHSCT and as part of the consideration to be given to the issue of severe working conditions, an evaluation of postures carrying a risk of musculoskeletal disorders was performed in the workshop from 17 March to 30 June 2014 by a student in his first year of a Master's Degree in Workplace Ergonomics and Physiology. Once all workshop sectors had been screened for risk of musculoskeletal disorders using the observation method described by OSHA (Occupational Safety and Health Administration) and after interviews with the operators and the occupational physician, the tool preparation sector was chosen for closer analysis. The investigation was based on a number of "observables": weight of tools, number of manual handling operations, number of breakages, associated postures (flexion of the neck, screwing/unscrewing), height and layout of workbenches, etc. These observations were then used to identify measures to limit harmful postures, cut down on the handling of tools by operators and reduce unnecessary production standstills. The measures address 3 basic themes:

- design of working areas,
- working methods and organisation,
- material fatigue and wear.

These measures for improvement will be examined in January 2015 by a working group of voluntary preparers from the tool sector.

Dust extraction system

To improve the atmosphere in the deburring sector, systems to capture corncob dust were installed on the dryers of the three deburring lines. This action had been set out in the safety action plan, even though the Occupational Exposure Levels have not been exceeded. The dust is then discharged externally at levels no higher than a maximum value of 100 mg/m³.

MEASUREMENT OF RESULTS OBTAINED

• Amélioration Improvement in employee working conditions

Actions in Human Resources

Further to the work carried out on Psychosocial Risks in 2012/2013 with a Psychologist from the Occupational Health Service, a 50-point action plan was drawn up. Actions to be implemented included initiatives regarding the Annual Progress Contribution Interview (EACP). All EACPs were conducted for the whole workforce in 2014. This gave individual employees and their superiors an opportunity to take stock of the situation, examine whether the set objectives had been achieved and fix new objectives for the coming year.

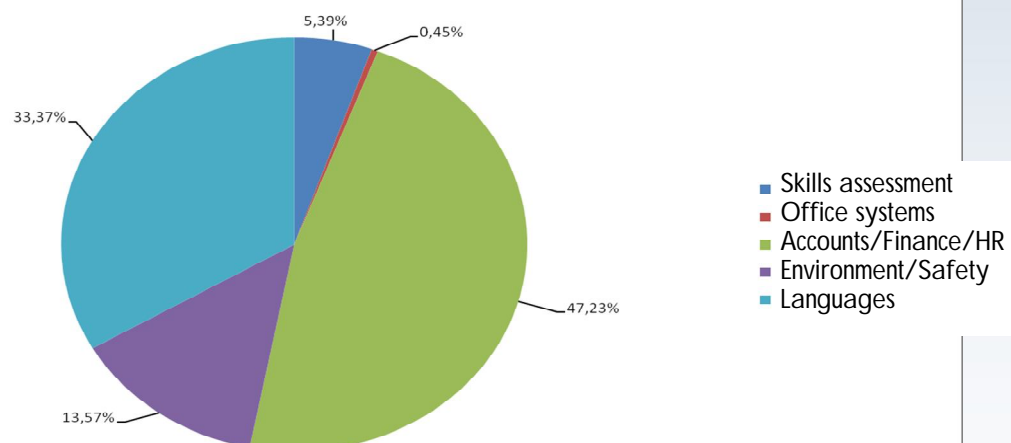
A document summarising the main points of the EACP was created by the Human Resources Department and given to all employees. Communication on training requests and the responses of the HR Department was also introduced. Finally, the job description sheets were all reviewed in new formats and validated by employees as being consistent with the tasks effectively carried out.

• Employee training

Cost of training



Breakdown of training costs for 2014



• Project to replace GRIS DECOUPAGE's ERP:

A decision was taken by GRIS DECOUPAGE's Management to replace the company's ageing ERP system, the objective being for the new system to be operational by January 2016. To ensure the success of the project, a consulting firm has been assisting GRIS DECOUPAGE in choosing the new IT system.

Since October 2014 meetings have been scheduled once a week for "key users" of the project. Individuals appointed as "experts" are also consulted in their specific areas of expertise. One important aspect is to make sure GRIS DECOUPAGE's requirements can be fully met by the new ERP in each sector of activity. "Key users" and certain "experts" will be trained during the first half of 2015. These will then go on to train users during the fourth quarter before the switchover to the new system in January 2016.

MEASUREMENT OF RESULTS OBTAINED

2. ENVIRONMENT

Under the terms of our ISO 14001 certification, we are required to regularly test the procedures in place to deal with any emergencies that could arise in the company.

A fire evacuation exercise was thus held in October 2014. All personnel left the premises in under 6 minutes and no one was missing at the assembly point.

In addition, in order to familiarise company personnel with the use of extinguishers and fire hose stations, a group of about 20 employees received training in handling these fire-fighting devices, including dealing with real fires.

Following the introduction in 2013 of the requirement for prefectural authorisation for the GRIS DECOUPAGE site, analyses are carried out every 6 months on:

- rainwater
- water at the water treatment plant outlet
- groundwater (samples taken at the 3 piezometers located on the site).

The levels measured did not reveal any anomaly with regard to the thresholds fixed in our prefectural authorisation order.

Measurements were carried out on the dust extraction system in the deburring sector by an approved organisation in August 2014 and will be repeated every 3 years as stipulated in the regulations. The results obtained were on the order of 0.32 mg/m³, i.e. well below the maximum permitted value of 100 mg/m³.

3. ANTI-CORRUPTION

All our subcontractors and suppliers have been informed of our participation in the UN Global Compact. The contract we ask them to sign each year requires them to uphold the basic values of human rights, labour standards, environment and anti-corruption. We also demand that they ensure no product sold has been made by children or by foreign nationals working illegally as undeclared labour in France. Our subcontractors and suppliers are assessed every 6 months and informed of the results. If their score is other than "A", subcontractors and suppliers are required to provide action plans. If 5 nonconformities are detected in any one year or if their order fill ratio is less than 90%, GRIS DECOUPAGE will no longer work with those subcontractors or suppliers.