

Citepa's corporate social responsibility (CSR) policy

Citepa is committed to the ecological transition through its activities. Its scientific vocation is to produce and transmit reliable knowledge on atmospheric pollutants and greenhouse gases, to support public and private decision-makers and to strengthen the capacities of countries in the fight against climate change and atmospheric pollution.

Citepa's CSR policy is based on the UN's 17 SDGs (Sustainable Development Goals). Because of its mission and activity, the 13th SDG, "take urgent action to combat climate change and its impacts" is a priority SDG for Citepa. However, for each SDG, smaller-scale actions are carried out and staff initiatives are encouraged.

In this context, Citepa carried out its first carbon assessment in 2013 and updates it regularly. The main greenhouse gas emissions identified are: emissions linked to staff transport (mainly business travel abroad), emissions linked to the purchase of goods and services and emissions due to the use of digital technology, although these emissions are difficult to estimate and are subject to greater uncertainty.

Citepa's CSR policy is based on a three-pronged approach to continuous improvement:

- Implementing a strategy of ecological transition within its organisational perimeter and, more generally, across its value chain, with a view to reducing the dependence and negative impact of its activities on the climate;
- Implementing social initiatives aimed at improving working conditions and enabling staff to achieve their full potential;
- Contributing to the SDGs through its intellectual services (consultancy, studies, tools, data production, training, etc.) and its capacity-building activities in developing countries.

1. Citepa's actions on SDG 13: "Measures combat climate change"

As part of travel within mainland France, Citepa systematically applies a priority rule in favour of rail transport. Within Europe, rail travel is also preferred. For longer journeys requiring air travel, direct flights are favoured in order to limit their environmental impact.

In addition to the statutory contribution to public transport subscriptions in France, Citepa encourages the use of sustainable transport modes by subsidising 50% of staff bicycle subscription plans, as well as the purchase of bicycles through a flat-rate contribution of €50.

Citepa's international activities are intrinsic to its mission of capacity building for countries and international stakeholders. In this context, on-site interventions remain essential and fully relevant. However, in order to reduce emissions associated with international assignments, Citepa has equipped itself with high-performance videoconferencing systems, enabling it—when client requirements allow—to carry out as many assignments as possible (studies, training sessions, conferences) remotely.

Furthermore, with a view to reducing travel, Citepa includes in its responses to calls for tenders an awareness-raising section which, where appropriate, proposes options for organising assignments based on a reduced number of trips.

Through its mission and its work as an association to disseminate knowledge about atmospheric pollution and climate change, Citepa seeks to raise awareness and act as a catalyst for the ecological transition of the various economic players.

Citepa is also working to improve France's ability, and that of emerging and developing countries, to estimate their emissions of atmospheric pollutants and greenhouse gases and adapt to climate change.

2. Citepa's actions on MDG3: "Good health and well-being"

To promote good health and well-being, Citepa provides its employees with a social room, a rest room, baskets of organic fruit and a gym on its premises. It is also encouraging people to take up sport by providing a room for yoga classes (2024) and funding participation in running races in Paris (September 2023). Two desks are available for employees who wish to work standing up or sitting down.

Teleworking is possible and flexible (organised on a monthly basis, with a weekly rate higher than the average observed in companies) and is well supported in terms of the equipment made available at each employee's home. Citepa employees are authorised to use their work equipment for personal needs, in accordance with the established IT charter.

Finally, Citepa regularly organises internal events, some of which are open to families, such as the annual Citepa party with a convivial meal, or sports outings for all employees, such as the rowing-kayaking day in June 2024. Well-being at work questionnaires are proposed every quarter and examined by the Social and Economic Committee (CSE). They cover workload, communication within and between teams and feelings of well-being. Employees have the opportunity to record any comments, suggestions or criticisms they may have.

3. Citepa actions on SDG4: "Quality education"

Citepa does its best to respond to requests in terms of education, to meet the needs of students in the environmental sector, to encourage internships and work-study programmes, and to authorise its employees to give courses or take part in conferences. Several times a year, it organises videoconferences open to all, to communicate information and encourage the sharing of knowledge on the "Air and Climate" subjects in which it specialises. One of Citepa's missions is to disseminate knowledge and reference data on climate change and air pollution and make them accessible.

One of Citepa's activities is to run a large number of inter-company and intra-company training sessions, particularly on environmental regulations, and as such we are Qualiopi certified.

Citepa is a partner and funder of the ESSEC Talents for Ecological Transition Chair. This Chair is both educational and research oriented.

The employees also give talks at universities and engineering schools (IMT Atlantique, Ecole des Mines de Nancy, Université Paris-Saclay, etc.), to raise awareness and disseminate knowledge of their areas of expertise to students. This is a particularly important area for Citepa, which is always keen to provide high-quality, transparent information to as many people as possible.

4. Citepa's actions on SDG5: "Gender equality"

Citepa is committed to promoting diversity (age, gender, origin) within its teams, in particular through the recruitment and promotion of its staff. Gender parity is generally observed among staff, with 23 men and 24 women on the payroll at 31/12/2024. In accordance with French legislation, Citepa has a Social and Economic Committee (*Comité Social et Economique* or CSE) representing its staff, which is one of the means put in place by France to prevent dangers to employees' physical and mental health. In particular, the CSE is alert to any problems of harassment and has legal recourse (right to alert) if necessary. In accordance with French law, a person responsible for combating sexual harassment and sexist behaviour is appointed to facilitate discussions if necessary. A document setting out the rules of good conduct and vigilance in the workplace is currently being drafted.

5. Citepa's actions on SDG12: "Responsible consumption and production"

In terms of waste management, selective sorting has been introduced at Citepa (paper, plastic, glass, ink cartridges, batteries) and, at the initiative of employees, glass containers are used to limit the consumption of packaging related to their meals. Limiting printing is encouraged and the distribution of paper versions of reports, newsletters, brochures and the activity report has been phased out since 2018.

The IT department is taking steps to limit the impact of Citepa's digital use on the environment: extending the useful life of computers to 5 years, repairing equipment, passing on equipment at the end of its useful life to recycling channels, recommendations for email management, migration to the Microsoft Cloud, which is committed to limiting its impact on the environment.

During events (breakfasts, study days, etc.), Citepa chooses its suppliers according to environmental criteria and encourages vegetarian meals during the events or training courses it organises.

6. Outlook

A Right to Disconnect Charter will be established to ensure a proper balance between private and professional lives and to improve the working environment. A guide to responsible purchasing is currently being drafted, to provide a framework for future purchases and reduce the environmental impact of goods acquired over their lifetime.

In order to enhance the effectiveness of remote training and to ensure the quality of its work, including when carried out remotely, Citepa will offer its staff a dedicated training course on facilitating remote meetings and training sessions. This initiative will also be highlighted in responses to calls for tenders.

Citepa also wishes to support artists engaged in the fight against climate change. In this context, during COP30, it purchased an artwork from the collective Cinzas da Floresta ("Ashes of the Forest"), which carries out environmental and cultural actions focused on combating forest fires and protecting forests, particularly in the Amazon region.