

CSR Policy

Our commitments and practices

Convinced of the need to combine responsibility and economic growth, the PeopleSpheres Board of Directors have decided to draw up this policy to clarify its contribution to social, environmental and digital issues.

The policy responds to the request of customers, partners, and employees. Not only does it allow us to state our commitments but also the steps that have already been taken. This is a commitment we are taking, step by step, to the future and to all.

These first SIMPLE, PRAGMATIC AND PERFECTIBLE commitments allow us to enter into a long term, global approach to responsibility.

Each employee commits to learning and manifesting the values held by Peoplespheres.

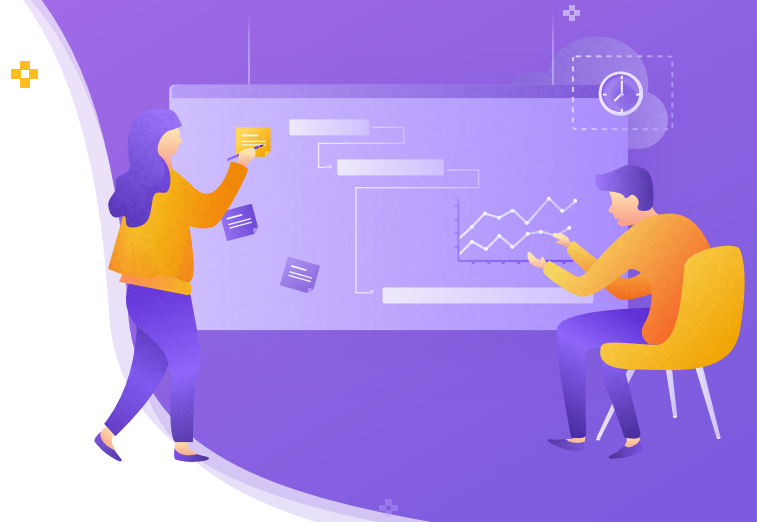


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Our commitments for sustainable development, together



Social Responsibility

Social responsibility to encourage the commitment of our teams and improve performance

Embed team spirit and our values into the company DNA in our organization and our way of working

Promoting diversity and gender equality

Mobilize to promote quality of life at work for all teams



Environmental Policy

Environmental policy to reduce our environmental impact and fight against climate change

Know our environmental impact and commit to reducing it

Reduce the environmental impact of our employees

Co-construct our approach with stakeholders



Digital Policy

A digital policy that allows for IT security, a major priority in order to issue responsible and ethical practices



Supplier and Partner Policy

A supplier and partner policy to manifest PeopleSpheres' CSR and ethical commitments with its suppliers and partners



Collaborative Approach

A collaborative approach with our teams for commitments that are expressed in the field

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PeopleSpheres

Our activity and our story

The 1st modular HR platform is adaptable and respects your corporate culture.

A unique platform that supports its customers in a responsible approach that respects its culture and history.

PeopleSpheres is a start-up that has been providing the first HR platform in PaaS (Platform As A Service) since 2015. Human resources professionals build their own tailor-made platform: they choose the best software on the market in order to connect them to our platform.

What benefits do we provide ?

All employee data is centralized on the platform, and thus makes it possible to centralize notifications & actions, to create workflows, reports, dashboards, and inter-tool requests.

Available on the web and mobile, this platform therefore offers a single interface for employees, managers and HR, with numerous possibilities for interoperability.

Our story

PeopleSpheres was created in response to several issues, in particular those of the overabundance of HR software within companies, the difficulty of analyzing HR data due to this large number of software, and finally the employee experience and commitment who are today major drivers of talent retention.

2021

Fundraising

PeopleSpheres raises 8.5 million euros in funds from Omnes, Irdi capital, UL Invest and Swen Capital Partners to support its growth and prepare for its international development.

2018

PeopleSpheres

The European success of NeoSpheres Group allows the launch of a new subsidiary dedicated to large groups as well as the opening of offices in the United States.

2017

Development

The group is growing exponentially and is recruiting more than forty people to support its growth.

2016

Récompenses

NeoSpheres Group is the winner of the Fast 50 Deloitte Technology and becomes a reference in HR services and software. The group is present in Paris, Montpellier, London and Frankfurt.

2015

Growth

Thanks to this innovative concept allowing companies to create their own HRIS according to their needs, MonPortailRH attracts more and more customers because of the quality of the service and the solution.

2014

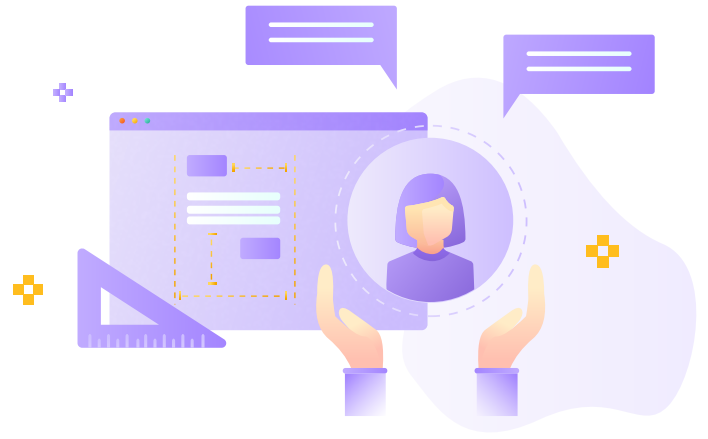
MonPortailRH

The first collaborative HR services platform dedicated to start-ups and SMEs.

2014

NeoSpheres

Philippe Bloquet and Christophe Galindo together founded NeoSpheres Groupe to support companies in their HR development and in the implementation of Cornerstone On-Demand software.



Our values



Innovation

Innovation is the very essence of our activity. It allows us to offer a unique solution on the market that is adapted to each customer's needs.



Acting for overall performance

Our teams are striving for the best results to achieve technical, economic and human performance.



Communicating authentically

Each of our missions is a collaboration carried out in confidence with our customers. Step by step, we are committed to working and exchanging in all authenticity and with kindness.



Living up to commitments

Creativity released and increased tenfold by our values of innovation, performance and solidarity. We are individually and collectively committed to our missions by integrating a CSR dimension.



Be kind to each other

Benevolence, solidarity and team spirit are at the heart of our human connections and allow us to face our challenges, overcome difficulties, facilitate innovation and boost performance.

CSR, a collective approach

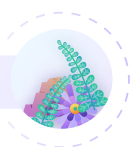
Our CSR task force: volunteers from each department with a common commitment

As part of the implementation of our CSR strategy, employees play a key role through their regular participation in workshops.

The CSR working group is made up of 13 volunteer employees representing each department of the company.

A breakdown into 3 subgroups:

Environment



Social



Community



Paris • Montpellier



Each task force presented proposals that were then validated by the Board of Directors. The CSR group is committed both to the choice, the implementation and promotion of these actions.

Thus, in addition to directly involving and raising employee awareness, the company was able to set up an operational roadmap.

Social Responsibility

Embed team spirit and our values at the heart of our human connections.

Collaboration and team spirit are at the heart of Peoplespheres' human connection.

Collaboration makes it possible to overcome difficulties together, to face new challenges by sharing our skills, our time and our interpersonal skills.

Promoting collaboration is a matter of responsibility but also of the collective performance of our teams.

Peoplespheres is committed to strengthening its culture, articulating its values by giving them a common meaning and embedding practices both internally and externally.

Some of the most notable initiatives in our organization are listed to the right.

Going further in 2022 and 2023

👍 Strengthen the onboarding of employees through Integration Days and coaching

👍 Maintain close and transparent communication by setting up periodic meetings with the Board of Directors

👍 Promote our corporate culture externally

👍 Mobilize for positive societal transformations: support citizen involvement in solidarity actions

👍 A management assessment framework

✔️ **Transparent and constant communication**

General management has set up spaces for direct discussion with employees and communicates quarterly on the company's data, its projects and prospects.

✔️ **The association of teams with the performance of the company**

Peoplespheres has implemented a policy of profit-sharing in the company's results through the distribution of BSPCE. All employees can get involved (managers, the board of directors as well as employees in a broad sense) in the people review or on the occasion of Awards presentation, an event rewarding exceptional performance over the year.

✔️ **A retreat for all**

To develop team cohesion, Peoplespheres periodically organizes a company retreat. It is an opportunity to think together and to share our objectives and values. We achieve this also through sports and fun activities so that we can translate this collaborative effort to engaging collectively in our CSR actions.

✔️ **Reception and integration of students or employees in reintegration**

We welcome and integrate students for a first qualifying professional experience and train future employees. In 2021, 10 work-study contracts joined our teams (10% of our workforce) and 6 students were hired on permanent contracts, following an internship/apprenticeship. In addition, the first partnership was set up with Rocketschool, a social and solidarity economy company to integrate and train a person in professional reintegration.

✔️ **Developing a team culture**

To have an active community of managers to develop team spirit, discuss managerial practices and offer a circle of sharing and support, cross-functional workshops are deployed with managers.

Promoting diversity and gender equality

With more than 8 nationalities in our teams and a gradual increase in the percentage of women who represent 36% of the workforce in 2021 (30% on average in digital companies), the company aims to:

Develop the representation of diversity in all its differences and at all levels of responsibility, especially to support a policy of equality between men and women.

Prevent and/or act against any discriminatory situation, moral and sexual harassment or sexist acts within the company.

Projects deployed or in the process of being deployed in 2022 and 2023:

- 👍 Raising awareness and training of our managers involved in recruitment on issues of non-discrimination and diversity
- 👍 A "People review" that assesses equality and its indicators
- 👍 Training the HR team on disability and the formalization of a 2023 action plan
- 👍 A prevention procedure against all forms of discrimination and/or harassment and the designation of representatives at the employee level and the HR teams to inform and support employees
- 👍 The formalization of our gender equality action plan.

Mobilizing to promote the quality of life at work

Quality of work life (QWL) aims to improve well-being, commitment and performance by defining the conditions under which teams carry out their work, the content of the work expected and the ability to express themselves and act.

PeopleSpheres commits to defining the priority axes of quality of life at work and to clarify the deliverables expected in the following areas: job content, skill development and professional training, occupational health and work environment.

Some concrete actions already implemented:

- ✅ Attention to the balance between private and professional life (right to disconnection agreement) and a desire to fight against psychosocial risks, accentuated by the health crisis
- ✅ Noise improvement for open space work (individual headphones...)
- ✅ Training managers in the prevention of psychological risks: active listening, feedback, management rituals
- ✅ A flexible work organization: friendly and flexible workspaces, telecommuting 3 days a week
- ✅ A collaborative platform: Teams, which facilitates teamwork, telecommuting, videoconferencing, internal communication and strengthens the entrepreneurial spirit

Going further in 2022 and 2023

- 👍 Conducting a survey of teams on QWL
- 👍 Formalization of a QWL action plan with the support of the CSE and occupational medicine
- 👍 A policy on the organization of telework



Digital use	60 tCO ₂ e
Operations	83 tCO ₂ e
Purchasing & Support	107 tCO ₂ e
Offices	31 tCO ₂ e
Displacements	27 tCO ₂ e

Environment is a major subject in our society today and we have an important responsibility in this regard. PeopleSpheres has set itself the goal of reducing its environmental impact through the analysis of its carbon footprint and the concrete actions it implements.

Analysis of our environmental impact

Carbon Footprint

To find out our environmental impact, we use the HelloCarbo platform, which supports us in measuring our carbon footprint.

We aim to update it several times to measure the change of our impact based on our actions.



Carbon footprint is:

- ➡ A step in a company's climate commitment
- ➡ The calculation of greenhouse gas (GHG) emissions emitted by all of the company's activities
- ➡ Understanding the activities that emit the most greenhouse gases: A 2023 and 2024 roadmap will be formalized in September 2022 following the carbon assessment

Reduce the ecological impact of the company

✓ Our certified servers

The installation and operation of the servers is carried out to target both performance and optimal energy consumption. Our servers are ISO 50001 (Energy management) and ISO 14001 (Environmental management system) certified.

✓ Waste reduction

- A coffee machine using organic and fair trade coffee beans has replaced the machine using capsules.
- Cutlery and cups are made available to employees to avoid disposable cutlery.
- The use of paper, internally and with customers, is very limited.
- Our offices in Montpellier and Paris are equipped with recycling bins with awareness posters to help employees recycle.

✓ Ecological Footprint

PeopleSpheres wants to reduce the environmental impact of employees, particularly through their use of the Internet. Thus, the company will offer all workstations the use of the eco-responsible search engine Ecosia.

Thanks to the results of the carbon footprint, we will be able to put in place an action plan allowing us to go further in our approach.

Reduce the ecological impact of our employees

✓ A new way of working

Evolving our way of working makes it possible to generalize teleworking with our teams. A 3-day remote work week combined with on-site days promotes the balance between economic and social performance and contributes to reducing the impact of transport to the environment.

✓ Alternative mobility plan

To optimize the efficiency of employee travel and reduce road traffic, the company has been promoting the use of bicycles and public transportation for the past 2 years through financial assistance.

✓ Employee awareness

Raising the awareness of our employees is an important point because they are the agents of change to make our company more eco-responsible. CSR ambassadors are now responsible for promoting our CSR commitments and sharing the company's progress on all CSR issues. Videos have also been created by employees to highlight the impact of our daily actions and identify the right things to do.

✓ The co-construction of our approach

In implementing our action plan, we take into account as many stakeholders as possible. SWEN, specialized in private sustainable investment, is now our financial partner and supports us in the formalization of our CSR strategy in order for our teams to meet the challenges of tomorrow.



Committing to the process of digital responsibility and protection of our data and that of our customers has been a priority since the creation of PeopleSpheres. To do so, the company relies on the recommendations published by France Strategy (July 2020).

Our Objectives



Create a link between the teams responsible for data policy and CSR. Adopt ethical guidelines relating to CSR in the company.



Train the members at the highest hierarchical level of the company (executive committee) in the basic issues and principles relating to data governance. Strengthen teams responsible for CSR in skills and the legal framework relating to data protection.



Create or strengthen ongoing training systems in digital issues for all. Ensure that developers are trained in identifying discriminatory biases in algorithms and promoting their transparency.



Strengthen the teams in charge of CSR in competence on the legal framework of data protection. Integrate the risks associated with the use of data into human rights due diligence policies.



Ensure that subcontractors understand and comply with GDPR obligations.



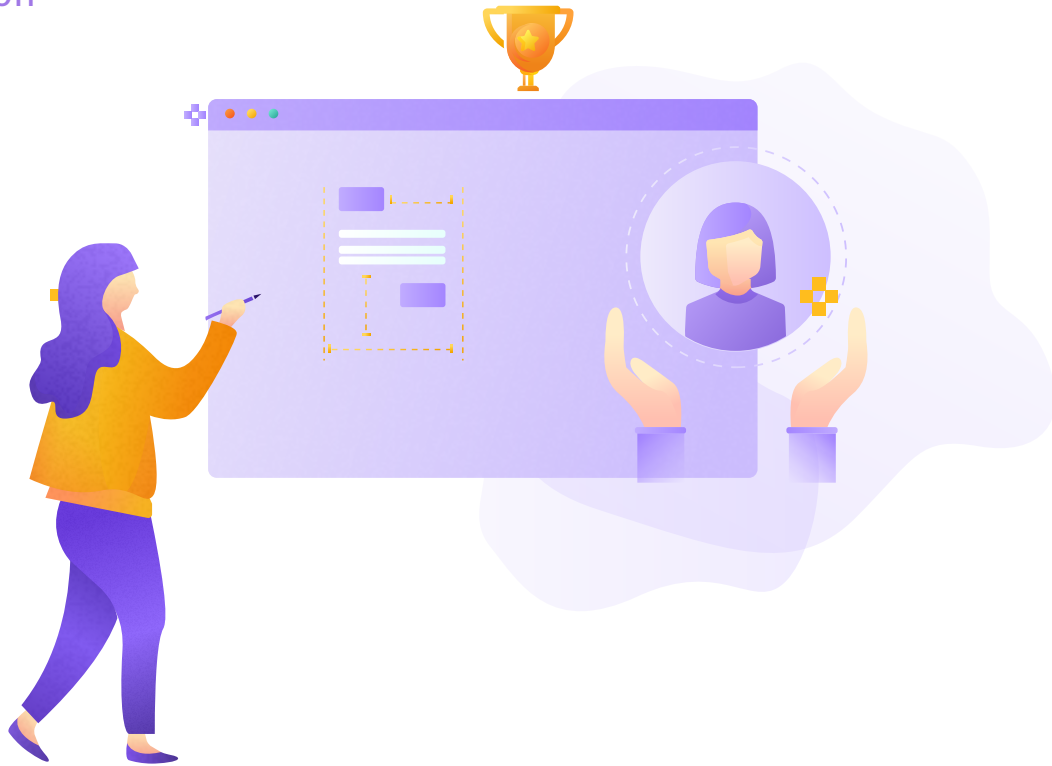
Ensure the promotion of human rights and privacy laws.

Recommendations

**Actions deployed
within PeopleSpheres**

Planned Actions

<p>➔ Make a link between the teams in charge of data policy and CSR</p>	<p>✔ The assistant of the Data Protection Officer participates in the management of CSR</p>	
<p>➔ Adopt ethical practices relating to NBR within the company</p>	<p>✔ An IT policy including ethical issues in data processing</p>	<p>👍 Evolution of our commitments with the integration of AI in our solutions</p>
<p>➔ Educate management on data governance issues and strengthen the skills of the teams responsible of CSR</p>	<p>✔ The Data Protection Officer is a member of the decision-making committee</p>	
<p>➔ Create or strengthen education systems in digital issues for all</p>	<p>✔ Data protection training and awareness plan</p>	
<p>➔ Training of developers in identifying discriminatory biases in algorithms and in transparency</p>		<p>👍 Discussion workshops between developers and a Psychology researcher</p>
<p>➔ CSR teams knowledgeable on the legal regulations of data protection</p>	<p>✔ CSR is led by the HR Director and the DPO's assistant who are aware of data protection</p>	
<p>➔ Integrate the risks related to the use of data in terms of human rights</p>	<p>✔ Protection of the data and privacy of the persons concerned in our supplier policy</p>	
<p>➔ Good understanding and compliance with GDPR obligations by subcontractors</p>	<p>✔ Assessment of the understanding and level of compliance with the GDPR of new subcontractors</p>	<p>👍 See above</p>
<p>➔ Promouvoir les droits humains et les législations relatives à la protection de la vie privée</p>	<p>✔ Kits d'aide à la mise en conformité avec le RGPD disponible et conseil aux clients</p>	<p>👍 See Supplier and Partner policy</p>



Our objective: Obtain the ISO 27001 certification for information security management systems (ISMS)

This standard allows us to:

- ➔ Identify and control the **risks of IT failure**, thanks to cyber audits carried out by Bureau Veritas experts
- ➔ **Meet the legal and regulatory requirements** of an internationally recognized standard
- ➔ **Base risk management decisions on the company's strategic objectives** and guarantee a certain level of **information security**
- ➔ Focus on **critical/sensitive information**, whatever its form: digital, paper, video, audio
- ➔ Assure customers of the **robustness of the ISMS** and therefore of the **reliability of the company's information systems**, by obtaining recognized cybersecurity certification.



Supplier and partner policy

Our commitments to our suppliers and partners.

As part of our CSR approach, we are committed to our suppliers and partners to:

- ➔ Select our Partners and Suppliers according to a transparent, open and fair process
- ➔ Have professional and ethical purchasing activities
- ➔ Have respectful, relationship-building, and collaborative connections
- ➔ Integrate sustainable development
- ➔ Comply with legislation
- ➔ Implement Corporate Digital Responsibility (CDR)

For a complete CSR strategy, it is important to include all of our stakeholders and in particular our suppliers and partners. Thus, we have set up a supplier and partner policy including our reciprocal commitments.

The commitments of our suppliers and partners

We promote the commitment of our partners and suppliers through our practices including:

- ➔ Professionalism and ethics
- ➔ Consideration of the environmental impact
- ➔ Transparency and the fight against CDR (Digital Corporate Responsibility) corruption
- ➔ Accessibility of its services and products to the greatest number
- ➔ Respect for human rights







Contact Us

If you have any additional questions,
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