

In September 2023, we carried out, with a specialized company, Maneco, our sustainability diagnosis which consists of identifying our environmental, social, safety, employee well-being and government issues, as well as our current sustainability measures, and indicating the priorities for our future actions in terms of valorization and credibility, that is to say the way in which we implement our sustainability measures and the way in which we communicate about them.

Our sustainability diagnostics take place in four stages:

- An audit plan carried out by Maneco in September 2023.
- Evaluation of our current measures to reduce our environmental and social impacts.
- Define complementary sustainable development measures to strengthen our commitment and reduce environmental and social impacts that can be implemented.
- Validate the priorities on the sustainability measures below and implement them in the medium or long term, with a monitoring plan.

Based on our sustainability diagnosis, we publish our CORPORATE SUSTAINABILITY PROGRAM describing the environmental, social and governance (ESG) objectives of Henri Harsch HH SA as follows:

## Environment

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We, Henri Harsch HH SA, achieve our operational objectives by minimizing the impact on the environment:

### Our Charter and Environmental Policy

HARSCH management is committed to controlling and limiting the impact of its activities on the environment, while guaranteeing quality service to its customers and optimal working conditions for its employees.

To meet this commitment, the company's management has adopted an Environmental Management System (EMS) and analysis certified by the ISO 14001:2015 standard with the following key principles:

#### Our building:

Our building located at 10 rue Baylon in Carouge is certified compliant with MINERGIE standards (Minergie certificate no. GE-117). It is at the cutting edge of technology and meets very high requirements in terms of fresh air ventilation quality, thermal balance, protection against external noise and optimization of energy savings. We have 505m<sup>2</sup> of solar panels installed on the roof of our Baylon building which produce an estimated 120,000kWh/year. We thus produce 1/3 of our annual energy consumption and needs.

#### Our fleet of vehicles:

All our gasoline vehicles are equipped with catalytic converters; all our diesel vehicles are equipped with particulate filters. Our fleet renewal program is based on the EURO standard. When purchasing new

vehicles, we ensure that the dealer or manufacturer presents their environmental protection charter to us to ensure that we are supplied with low-CO2 emission vehicles. Our current and future energy consumption is under constant review.

### **Our expeditions**

Where possible, and depending on the client's needs, we frequently use rail transport to the port of departure/from the port of arrival. This is particularly the case for overseas removals. Where possible, we also ensure optimal truck routing.

### **Raising awareness among our employees and partners**

We encourage our employees to find ways to use energy more efficiently, encouraging them and our partners to take eco-friendly measures to reduce the environmental impact of their operations. We have implemented an "eco-driving" training program to teach our drivers how to drive rationally, safely, and more respectfully of the environment and the community as a whole.

## **Assessment of the environmental impact on our activities**

ISO 14001 certified, we have implemented an environmental analysis that highlights significant environmental aspects (SEA) for all our operations by business unit: Moving, Archives, Fine Arts. This analysis is available in our computer system and can be consulted by our staff.

It is reviewed at least once a year or if necessary by Harsch management.

## **Objectives for reducing the environmental impact of our activities**

See Harsch's environmental policy and mission statement above:

### **Efficient use of resources, materials, and energy in offices and warehouses:**

Our packers are trained to use only the bare minimum of packaging materials, while ensuring optimal safety for the goods. Our purchasing policy is defined according to the following criteria: compliance with legal standards, energy saving, use of 100% recyclable materials and/or derived from recycled materials, delivery of packaging materials by rail, etc. Whenever possible, we give preference to suppliers and partners holding ISO14001/ISO9001 certification and/or those who comply with official standards of our profession. We encourage them to follow our ecological guidelines for material use, recycling, and disposal.

### **Ecological / zero waste initiatives:**

We have implemented an eco-friendly manual that describes our environmental guidelines and zero waste initiatives.

### **Waste management**

Within our warehouse, specific areas are designated for sorting used materials before delivery to approved companies for recycling or further processing. During our annual management review, we target environmental key performance indicators (KPIs) to track our annual waste and recycling metrics, based on annual tonnage and costs.

### **Carbon footprint reduction targets:**

Our environmental analysis and carbon assessment allow us to track our greenhouse gas (GHG) emission levels and make long-term improvements.

## **Social**

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We, Henri Harsch HH SA, promote the health, safety and well-being of our employees, our customers and the communities in which we operate.

The safety and security of all jobs and work functions and the protection of the health of all our employees are a priority for Harsch management.

Safety principles:

- Safety for all employees and supervisors
- Safety should be considered an essential part of any job or function.
- Safety and physical integrity are part of our ongoing objectives.

Management fully supports efforts to ensure safety and optimal health and safety protection.

Harsch supervisors or managers at all levels are responsible for the safety and health protection of their own employees. They implement Harsch safety requirements and support all measures to promote safety.

Employees at all levels are committed to ensuring their safety through their behavior and to protecting their own health and that of their colleagues or anyone else with whom they come into contact. Harsch's commitments and policies are based on the following:

### **Health, safety and well-being of our employees**

We are committed to creating a safe working environment where the health and well-being of our employees is a priority. Strict policies are in place to ensure safe working conditions, in compliance with health and safety standards.

### **Diversity, Equity and Inclusion Initiatives**

We believe in the power of diversity and strive to create an inclusive culture that welcomes diverse perspectives. Programs are implemented to promote pay equity, equal opportunity, and the advancement of diversity within our workforce.

### **Compliance with the Geneva minimum wage and the collective agreement – (Romandie application)**

The company strictly adheres to the legal minimum wage in Geneva, which is subject to regular review. In addition, management adheres to the salary scale and professional classifications defined by the Collective Labor Agreement (CLA) applicable to the sector in the canton of Geneva. This includes, in

particular, base salaries, scheduled supplements, increases for night or Saturday work, as well as adjustments based on seniority or skills.

All of these provisions are applied uniformly in all French-speaking agencies, without distinction of location or contractual status.

The remuneration is based on several criteria:

- The function performed and its level of responsibility
- Professional experience and skills
- The level of training
- The CCT benchmarks and the internal grid, validated by Management and HR

### **Fair wage policy throughout Switzerland**

- True to the social values of Maison HH, Management adopts a salary policy:
- Inclusive, guaranteeing equal pay between women and men, nationalities, ages, and profiles
- Balanced, aiming for internal consistency between positions and control of unjustified pay gaps
- Responsible, excluding any form of underpayment, favoritism or opaque remuneration
- Any bonuses or incentives are awarded according to objective and transparent criteria, integrating collective performance, commitment, and respect for the company's values.

HR, in direct contact with Management, ensures the management and consistency of this salary policy, guarantees compliance with legal and contractual obligations, and supports managers in the rigorous application of these principles.

Managers, for their part, are responsible for:

- Ensure compliance with the salary scale and legal minimums
- Be the guarantors of pay equity within their team
- Act as a relay for the company's ethical and social commitments

## **Employee engagement, fair and respectful treatment**

We foster a work environment where every employee is treated with respect, dignity and fairness.

We encourage open communication mechanisms to ensure transparent dialogue between management and employees.

## **Learning and development opportunities, through our training log and annual employee evaluation report**

We invest in the professional development of our employees by providing them with opportunities for continuing education and skills improvement.

## **Community Engagement Initiatives**

We are committed to playing an active role in the communities where we operate. Social projects, volunteer activities, and other initiatives are implemented to contribute to the well-being and sustainable development of local communities.

## Governance

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At Henri Harsch HH SA, the governance structure of our sustainability program is carefully designed to ensure effective oversight, transparency, and accountability.

Leading our sustainability initiatives is the ESG (Environment, Society and Governance) Committee, which is comprised of key stakeholders from across departments, including directors, representatives from different business units, and employees who have an interest in or are directly affected by the topic.

The ESG Committee meets regularly to review and guide the company's sustainability strategy. This includes setting ambitious sustainability targets in terms of identification, analysis and assessment, addressing and tracking progress, and making informed decisions to improve our environmental, social and governance (ESG) performance.

The ESG Committee is responsible for aligning sustainability efforts with the company's overall business strategy and ensuring they are integrated into day-to-day operations.

The ESG Committee publishes detailed reports for all relevant stakeholders. Following the assessment conducted in 2023, an action plan was defined and approved by Senior Management for the coming years. It is available upon request only.

This action plan includes in particular

- Training of stakeholders,
- Elementary or basic actions that contribute to addressing and achieving our goals (e.g.,
- Innovation, alternative solutions, etc.),
- Communication actions,
- Others (...)

**This sustainability program is reviewed at least once a year by Harsch management, updated as necessary, communicated to Harsch employees, and made available in our IT system as part of Harsch's internal policies. It is also communicated externally and, if necessary, to our private customers, corporate accounts, and our supply chain.**

**This corporate sustainability program also applies to our affiliated branches.**