

# Disability policy - Action plan

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(The French version prevails)

## 1. Preamble

When recruiting and managing human resources, ABC arbitrage Group seeks to promote diversity in all its forms (nationality, culture, gender or disability), by integrating a wide range of employees.

In 2022, ABC arbitrage set up a working group dedicated to CSR issues, which meets at least once a quarter. To join the CSR group, simply join the public channel "#RSE" on slack or discuss it directly with the CSR Lead who initiated the project. Open to all, the group is made up of employees who wish to make a contribution on these issues. The theme of diversity and inclusion is further explored via a "Task Force", which has the power to make proposals.

As part of its commitment to corporate social responsibility, ABC arbitrage now wishes to take its approach one step further by implementing a clearly defined disability policy. To this end, ABC arbitrage has created a multi-stage action plan, which has been submitted to the Diversity and Inclusion Task Force for its recommendations.

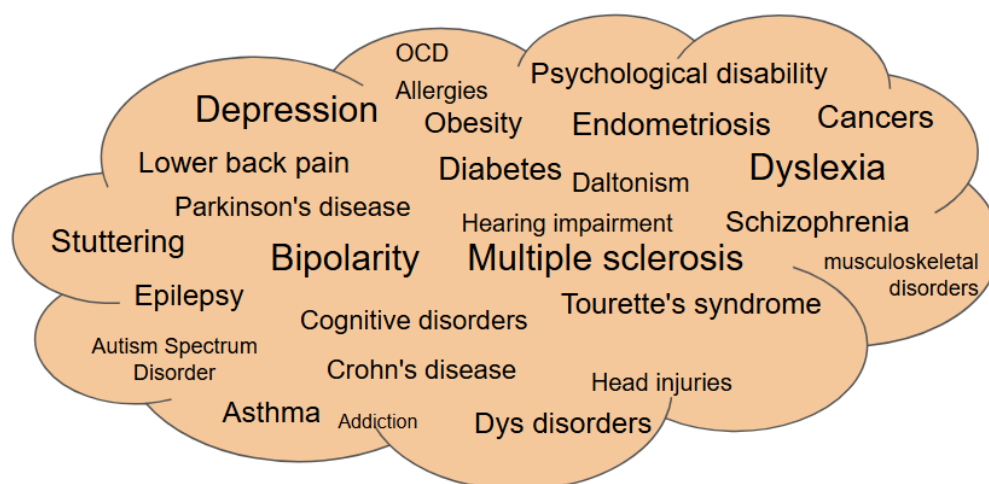
Management is committed to ensuring that the stages of this action plan are implemented before the end of the 2025 business plan. However, given the importance of this approach, management and the Human Resources department will do their utmost to ensure that as many steps as possible are completed before the end of 2024. This commitment is a priority for the company, and forms part of our daily fight against all forms of discrimination.

## 2. Key points and objectives

### 2.1. What is disability?

*"In general terms, the term "disability" refers to any person who encounters obstacles in carrying out everyday activities in his/her personal or professional life."*<sup>1\*</sup>

The disability may or may not be progressive, and it must be defined in terms of time (minimum 1 year or definitive).



### 2.2. Why implement a disability policy?

As part of our CSR policy, we are committed to improving the integration and job retention of employees with health or disability problems.

It's important to take action, because we can all be affected in one way or another. In fact :

- 12 million French people are affected by disability (1 in 6)
- and 12 million are caregivers, i.e. one in three French people affected directly or indirectly by some form of disability;
- 1 in 2 people declare a disability in the course of their working life, either temporarily or permanently;
- In 85% of cases, disability occurs during working life.

<sup>1</sup> source Kouide

What's more, we're convinced that diversity of profiles is a source of wealth for the company.

## 2.3. What is the employer's obligation?

All employers with 20 or more employees must employ 6% of their total workforce in the disabled sector. Employers who fail to meet this obligation must pay an annual contribution. In concrete terms, for the 2023 contribution, this represents an employment target for disabled workers of 4 people.

## 2.4. What are our main goals at ABC?

For the time being, our main objectives are to retain our current employees and not to recruit new ones, as it is vital to support and maintain our staff in employment. According to the French Ministry of Employment, 70% of employees currently disabled were not disabled when they were recruited.

### 2.4.1. Main goals

- **Inform employees**

- On disability in the workplace:

To be able to think and behave constructively, without taboos, about personal situations or those of colleagues. For example, many people don't declare their disability because they are unaware of it and don't identify themselves because of certain stereotypes, or because they are afraid of being held back in their careers.

- About our policy:

To help people understand that communication channels exist and are available to everyone.

- **Support employees in situations that have an impact on their daily lives**

By listening to employees and supporting them in maintaining their employability, while taking their needs into account. It enables us to forge links with external players (e.g. occupational medicine) and internal players (e.g. managers, Economic and Social Committee) when necessary. Support may lead to case-by-case adjustments to maximize the employee's inclusiveness and well-being, within the limits of his or her sensitivity.

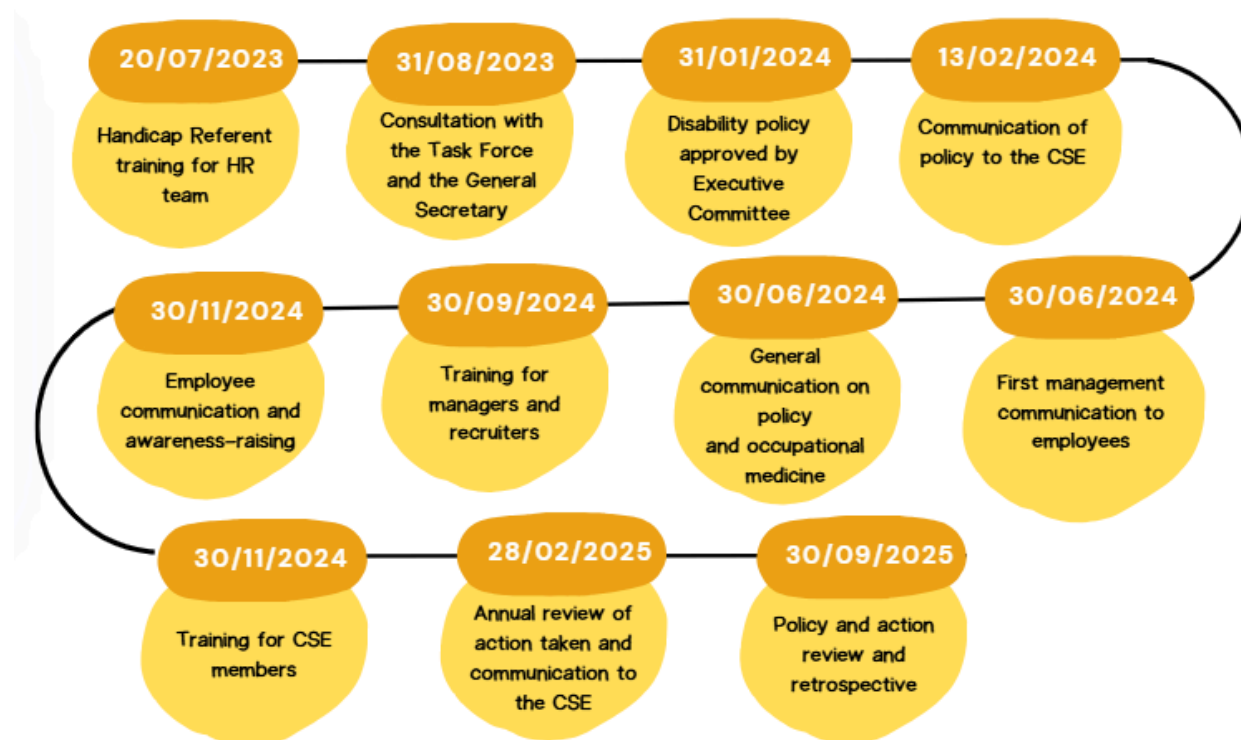
### 2.4.2. Priorities

- **Communicate and raise awareness among all employees;**
- **Train internal players: HR, management, recruitment, Economic and Social Committee (CSE).**

In a second phase, we will be doing more to promote the recruitment of people with disabilities. Training those involved in recruitment is already a first step towards their inclusion.

### 3. Steps of the action plan

Timeline of action plan deadlines :



#### 3.1. Step 1: Training of the Human Resources team and appointment of a Disability Officer.

The Handicap Referent is a trusted third party who guides, informs and supports people with disabilities. He/she is a facilitator who acts as a link between the various internal and external players (AGEFIPH, occupational medicine, etc.).

The Referent will pilot actions and projects, and work closely with the HR Manager and management to implement the action plan to develop ABC disability policy.

Despite the fact that the presence of a Handicap Referent is only mandatory in companies with over 250 employees, we feel that his or her role is essential within ABC arbitration. We have therefore appointed a member of the Human Resources department as Disability Officer, following the training she has received.

#### 3.2. Step 2: Communicating our disability policy

It's important to talk about disability on a regular basis as part of our CSR policy, because we will all be affected to a greater or lesser extent. Initially, the aim will be to provide information on what is considered to be a disability situation, who to contact (Handicap Referent, Agefiph, occupational medicine) and to make the information accessible to raise awareness of the existence of this policy.

After sharing the disability policy with the Management Circle, a communication will be sent out by Management to all employees, as well as a summary communication of essential information on slack, including the link to the CSR intranet (Disability folder) which will bring together documents (disability policy, internal procedures).

There will also be regular communications throughout the year to keep the policy alive.

Finally, for each action or event, an external communication on our networks will also be carried out.

### **3.3. Step 3: Specific training for managers and permanent recruiters**

Every manager may have to deal with the integration and management of a disabled person in his or her team. The aim is to give them the keys to understanding the situation, and to be able to question themselves and be attentive to weak signals (= behaviors that are not usual in an employee) which, without causing alarm, could potentially be a first indicator of a disability situation.

To meet some of our secondary objectives, we will be integrating permanent recruiters who are regularly involved in the recruitment process. The aim is to avoid any form of discrimination and to give them the keys to reacting appropriately if a person declares themselves to be disabled during an interview.

Procedures concerning the hiring of a disabled employee and the declaration of a disabled situation in an existing employee will also be drawn up and shared with managers and recruiters.

### **3.4. Step 4: Raising employee awareness**

The aim of this stage is to raise awareness of disability in the workplace and the solutions available, as well as to create a climate of trust conducive to the integration and development of disabled employees.

Here are a few examples of possible awareness-raising actions (the list is not exhaustive):

- Informing and raising awareness of our disability policy among new employees at the induction meeting with the person in charge of disability policy in-house;
- Communication of "hard facts" with key figures;
- Involvement of a health professional to raise awareness in the broadest sense of the term;
- Conference/testimonial with a disability expert;
- Conference with Paralympic athletes;
- Organization of role-playing workshops (in various formats, such as sports, theater, escape games, etc.);
- Awareness-raising in digital format.

The choice of awareness-raising format will be defined in consultation with the Task Force. Our aim is to ensure that at least 70% of our employees are aware of this issue.

### 3.5. Step 5: Draw up an overall assessment and ensure the long-term viability of the disability policy

The Disability Officer will draw up an annual report on the steps taken, which will be communicated to the CSE.

Internal processes must be put in place to ensure that the momentum generated by the launch of the policy does not lose momentum over time.

To achieve this, we'll be planning :

- A recurrence of communication actions: creation and sharing of regular content via widely used communication channels (slack, email, intranet). All content will be posted on the intranet to centralize and facilitate access to information;
- Regular awareness-raising among all employees (once a year) (e.g. internal conference);
- New employees are informed of the disability policy at the introduction meeting held on their first day;
- A study of participation in recruitment events;
- Regular sharing and updating of procedures concerning the hiring of an employee with a disability, and the declaration of a disability situation among an existing employee.

At the end of the 2025 business plan, in conjunction with the Human Resources Manager and the members of the Task Force, the Disability Officer will take a step back from the various actions carried out in order to adapt the disability policy.

## 4. Conclusion

The action plan and the disability policy will evolve over time in line with the various feedback received (CSE, Task Force, Board of Directors), and will be communicated to the company doctor. The Disability Officer and the HR Department are always ready to listen to your suggestions. You can also refer to other players to make suggestions or comments: members of the CSE, the manager, members of the Task Force and occupational medicine.

## 5. Preferred contacts

An employee's decision to inform his or her employer or one of the persons listed below of his or her status as a disabled worker is voluntary.

All information transmitted to one of the parties listed below is **confidential**. Only the employee can decide whether or not to share it with his or her entourage, manager or colleagues.

- Disability Advisor

- Occupational medicine
- Agefiph
- CSE
- Diversity and Inclusion Task Force