



Sustainable development, the energy that fuels our growth

# **COP N°5 - 2014/2015**

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## **Declaration of ongoing support for the principles of the Global Compact**

Since its creation in 1986, Alma Consulting Group has supported its clients in improving their performances through the use of optimisation and decision support tools in the following spheres: human resources, innovation funding, taxes, subsidies and public-private partnerships, purchasing and outsourced purchasing and copyright.

When facing new environmental and social challenges, this value creation process can only be achieved as part of a policy favourable to social development and the environment; this approach not only reduces risks but also represents genuine opportunities.

Since 2008, Alma Consulting Group has made the strategic choice to implement a structured CSR (Corporate Social Responsibility) approach enabling it to:

- highlight its leadership through coherent and innovative client relationships, based on the new societal challenges, through the development of new environmental solutions, in compliance with the business ethics framework,
- improve its appeal to new talents,
- reinforce the overall cohesion of the Group with all its stakeholders (clients, suppliers, employees, etc.) centred on social values and solidarity.

For the fourth consecutive year, Alma Consulting Group is asserting its support for the Global Compact. The 10 principles of this pact, in terms of human rights, labour, environmental standards and anti-corruption, are perfectly in line with the Group's CSR strategy and commitments.

As Group Chairman, I am honoured to renew our commitment to the Global Compact, in order to promote its ten principles. I would like to invite you to discover our fourth "Communication on Progress", which sets out our achievements and progress in 2014, together with our new CSR roadmap for 2015.

  
**Hervé AMAR**  
Président d'Alma Consulting Group

# Our CSR approach centred around the 10 principles of the Global Compact

## Social

## Environment

## Economic

### Global Compact principles

n° 1-2: human rights  
n° 3-6: labour

n° 7-9: environment

n° 10: anti-corruption

### Our commitments

To support social development for employees through a human resources policy based on responsible recruitment, fair professional development for all, the appropriation and promotion of the company's fundamental values in everyday practices, and the integration of all social categories at all levels of the company.

To preserve the environment by changing our day-to-day behaviour (travel, use of equipment, recycling, etc.) and our purchasing practices, to make them more responsible.

To promote sustainable growth for Alma and its clients, by means of responsible and ethical professional practices, together with the provision of new solutions in its business portfolio which are sustainable development-oriented, innovative and value-generating. Promoting the ten principles of the Global Compact among our clients, via institutional communication (website, brochures, etc.) and among our suppliers, through awareness-raising and assessment.

### Our previous achievements

- Improving mobility,
- Contributing to recreating a more positive social climate,
- Encouraging autonomy, empowerment and management by objectives.



- Centralising the sorting and recycling of our waste, for improved monitoring and better recovery.
- Reducing our energy consumption, and our CO2 emissions.
- Our Asnières office was awarded HQE certification, with the level 'high performance'.
- Donation of computer equipment.



- The Group was reorganised into Business Units for greater responsiveness and proximity to customers.
- A constantly strengthened market position due to:
  - the continuous improvement in client relations,
  - covering the totality of the companies' expenses and investments,
  - an R&D centred on client needs.



## Actions 2014 - Environment

### Principles 7-9

**Environment** - companies are invited to:

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

### Our achievements in 2014:

- During 2014 we held a **call for tenders for photocopiers**. This new contract has enabled us to:
  - **reduce the number of photocopiers**,
  - to benefit from copiers which **are more energy efficient**,
  - to equip ourselves with a **print management** tool enabling a more precise visibility concerning our printing and thus carry out more pertinent awareness raising campaigns.
- **New organic foods** have been added to those already offered to the children in our **inter-company crèche**.
- In 2014, a **pulper** was installed in the **our Gennevilliers office restaurant**, in order to:
  - dehydrate organic food waste
  - create fertiliser for our own needs (green spaces, etc.).
- A number of actions were implemented **to reduce our CO2 emissions**:
  - **A reduction of 6% in our business travel** (train and plane) for the year, by:
    - **extending and encouraging the use** of our **videoconference** system (roll-out of version 2 of Jabber - *personal videoconferencing tool*: enabling access without being connected to the Alma network.
    - **monthly monitoring** of our travel expenses,
    - **awareness-raising** for management and employees.
  - **Reducing the CO2 emissions of our motor vehicle fleet** by 4 %, by achieving an average of 110.2 g/km over our entire fleet.
- **Dematerialisation and the donation of computer equipment** to associations, schools and societies:

	CPUs	Monitors	Laptops
<b>Acteis</b>	<b>78</b>	<b>122</b>	<b>31</b>
<b>Associations &amp; Schools</b>	<b>49</b>	<b>49</b>	<b>55</b>

## Actions 2014 – Human resources management

### Principles 1-6

#### Human rights: companies are invited to:

1. support and respect the protection of internationally proclaimed human rights in their sphere of influence;
2. ensure they are not complicit in human rights abuses.

#### Labour: companies are invited to

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

HR indicators	2013	2014	Analysis
<b>Total workforce</b>	<b>1222</b>	<b>1260</b>	- The total workforce has slightly increased.
- % of permanent contracts	97 %	97.6 %	- The desire to recruit as few short-term contracts as possible enabled a significant increase in the percentage of permanent contracts.
- % of the workforce in France	78 %	74 %	- A slight drop in the number of staff in France following the reorganisation, the refocusing of our activity on our core business and the outsourcing of certain branches.
<b>% women</b>	<b>56 %</b>	<b>55 %</b>	- The percentage of women employed by the company remains stable.
<b>% women managers</b>	<b>32.5 %</b>	<b>34 %</b>	- The percentage of women managers has significantly increased.
<b>% turnover</b>	<b>11.4 %</b>	<b>11.2 %</b>	- The turnover rate has significantly decreased.
<b>Integration of newly hired staff</b>	<b>72.2 %</b>	<b>82.4 %</b>	- The integration of the HR service within the BUs led to an improved integration rate for new employees.
<b>Career promotion rate</b>	<b>15.2 %</b>	<b>22.4 %</b>	- The reorganisation in BUs and the creation of new positions enabled an increase in the level of professional development.

## Actions 2014 – Human resources management

The men and women which make up the group are its most important asset.

To ensure that each employee can achieve professional fulfilment both today and when faced with the challenges of tomorrow, we are committed to implementing a human resources management system that is part of a resolute and committed policy of social responsibility.

The priority actions carried out during 2014 were:

- Strengthening the employability of our staff
- The integration of our HR teams within the BUs (Business Units)
- Supporting our managers in the development of their managerial skills

### Autonomy and empowerment

This year the Alma Group placed its emphasis on supporting its managers in the development of their managerial skills and on increasing the autonomy of its staff.

Actions and priorities in 2014:

- a project to launch homeworking within Alma,
- a project for the implementation of an e-learning platform,
- the implementation of Learn & Lunch and employment law for the managers.

### Employability

The Group undertakes to guarantee an optimal performance to its clients, achieved through strengthening and developing staff skills and more particularly through career-long professional training and tutoring.

Actions and priorities in 2014:

- the implementation of MyCareer, a new HRIS tool,
- the implementation of six-monthly interviews (quarterly for those who work a fixed number of days per year, known as '*forfait jour*'),
- implementation of professional interviews,
- new technology training for all 'senior' staff members,
- training 'senior' staff members to tutor junior staff,
- implementation of 'Live my Life': where two members of staff share their daily professional life



### Social climate

Because quality of life in the workplace and staff well-being form an active part in the personal development of all and in the overall collective performance, the creation of a pleasant working environment is important to the Group.

Actions and priorities in 2014:

- staff training for PSR,
- strengthened communication thanks to MyAlma, our intranet service,
- the integration of the HR teams within the BUs, not only for an improved understanding of HR strategy and the challenges it faces, but also to cultivate the feeling of being part of the group and to further improve the social climate.
- the implementation of a new concierge service,
- obtaining MBTI certifications for the HR and implementing the MBTI tool with managers and personnel.

# 2015 Action Plan

## Social

n° 1-2: human rights  
n° 3-6: labour

- Capitalising on homeworking (signature of a collective homeworking agreement)
- Managing the merger between Alma Consulting Group and LowendalMasai:
  - integrating LowendalMasai's staff
  - creation of a group management committee
- Strengthening equality and fairness between men and women for careers and pay
- Reinforcing the employability of our staff:
  - continuing with the competency matrix
  - populating the MyCareer tool with data from the professional/recruitment/leaving/tutorship interviews
- A complete revision and updating of our 'generation contract'



## Environment

n° 7-9: environment

- Reducing CO2 emissions from our motor vehicle fleet
- Completion of our:
  - carbon footprint assessment
  - energy audit
- Reduced business travel
- Reduced commuting with the launch of homeworking



## Economic

n° 10: anti-corruption

- Signature of the "Charte Relations Fournisseur Responsables"





## About Alma Consulting Group

The consultancy firm **Alma Consulting Group** supports its clients in improving **their performance** through **optimisation solutions and decision support tools** in terms of: human resources, innovation funding, taxes, subsidies and public-private partnerships, purchasing and outsourced purchasing and copyrights.

As European leader in its areas of operation, Alma Consulting Group lends its expertise to each and every client, providing them with **customised solutions aimed at improving their competitiveness**. Its audit and advice methods are based on one central principle: **every detail has its importance and can constitute a source of value creation for the company**.

### *A unique operating method*

Alma Consulting Group always operates as a **relations facilitator between its client and another entity** (administration, company, supplier, etc.). It is this relationship that the Group seeks to **improve, making it clearer and more efficient**, in order to optimise the performance of its clients, whether by developing an ambitious innovation and research policy, obtaining subsidies, improving social performance, paying the correct amount of contributions, improving and rationalising non-strategic purchases, etc.

To achieve its missions, the group has become strategically centred around 5 major activities: Innovation & taxes, HR performance, Grant solutions (aid & subsidies), Purchasing and Copyright.

Alma Consulting Group (T/O €164M and a staff of 1,300) is present in Benelux, Canada, the Czech Republic, France, Hungary, Poland, Portugal, Spain and the United Kingdom.

16,500 clients place their trust in us, of which 75% are among the 200 largest French groups.

The Group is a member of the professional associations Syncost and Syntec Management Consultants.

**For any further information: [almacg.fr](http://almacg.fr)**



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