

# 2023 ESG REPORT



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## A Word From Our CEO

Dear Stakeholders,

I am thrilled to share with you our first ESG report. At Guillevin, we believe that sustainability is a fundamental principle that should guide our every action. It is not just the right thing to do; it is an integral part of who we are.

In these pages, you will find information about the strides we've taken towards reducing our carbon footprint, enhancing community engagement, and promoting ethical governance. We understand that our success is intrinsically linked to the well-being of our planet and the communities we serve, and this report illustrates our commitment to creating a positive impact while promoting equitable economic growth.

As we navigate the challenges and opportunities presented by an ever-changing world, we remain resolute in our pursuit of innovative solutions that align with sustainable practices. The journey towards a better future requires collaboration, transparency, and accountability, and we are excited to share how we are contributing to this global effort.

Thank you for your continued support and for joining us on this path towards a more sustainable and inclusive world.

Luc Rodier



# Who We Are

Guillevin International Co. (Guillevin) is a well-established company known for its expertise in the distribution of electrical, industrial, and safety products across Canada. Founded in 1906, Guillevin has a rich history and a strong reputation for reliability, quality, and customer service.

The company operates as a distributor and a manufacturer, providing a wide range of products to meet the diverse needs of its customers. Guillevin serves various industries, including construction, manufacturing, utilities, and maintenance, offering solutions for electrical installations, automation, safety equipment, and industrial supplies.

In addition to its extensive product range, Guillevin is known for its knowledgeable staff who provide expert advice and support to customers, helping them find the right products and solutions for their specific requirements.

Committed to sustainability and corporate responsibility, Guillevin prioritizes ethical business practices and environmental stewardship in its operations. The company continually seeks to innovate and improve its processes to minimize its environmental footprint while delivering value to its customers.

Overall, Guillevin stands as a trusted partner in the Canadian marketplace, offering quality products, exceptional service, and a dedication to building a better future for its customers and communities.





# Included in This Report

All divisions of the vast Guillevin family are covered in this report, namely:

## Electrical National



## Renewable Energy



## Wire, Cable & Telecom National



## Fire & Safety National



## Electrical Regional



## Fabrication





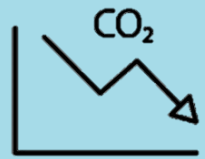




# ENVIRONMENT



# Environmental Dashboard

2023 : a year of assessment and targets setting

2023 		By end of 2025 		By 2030	By 2050 
GHG are tracked 		Salesforce allowance for hybrid of EV vehicles will be bonified		30% reduction of our GHG emissions	50% reduction of our GHG emissions 
EV charging stations in some locations	Salesforce allowance for hybrid of EV vehicles	EVs charging stations everywhere possible 	Employee EVs charging purchase program	15% of EVs for local deliveries	
Route optimization for deliveries (pilot project)		Route optimization for deliveries (all major suppliers)	Fleet electrification program begins	30% of EVs in the rest of our fleet	
Paper, plastic, cardboard, aluminum, oil, electronic devices are recycled in most of our locations	Electronic receipts available for customers	Launch of copper, light bulbs and batteries recycling programs 		100% LED lighting in our warehouses	
	More than 98% of North American suppliers			Carbon footprint of product and life-cycle information available for customers	
Emphasis on the effective management of eco-fees		LED warehouses lighting program	Employee solar panel purchase program	Information about life cycle of products sold is available	
Cloud-based solutions for most divisions of the company		100% Cloud-based solutions		Solar panels on all buildings we own	



# Climate Change and Energy

At Guillevin, we recognize the critical role that responsible energy consumption plays in mitigating environmental impact and fostering a sustainable future. In line with our commitment to Environmental, Social, and Governance (ESG) principles, we are proud to highlight strides taken to reduce the emissions we control directly, indirectly and in our value chain.

## Direct and Indirect Emissions – Energy Consumption in our Locations (Scopes 1 and 2)

### Data Driven Approach

To initiate our journey towards enhanced energy consciousness, we began by systematically collecting energy and facility data through meticulous examination of utility invoices to capture a complete view of energy consumption patterns across all our locations.

### Greenhouse Gas Emissions Quantification

We track both operational and, where possible, value chain emissions. This thorough assessment helps set a baseline year for future progress measurement.



### Historical Database Creation

A cornerstone of our energy efficiency project involves the creation of a robust database that meticulously records historical energy consumption data. This database captures detailed insights into both electricity and gas consumption across our diverse operational sites.


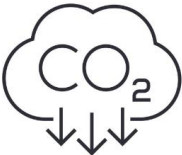


### Strategic Reduction Recommendations

By quantifying our emissions, we make informed decisions to significantly reduce our carbon footprint.



# Brighter Future: Transitioning to LED Warehouse Lighting (scope 2)

To further our contributions to the global fight against climate change and energy consumption, we are pleased to announce our transition to LED lighting in our warehouses as part of our ongoing commitment. Our aim is to achieve 100% LED lighting in our warehouses by 2030. This initiative offers several benefits:

			
Energy Efficiency	Emissions Reduction	Longevity + Sustainability	Heat Emission Reduction
LED lighting significantly reduces energy consumption compared to traditional sources like incandescent or fluorescent bulbs. By using LEDs, we decrease electricity usage in our warehouses, thus lowering our carbon footprint and overall energy consumption.	LED lights consume less energy, resulting in lower greenhouse gas emissions associated with electricity generation. This reduction in energy demand indirectly mitigates climate change by decreasing reliance on fossil fuels for electricity production.	LED lights have a longer lifespan and require less maintenance than traditional lighting sources, reducing the frequency of replacements and minimizing environmental impact associated with manufacturing, transportation, and disposal of lighting fixtures.	LED lights emit less heat than traditional sources, reducing the need for cooling systems in our warehouses and further decreasing energy consumption and associated greenhouse gas emissions.

Transitioning to LED lighting in our warehouses represents a proactive and responsible approach to addressing climate change, conserving energy, and minimizing environmental impact. It underscores our commitment to sustainability and paves the way for a more environmentally conscious future.





## Indirect Emissions Value Chain – Supply Chain (Scope 3)

In 2023, Guillevin embarked on a significant pilot project geared toward optimizing the truckloads provided by our suppliers. In a collaborative effort with one of our largest and most influential suppliers, we investigated strategies designed to elevate the efficiency and cost-effectiveness of transporting goods via fully loaded truckloads.

The heart of this initiative revolves around the establishment of defined ordering windows and schedules. These windows and schedules serve as a structured framework that empowers our suppliers to take their goods transportation to the next level in terms of efficiency. By carefully orchestrating the timing of orders, we've created an opportunity for our suppliers to more effectively utilize their trucks, ensuring that they are filled to their maximum capacity. This approach significantly reduces the frequency of partially loaded shipments, not only optimizing our operations but also leading to a substantial reduction in fuel consumption. The environmental benefits of this optimization are undeniable, as it effectively decreases our carbon footprint, reinforcing our commitment to sustainability.

Furthermore, the positive repercussions of this strategic order consolidation extend beyond the environmental sphere. It also translates into a considerable enhancement in our overall operational efficiency. As the program continues to evolve and expand, additional suppliers will join the initiative, aiming to onboard our major partners by the end of 2025.



## Indirect Emissions Value Chain – Employee Commuting (Scope 3)

Our commitment to not only reduce our carbon footprint but also incentivize our workforce to embrace eco-friendly modes of transportation are reflected in the following initiatives:

### Hybrid or Electric Vehicles Allowance

To make it more financially viable for our sales force to choose greener options, but also to actively promote the adoption of eco-friendly vehicles, they receive an additional allowance for hybrid or electric vehicles (SPI 634). As those vehicles are instrumental in lowering greenhouse gas emissions and contributing to a cleaner, more sustainable future, encouraging their use is taking meaningful steps towards reducing our overall environmental impact. To ensure the effectiveness of this initiative, the allowance will be enhanced in 2024, reaffirming our dedication to environmental stewardship and encouraging sustainable transportation practices within our organization.

In order to track the effectiveness of our initiative and monitor progress towards reducing carbon emissions, beginning in 2024, we will measure the number of employees transitioning from traditional gasoline-powered vehicles to hybrid or electric vehicles. By quantifying this shift, we can assess the tangible impact of our incentive program and gauge the extent to which it is encouraging the adoption of more sustainable transportation options



## Indirect Emissions Value Chain – Employee Commuting (Scope 3)

### Charging Stations in our Locations Across Canada

In an effort to reduce fossil fuel dependency, we will also introduce, in the coming months, initiatives designed to support the adoption of electric vehicles within our organization and promote sustainable practices in our day-to-day operations.



First, electric vehicle charging stations will be installed in all our locations where it is possible to do so, paving the way for the transition to electric vehicles among our employees.



As part of our comprehensive approach, we will also offer employees the opportunity to purchase EV chargers at a reduced cost for their home use. This initiative aims to support their transition to electric vehicles both during work hours and in their personal lives.



Then, to facilitate the transition to electric vehicles for our employees, we are committed to providing them low-cost charging services at all our locations across Canada.

Overall, the supplementary car allowance and the installation of charging stations in our locations is a win-win scenario. It benefits our employees and customers by making sustainable choices more accessible and our planet by reducing emissions, ultimately contributing to a more sustainable and responsible future.



## Sustainable Cloud Solutions: Reducing Carbon Footprints Through Digital Transformation

Embracing a forward-thinking approach to operations, Guillevin is proud to lead the charge in harnessing cloud-based solutions for environmental sustainability. Through our commitment to innovative cloud technologies, we're driving a transformative shift towards eco-friendly computing practices.

Cloud providers continually invest in upgrading and optimizing their infrastructure to maximize resource utilization, reducing the overall environmental impact associated with hardware manufacturing and disposal. Additionally, cloud-based operations allow businesses to scale their computing resources up or down based on demand, minimizing the need for overprovisioning hardware and reducing energy waste.

Furthermore, cloud-based systems facilitate remote work by providing access to data and applications from anywhere with an internet connection. This reduces the need for commuting, resulting in fewer greenhouse gas emissions from transportation. Many cloud providers are also investing in renewable energy sources to power their data centers, further reducing their carbon footprint and supporting the transition to a sustainable energy future.

In summary, transitioning to cloud-based operations enables businesses to leverage energy-efficient infrastructure, optimize resource utilization, and support remote work initiatives, all of which contribute to environmental sustainability and the fight against climate change.



Currently, 75 % of our company's operations rely on cloud-based systems.

By the end of 2025, our entire company will transition to cloud-based operations.







## Carbon Reduction Commitment

Through the implementation of these comprehensive initiatives, we are confident to achieve a significant reduction in our carbon footprint.

By 2030, we are committed to attaining a 30% decrease, with a target of reaching a 50% reduction by 2050.

This commitment highlights our dedication to environmental sustainability and our role in combatting climate change for a cleaner, greener future.





## Product Life-Cycle Management



Guillevin is deeply committed to addressing the life cycle of the products it distributes, recognizing the significance of minimizing environmental impacts. We understand that every stage, from sourcing materials to end-of-life disposal, plays a crucial role in shaping the environmental footprint of our products. As such, we have implemented comprehensive measures within our daily operations to reduce these impacts.

### Strategic Supplier Choices: Supporting ESG Through Quality and Durability

Selecting reputable suppliers with a commitment to superior product quality and extended product life cycles is a pivotal component of our ESG policy. By prioritizing suppliers who consistently deliver high-quality products, we contribute to environmental conservation through the promotion of durable goods with longer life spans. This choice also aligns with our commitment to minimize waste and reduce the environmental impact associated with disposable products.

Furthermore, by 2030, we will actively collaborate with our suppliers to ensure that comprehensive information regarding the life cycle of their products is readily available to our customers. By facilitating transparency in product life cycle information, we will empower our customers to make informed and sustainable purchasing decisions, further advancing our collective environmental goals.



## Advocating informed choices: Identifying Energy-Efficient Products on Our Website

To empower our customers to make informed decisions, we will prominently identify Energy Star and eco-friendly energy-efficient products on our website. This initiative aims to support environmentally conscious consumer choices and promote sustainable practices. By highlighting these products, we strive to enhance awareness and accessibility of energy-efficient options, aligning with our commitment to environmental responsibility.

## Supporting North American Suppliers

At Guillevin, we prioritize supporting local businesses by sourcing our products from nearby suppliers. By favoring North American suppliers, we not only contribute to the economic growth of our communities but also reduce our carbon footprint by minimizing transportation distances. This commitment enables us to build strong relationships with them, ensuring high-quality products while promoting sustainable and resilient local economies.

More than  
**98%**  
of our suppliers are North American

## Eco-Fees Management

Managing eco-fees responsibly ensures that these funds are used to address environmental challenges and promote sustainable practices. It aligns with a commitment to reducing the environmental footprint of products and services while complying with relevant regulations, ultimately leading to a healthier planet.

By allocating these funds effectively, Guillevin reduces the need for the extraction and production of new raw materials and promotes the concept of a circular economy by encouraging product recycling and reuse supports projects that directly benefit the environment. We also encourage the adoption of sustainable practices reducing pollution and environmental harm. This procedure is documented in our SPI 810.





## Knowing the Carbon Footprint of Our Products

Another significant step forward in our commitment to environmental sustainability we will take by the end of 2030 is the launch of a new initiative to enhance transparency and promote awareness of the environmental impact of the products our customers purchase from us.

As part of this program, we will include the carbon footprint information of our sold products directly on our invoices. By making carbon footprint data readily available to our customers, we aim to encourage eco-conscious choices and foster a collective effort to minimize our impact on the planet.

As we are talking about our invoices, our customers have the choice, every transaction they make, to receive them electronically. Those invoices are usually printed on thermal paper, which is not recyclable and contains harmful chemicals. Additionally, this helps our customers keep track of their purchases as paper receipts are easily lost or damaged, avoiding their reimpression.



## Electronic Devices Life Cycle

Our recycling practices emphasize the importance of extending the lifespan of electronic devices, encouraging employees to use them for their intended purpose. For devices beyond repair, we partner with certified e-waste recycling facilities to ensure proper disposal in adherence to industry best practices. Here's a look at our iPhone and laptop recycling initiatives at Guillevin.

### Equipment Lifespan:

- Employees are encouraged to use laptops and phones for their intended lifespan and purpose. Equipment should not be replaced solely to obtain newer models or features.
- Replacement of laptops and phones will be based on factors such as functionality, performance, and repairability, rather than on the availability of newer models.

### Refurbishment and Repurposing:

- Whenever possible, we will refurbish and repurpose functional laptops and phones for internal use.

### Data Sanitization:

- Prior to recycling, all electronic devices will undergo data sanitization procedures to ensure the protection of sensitive information.
- Data from devices will securely be erased beyond recovery, adhering to industry standards and regulations.

### Recycling:

- Devices that are no longer functional or suitable for reuse will be sent to certified e-waste recycling facilities.
- These facilities will responsibly dismantle the devices, segregate materials, and recycle components such as metals, plastics, and circuit boards.

By following those sustainable technology practices, Guillevin aims to reduce electronic waste, promote responsible waste management practices, and contribute to a more sustainable future.







## Waste Management

Guillevin is taking waste management seriously and is actively participating in recycling efforts.

Plastic waste generation within our operations is notably low, which is a significant achievement in terms of sustainability and responsible resource management.

Also, the vast majority of our locations currently recycle aluminum, paper and cardboard. For instance, as Guillevin discourages the use of new boxes, most of our inflow of cardboard boxes are reused. Rather than ending their journey in a landfill, a box that once housed energy efficient light bulbs might later find itself cradling programmable thermostats. Where our operations involve reels or oil, they undergo recycling processes to ensure environmental sustainability.

In our desire to contribute further to the cause, we are pleased to announce that in 2024, we will be implementing more recycling programs for other specific materials including batteries, light bulbs, and copper.

These programs aim to address the responsible disposal and recycling of these items, which can contain valuable resources and potentially harmful materials if not managed properly. By launching this recycling initiative, we are taking a step towards a more sustainable future, contributing to resource conservation and the reduction of environmental harm.







## Innovation and Clean Technologies

### Guillevin Greentech

As a division of Guillevin established in 2016, Guillevin Greentech is one of Canada's largest distributors of renewable energy solutions and a trailblazer in promoting their adoption in the solar and electric vehicle markets.

Guillevin Greentech meticulously selects high-quality and durable products that align with our values. Requiring fewer replacements, this practice reduces waste generation, lessens pressure on natural resources, and mitigates unsustainable environmental exploitation.

Recognizing the nuances of each market segment, we leverage our technical expertise to serve developers, contractors, and the engineering community, solidifying Guillevin Greentech's position as a leader in promoting clean energy solutions.

### Actively Promoting Energy Efficient Products

Guillevin distributes and actively promotes a wide range of energy efficient products: led lighting, programmable thermostats, solar panels, CFL bulbs and other smart home devices, batteries, load management tools and efficient switch gears. We are also committed to make those products easily accessible for our employees. You will learn more about it in the next few pages.



## Harnessing Green Energies

### Empowering Our Employees

Recognizing the importance of individual action in combating climate change, we are pleased to provide our employees with access to discounted prices for solar panels.

### Building Sustainability

In addition to supporting our employees' sustainability efforts, we are committed to leading by example through the installation of solar panels on the buildings we own. By harnessing the power of solar energy, we not only reduce our reliance on traditional energy sources but also lower our carbon emissions and operating costs.

### Exploring Solar Panel Opportunities with Site Owners

Beginning in 2024, we will actively explore opportunities to collaborate with our landlords to assess the feasibility of installing solar panels at the locations where we operate.



## Paving the Way to a Greener Tomorrow: Electrifying our Road Fleet

At Guillevin, we recognize the critical role transportation plays in our environmental impact. As part of our ESG initiatives, we are proud to announce our commitment to electrifying our fleet, marking a significant step towards reducing our carbon footprint and promoting sustainability across our operations.

### Local Deliveries

By 2030, our goal is to electrify 15% of our local delivery fleet. This target underscores our dedication to transitioning towards cleaner transportation solutions, aligning with global efforts to combat climate change and reduce greenhouse gas emissions. Through strategic investments in electric vehicles and infrastructure, we aim to enhance efficiency while minimizing our environmental impact.

### Forklifts Replacement

In addition to electrifying our delivery fleet, we will implement, in 2024, a comprehensive forklift replacement program. This initiative will involve replacing all forklifts, except for exterior or heavy-capacity models, with electric alternatives. By transitioning to electric forklifts, we not only reduce emissions but also improve operational efficiency and safety in our warehouse facilities.

### Other Vehicles

In addition to these commitments, Guillevin pledges to increase the proportion of electric vehicles (EVs) within the rest of our fleet by 30% by 2030.

By embracing cleaner transportation technologies, we aim to lead by example in the pursuit of a greener, more sustainable future for generations to come.



## Automation

Guillevin Industrial Automation Group is another division playing a pivotal role in contributing to a sustainable world through various strategic initiatives and practices. Here are a few examples of our impact in day-to-day lives.

### Energy Efficiency Solutions

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Advanced automation optimizes energy use, reducing waste and lowering costs for our clients.

### Smart Building Automation

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Our solutions enhance facility efficiency through smart building solutions, optimizing energy usage in real-time.

### Resource Optimization

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Automation streamlines processes, minimizing waste and improving efficiency for a more sustainable supply chain.

### Monitoring and Reporting Systems

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Automation tracks environmental metrics, aiding Guillevin's customers in informed decision-making for sustainability improvements.







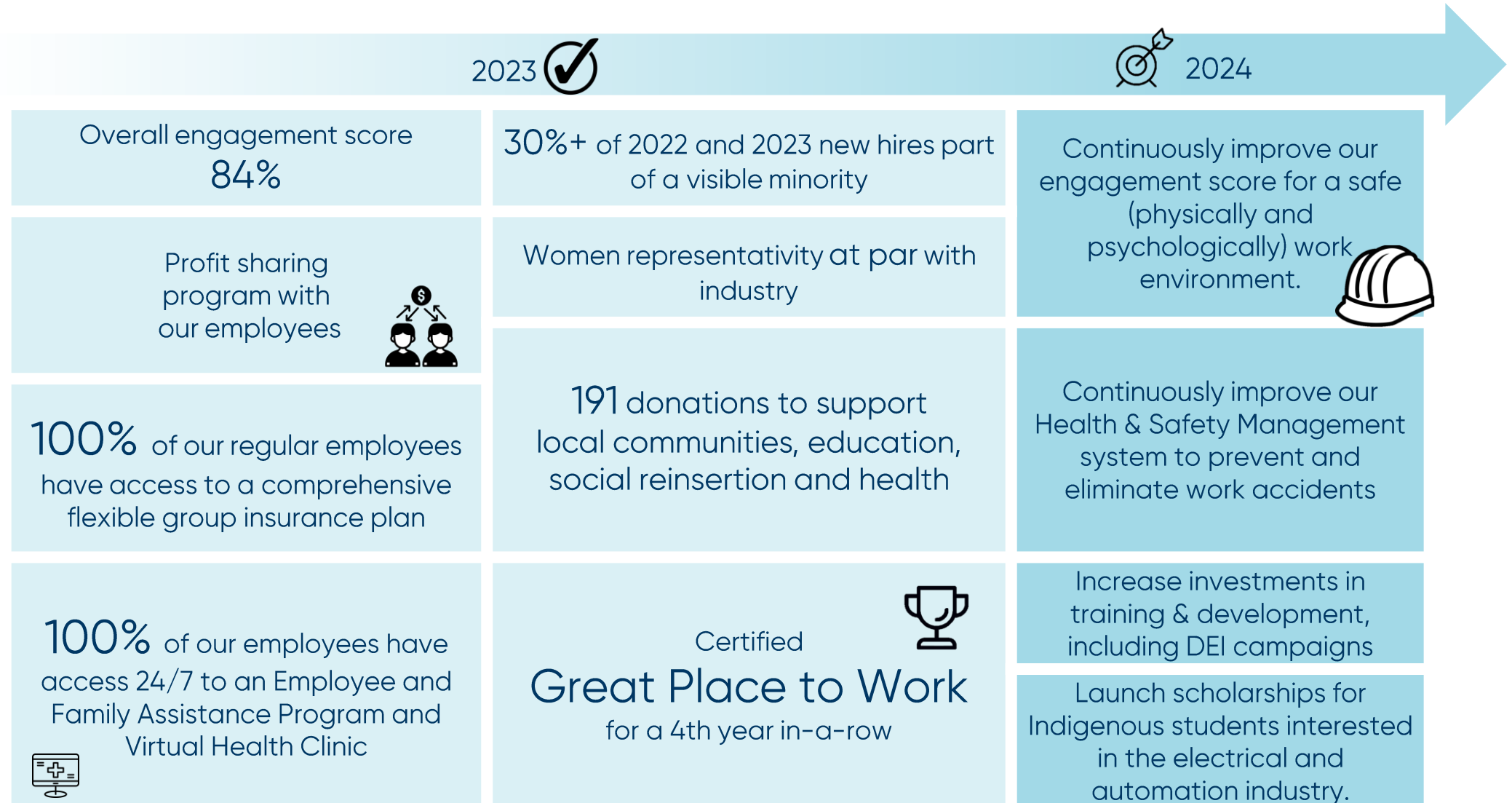
# SOCIAL

Giving back and taking care are important values at Guillevin.  
We believe in making a positive impact, both within our communities and for our employees, embodying a culture of respect and responsibility.



# Social Dashboard

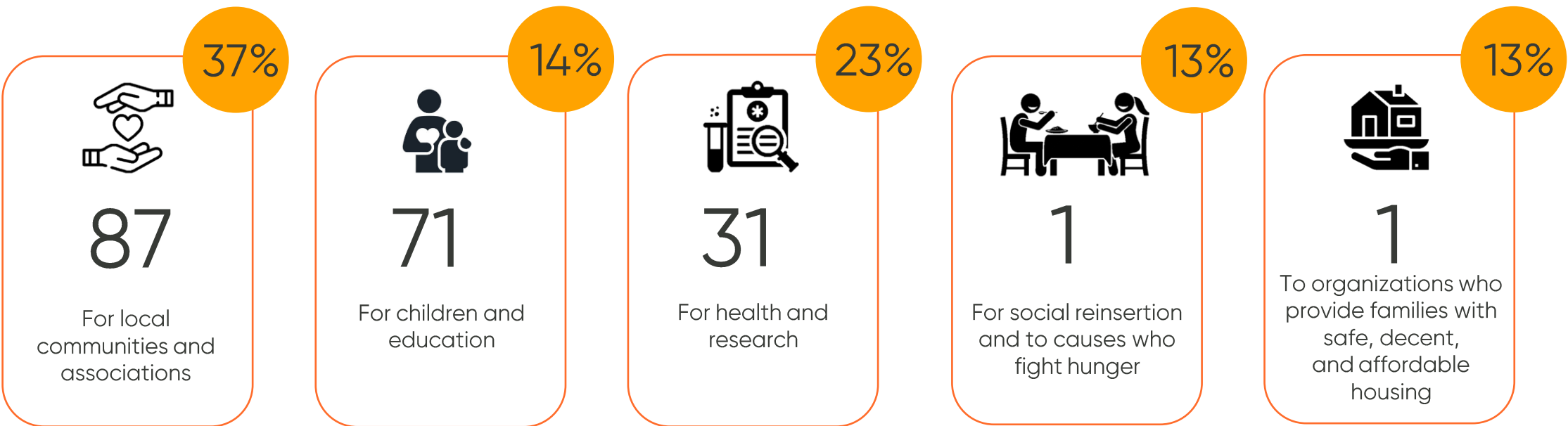
Connecting, engaging and caring



# Community Relations

## Annual Contributions

Supporting communities, associations, and other causes has always been important for Guillevin. We believe in the power of giving back and actively contribute to the betterment of society, demonstrating our commitment to being a responsible corporate citizen. Here, we outline our contributions over the past year, detailing the number of donations and their proportional impact.



## Indigenous Relations and First Nations Engagement

Guillevin is committed to fostering meaningful and mutually beneficial relationships with the First Nations communities where we operate. Our dedication to Environmental, Social, and Governance principles extends to our partnerships with Indigenous communities, reflecting our values of respect, collaboration, and responsible business practices. This section of our ESG report highlights key initiatives that underscore our commitment to Indigenous engagement, including a co-venture, adherence to various treaties, and local representation in our workforce.

### Co-Venture and Economic Collaboration

We have entered into a co-venture with our First Nations partners, an enterprise founded on the principles of equity, shared decision-making, and long-term economic collaboration. This joint venture aims to create economic opportunities, promote sustainable development, and contribute to the well-being of both our company and the Indigenous community.

### Respect for Various Treaties

Guillevin recognizes and respects the importance of treaties in place with Indigenous communities. Our operations are conducted in strict adherence to these agreements, fostering trust, and promoting open communication. We engage dialogue with our Indigenous partners to ensure that our activities align with the spirit and intent of these treaties, respecting the rights and interests of all parties involved.

### Local Representation in Workforce

We are committed to fostering diversity and inclusion in our local workforce, including the inclusion of First Nations peoples. We recognize the importance of embracing the rich cultural heritage and unique perspectives that Indigenous communities bring to the table.

### Supporting Higher Education

In 2024, Guillevin will once again partner with the Electro Federation of Canada and offer 2 post-secondary scholarships to Indigenous students interested in the electrical and automation industry.



# Diversity, Equity and Inclusion

## Diversity

Although the electrical and distribution industries are known to be traditional in terms of gender diversity, Guillevin's employee base is already highly diversified.

As of December 2023, **25%** of our regular staff were women (slightly above our industry). Women representation in management roles is now above 10%, with one representative at the executive level.

A new, voluntary self-declaration form was introduced as part of the onboarding process of new employees. Based on data from the last 2 years, we can confirm that more than 30% of our new hires are members of a visible minority.

## Equity

We comply with all provincial or federal legislations and ensure our practices provides equal opportunities and equal treatment to all, starting with our recruitment process and throughout our employee's careers. We also ensure our recruitment process and tools as well as other HR processes supports both diversity and equity. At Guillevin, our priority is to assemble the most exceptional team, focusing on individual merit and qualifications regardless of personal characteristics.

**Inclusion** is about respect, but also recognizing differences. In the upcoming months, Guillevin will launch training campaigns (and include them as part of the on boarding process) on DEI to foster an even more inclusive workplace.

*When asked "Are people here treated fairly regardless of gender, age, race or sexual orientation", our employees gave us an average score above **90%**.*

Variables such as gender, disability, minority group or LGBTQ+ community all had no impacts on our detailed engagement results confirming our commitment to equity and fairness principles in our day-to-day interaction with all of our employees.





# Employee Recruitment, Development and Retention

Investing in our employees at Guillevin takes several forms.

## Working Conditions

95% of our workforce are regular full-time positions with competitive wages, full benefits and savings programs. Moreover, sharing success with our employees has been at the core of our business model for countless years. As such, **all employees**, no matter their role or level in the organization, are participating into our annual profit-sharing program.

## Technical Training

Keeping abreast of new products and innovation is essential for all client facing employees at Guillevin. Technical training on products is happening every day in our locations providing opportunity to learn and grow into sales or project management roles. Same applies to selling skills and customer relations: training is offered on a regular basis.

Guillevin recently invested in a learning management system that will help develop precise training paths, accelerate enrolment in courses and track the various competencies or certification acquired.

## Continuing Education

We support the growth and development of our employees by reimbursing career-related tuition fees and related educational expenses.



## Employee Recruitment, Development and Retention

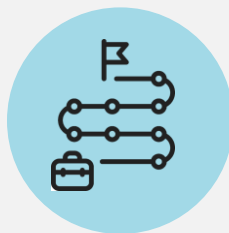
Each year, approximatively 10 new candidates enroll into our **Manager Trainee Programs**. Whether recently graduated or experienced, we are seeking young entrepreneurs interested in managing their own center. The training program will prepare them to become industry experts and effective leaders. Introduced in 1995, it produced several talented individuals. As of today, close to 20% of our managers leading a business center or a region graduated from this program.

### Employee Survey

We strongly believe that providing a voice to our employees is essential to creating a positive work environment where employees feel valued. Open, direct communication channels with managers and Senior Management are part of our culture and business model.

Our annual employee engagement survey provides another channel to gather employee feedback and take action where required. For the 4th consecutive year, Guillevin was certified as a Great Place to Work (Canada)<sup>™</sup> with an overall engagement score of **84%**.

### OUR AMBITIONS



Well defined training paths for key roles in our business centers (technical and soft skills)



Leadership development program available to all 1<sup>st</sup> level managers



## Employee Health, Safety and Wellness

A **culture of safety** is already in place in all divisions of Guillevin. And it goes beyond complying with the various provincial legislations across the country.

Our managers are accountable for promoting safety on a daily basis. Safety guidelines and tools are available to all employees. Risks are assessed regularly, and we remain in good standing in all provinces. In early 2024, mandatory H&S training will be automated using our learning management system. Our employees' active involvement in their own safety at work is also key to our success and many are participating in joint H&S committees.

Various policies (and escalation processes) also exist to promote and support a physically and emotionally safe workplace. Topics such as harassment or drugs and alcohol are part of the automated onboarding process for all new employees.



### **Health and safety for all employees (SPI 613 and SPI 698)**

A series of comprehensive measures to ensure a secure and healthy work environment for our team members.



### **Tobacco, Drugs and Alcohol in the Workplace (SPI 660)**

Guillevin maintains a strict zero-tolerance policy on drugs and alcohol in the workplace.



### **Workplace anti-harassment policy (SPI 604)**

Guillevin maintains a strict policy for harassment of any kind, fostering a safe and inclusive workplace for all employees

When asked *"Is this a physically safe place to work"*, our employees gave us an average score of **90%**

## **OUR AMBITIONS**



Continuously improve our Health & Safety Management system to prevent and eliminate work accidents



Improve our engagement score for a safe (physically and psychologically) work environment.



## Employee Health, Safety and Wellness

95% of our workforce (all regular employees) have access to a comprehensive flexible group insurance plan which allows them to select the right extended health and dental coverage for their needs, and those of their families. This plan also provides salary replacement in the event of a medical leave (short and long-term disability plans). Plus, we financially contributes towards the achievement of our employees' savings and retirement goal.

100% of our employees have access 24/7 to an Employee and Family Assistance Program providing access to wide array of specialists to help with work-life balance or assist when facing any personal or professional challenges. This program also includes access to a virtual health clinic and medical resources.



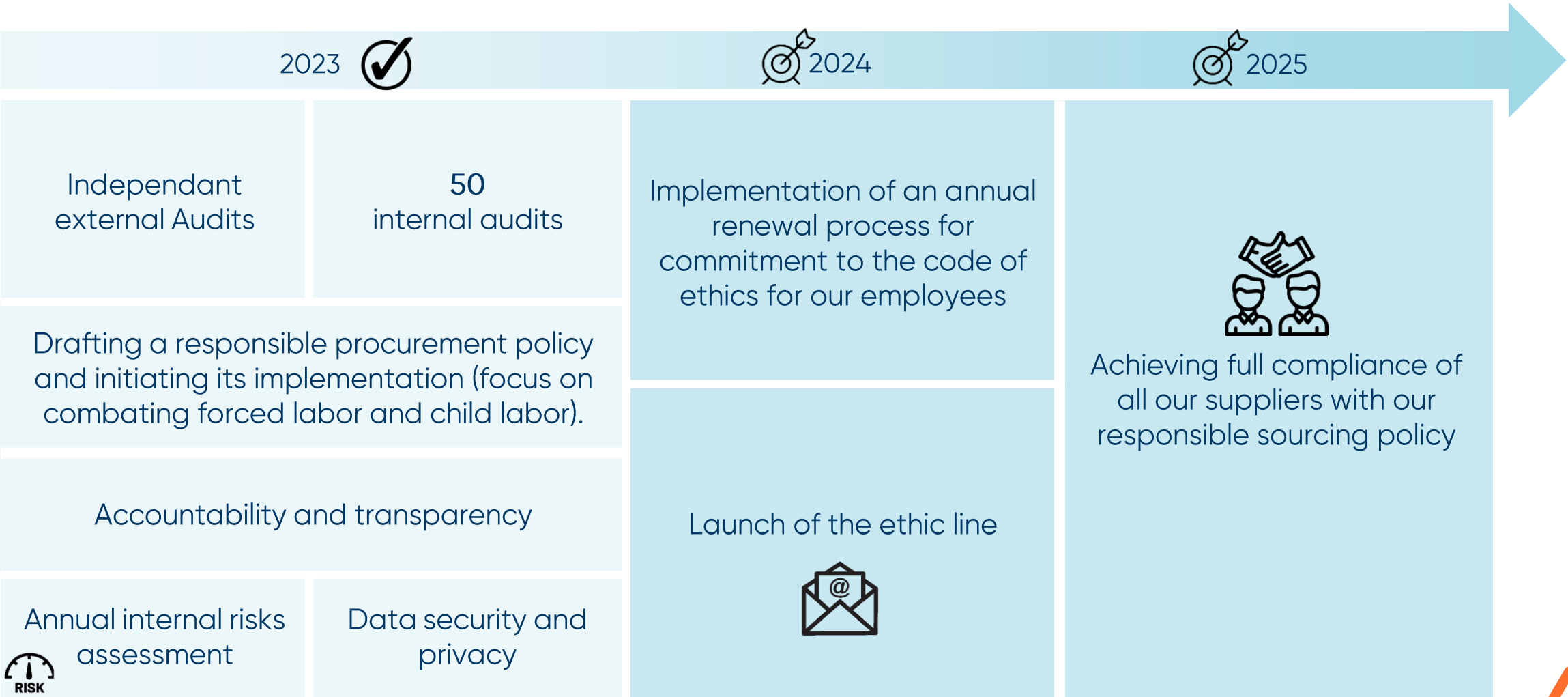


# GOVERNANCE



# Governance Dashboard

## Elevating Governance Standards: ESG Accountability



## Business Ethics, Governance and Transparency

At Guillevin, we take our commitment to sound governance practices very seriously. We understand that strong governance is the cornerstone of our responsible business operations and essential for building trust among our stakeholders. Our comprehensive approach includes the establishment of a robust code of conduct, which serves as the ethical compass for all employees, guiding them in making sound decisions and maintaining the highest moral standards. In addition, we maintain a duly constituted board of directors, overseeing the strategic direction of our organization and ensuring compliance with legal and ethical standards. We also emphasize transparency in our financial reporting and governance practices, regularly disclosing information to stakeholders, reinforcing trust, and accountability. Our dedication to Environmental, Social, and Governance (ESG) principles is at the heart of our operations, reflecting our commitment to responsible corporate governance and ethical conduct, which in turn strengthens our relationships with stakeholders and contributes to our long-term sustainability.

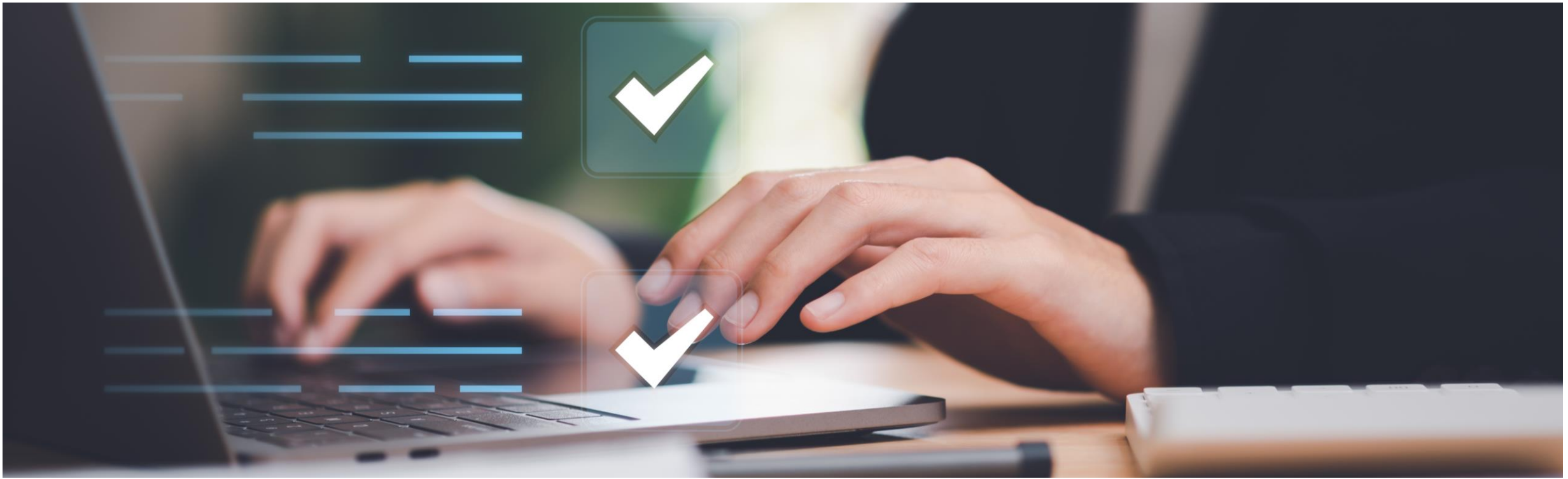
### External Audit Process and Independence

We engage the services of a reputable external auditing firm to conduct an independent and thorough examination of our financial statements and internal control systems. Our auditors are chosen based on their professional integrity, expertise, and commitment to upholding the highest ethical standards.

Our audit process is designed to provide stakeholders with a clear and accurate picture of our financial health and compliance with applicable laws and regulations. These audits encompass a comprehensive review of our financial records, operational practices, and corporate governance procedures.

We maintain a dedicated Audit Committee within our Board of Directors, composed of independent directors. The committee plays a pivotal role in overseeing the external audit process, ensuring the objectivity and independence of the auditors, and monitoring the implementation of recommended improvements.





## Yearly Internal Audits

Our internal audit department plays a pivotal role in strengthening governance within Guillevin. Having independent oversight, they provide an objective assessment of the company's operations and financial controls. This independence is critical in ensuring that governance is not compromised by undue influence or bias.

More specifically, our auditors:

- evaluate the efficiency and effectiveness of business processes
- actively seek out potential signs of fraud or misconduct
- conduct risk assessments and help management and the board understand the risks associated with various business activities
- work with management to develop and implement corrective actions based on their audit findings. This continuous improvement process helps the organization adapt to changing conditions and evolving governance standards.





## A duly constituted board

Our commitment to governance excellence begins with the composition and operation of our board of directors. We ensure that our board is duly constituted, which means it is structured and operates in accordance with the best governance practices. Our board is entrusted with the important role of overseeing our company's strategic direction, management, and compliance with legal and ethical standards.

The key aspects of its role include:

**Strategic Oversight:** Our board is actively involved in setting and reviewing the company's strategic goals and objectives, ensuring alignment with our mission and values.

**Risk Management:** The board actively participates in risk assessment and management, safeguarding the company's long-term stability and success.

**Compliance:** Guillevin's board is dedicated to ensuring the company's compliance with all applicable laws and regulations, as well as its commitment to ESG principles.

**Stakeholder Engagement:** The board promotes dialogue with stakeholders to understand their perspectives and incorporate their input into decision-making processes.



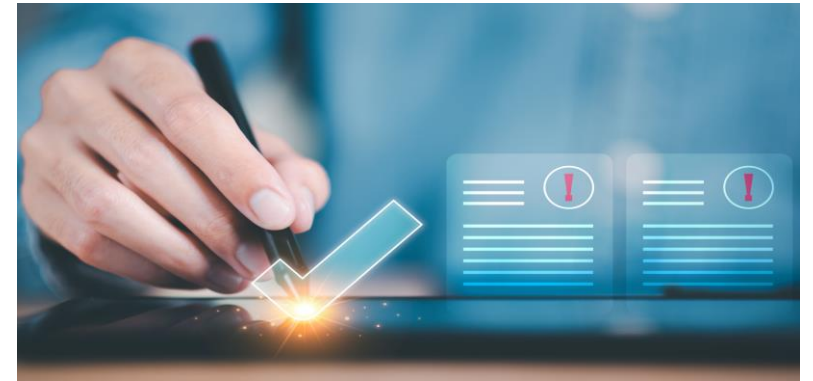
## Ethical behaviour: a Code of Conduct and Procedures for Guillevin's Employees

Our Employees' handbook serves as a guiding document that outlines the principles, values, and expected behaviors that all employees at Guillevin are expected to adhere to. This code provides a framework for ethical decision-making and conduct, ensuring that our team members understand their role in maintaining the integrity of our organization.

Supported by more detailed standard practices instructions (SPI), it is a crucial resource for all Guillevin employees, elaborating on our code of conduct and offering detailed explanations and examples to help employees understand and apply these principles in their daily work, including:

- **Ethical Behaviour (SPI 603):** Clear guidelines on, among other things, conflict of interests, social responsibility and respect of the law.
- **Harassment in the Workplace (SPI SPI 604):** Guillevin maintains a strict zero-tolerance policy for harassment of any kind, fostering a safe and inclusive workplace for all employees.
- **Confidentiality (and SPI 605 – Privacy Policy):** The obligations regarding the protection of sensitive and confidential information related to the company, clients, and colleagues.
- **Remote Work: (SPI 642):** Promoting the good continuity of the company's operations while allowing employees a greater flexibility
- **Social Responsibility (SPI 698 – Environment):** To conduct the company's activities in accordance with the environment standards.

Early in 2024, Guillevin will also introduce a confidential ethic line (email) should any employee need to report a malpractice, unlawful or unethical behaviors within the workplace.



Starting in 2024, employees will be required to review these documents annually and attest to their understanding.



# Transparency and Accountability

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We are committed to disclosing the results of our audits and any material findings, both positive and negative, to our stakeholders.

In the event of any issues identified during the audit process, we prioritize timely remediation and implement corrective actions to address any shortcomings. This ensures that we continually improve our governance practices and maintain the highest standards.



## Supply Chain Management and Sourcing

In 2023, Guillevin has implemented a Sustainable Procurement Policy, reflecting our dedication to sustainable practices and ethical sourcing. This policy is significant from environmental, social, and governance perspectives for the following reasons:

- It prioritizes the selection of suppliers and products that align with our environmental sustainability goals. By sourcing goods with lower environmental footprints, we contribute to reducing our own carbon footprint and environmental impact. This, in turn, supports global efforts to combat climate change and protect natural resources.
- Responsible procurement involves considerations beyond the bottom line, addressing the social and ethical dimensions of sourcing. Guillevin's commitment to responsible procurement ensures that we engage with suppliers who uphold fair labor practices, promote worker welfare, and adhere to human rights standards. This not only improves working conditions in the supply chain but also fosters social responsibility throughout our operations.
- It also emphasizes the importance of ethical and transparent governance. By ensuring our suppliers adhere to high ethical standards and practices, we reinforce our reputation as a trustworthy and principled organization. Upholding strong governance and ethical values builds trust with stakeholders, including customers, investors, and regulatory bodies.

By adopting and deploying this policy, Guillevin is demonstrating its commitment to a sustainable, socially responsible, and transparent approach to procurement.

Our ambition is to have all of our suppliers adhere to this policy by 2025.





# Systemic Risk Management

By proactively addressing systemic risks and regularly refining our strategies, we remain dedicated to safeguarding the stability and sustainability of our business operations. Our systemic risk management plan includes:



Regularly evaluating potential systemic risks, identifying vulnerabilities, and understanding their potential impact on our business.



Developing and maintaining a detailed business continuity plan that outlines procedures for maintaining essential functions during and after a major event.



Establishing effective communication channels to ensure timely and transparent information flow with internal stakeholders, clients, and suppliers.



Providing regular training to employees, ensuring readiness and awareness across all levels of the organization.

## Annual Systemic Risk Assessment

We also conduct annual reviews of our systemic risk management strategies. This process includes:

- Ensuring that contingency plans are up-to-date and aligned with the evolving nature of systemic risks.
- Conducting simulated exercises to test the effectiveness of the contingency plans and identify areas for improvement.
- Gathering feedback from employees and stakeholders to enhance our systemic risk management approach continuously.
- Succession planning discussions for all managerial roles and key employees retention



# Data Security and Privacy

In line with our commitment to environmental, social, and governance principles, Guillevin continues to prioritize and strengthen its cybersecurity and data protection practices. In this regard, we have implemented a comprehensive set of measures to address cybersecurity threats and enhance our governance model (SPIs 750, 756 and 600).

## Daily Threat Monitoring and Response

We are dedicated to the daily monitoring and prompt response to cybersecurity threats. Our robust monitoring systems and dedicated security teams allow us to proactively identify and mitigate potential risks, ensuring the safety and integrity of our data and systems.

## Enhanced Governance Model

Guillevin has refined its governance model to ensure a more structured and accountable approach to cybersecurity. Our governance framework now includes clear roles, responsibilities, and reporting lines to ensure effective oversight and decision-making in cybersecurity matters.

## Proactive Strategy for Continuous Improvement

We have adopted a proactive strategy aimed at continuously enhancing the robustness of our data protection and cybersecurity capabilities. This strategy encompasses regular risk assessments, vulnerability assessments, and the implementation of best practices to align with current regulations and industry standards.

## Centralization of Cybersecurity Support

To streamline and bolster our cybersecurity efforts, we have centralized all cybersecurity support functions in a cloud-based architecture. This approach enables us to leverage expertise across the organization, enhancing our overall cyber resilience.

## Cybersecurity Awareness and Training

We recognize the critical role that our employees play in maintaining a secure environment. As part of our commitment to cybersecurity awareness, we have integrated a cybersecurity awareness program into our onboarding process and ongoing employee training program that includes phishing tests. This empowers our workforce to recognize and respond effectively to potential threats.





## Protecting Personal Information

Complying with law 25 in Quebec and with PIPEDA across Canada, Guillevin strengthened the protection of personal information of its employees and partners by reinforcing data protection measures, ensuring that personal information is collected, used, and disclosed in a responsible and lawful manner. These legal requirements created a robust framework for the secure handling of sensitive data, assessing and reducing the risk of data breaches and unauthorized access.

Among the most recent initiatives on this matter:

- A dedicated committee has been established, convening annually to review existing policies and systems, determine employee training requirements, conduct security incident simulations, and more.
- Additionally, a comprehensive privacy incident response plan has been meticulously crafted, with all our systems rigorously evaluated from an information security standpoint.
- Furthermore, our employees have been informed about our protocols in this area through SPI 605.





For questions around sustainability  
or about Guillevin

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