



WORKPLACE HEALTH AND WELL-BEING POLICY

ASSOCIATED STEEL INDUSTRIES LTD.

ASI Associated Steel Industries Ltd. - Les Industries Associées de l'Acier Ltée



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Modification Summary

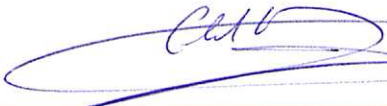
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1	2022-04-07 <i>Elaboration</i>	Guillaume Wilbois <i>Plant Manager</i>	





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Introduction

Our Mission

Strong with more than fifty years of experience, the Associated Steel Industries Ltd. (ASI) currently plays a major role in the metal recycling industry of Quebec. This Quebec company is a part of the RIVA Group, a multinational metal recycler located in Italy which has multiple divisions across Europe (Italy, France, Belgium, Spain, and Germany).

The ASI site, located in the industrial park of Sainte-Catherine (Québec), produces annually more than 80 000 tons of shredded scrap coming mainly from the fragmentation of end-of-life vehicles and other steel scrap. Due to its high level of expertise in the field of ferrous and nonferrous recycling, ASI offers quality products and services to its customers and providers, as well as great respect for environmental and health and safety norms.

Our Vision

ASI's vision is simple: continuing to go further in the recycling of metal scrap in order to give waste a second life and decrease the carbon footprint, all of this while being a responsible actor and employer. This vision coordinates in every way with ASI's will to offer a healthy and safe workplace to all its employees. The well-being of the company's employees, in their professional life as much as in their personal life, is one of the greatest concerns for the direction.

Our Values

The values promoted by ASI focus around the following three major axes.

- ✓ **Family Spirit** – The human capital is key to the success of the industry. All hired for a common goal, accomplish work and acquire knowledge through a collective effort.
- ✓ **Recycling** – Recycling being our core business, we continually invest to search and innovate in terms of quality, health & safety and environment in order to optimise our recycling activities while increasing our positive impact on the environment and the community.
- ✓ **Professionalism et rigour** – Our customer's satisfaction is a daily and permanent challenge. ASI invests the necessary efforts in perfecting its expertise in order to differentiate from competitors. All members are dedicated to respect the best practices and norms in terms of quality, environment, and health & safety at work, all in order to contribute to the preservation of a healthy workplace and offer well-being to all employees.



Guiding Principles

General Goal of the Policy

According to the World Health Organisation (WHO), health is defined as « a state of complete physical, mental and social well-being [...] » (Preamble to the WHO Constitution, 1946). This state is not only valid for the personal life of our employees but their professional life as well. The ASI direction therefore wishes to promote this state for all employees as part of their work and the general goal of the current policy aims to describe the framework in which ASI wishes to implement its different objectives in terms of health and well-being at work, which also harmonizes with the *Sustainable Development Policy* of the company.

Field of Application

The present *Workplace Health and Well-being Policy* applies to all people working at ASI. It constitutes a frame which reflects the vision that the direction wishes to promote towards its employees. It also allows to divulge the vision of the industry to the different stakeholders, providers as much as customers, and constitutes thereafter the pledge of a proactive engagement towards the workplace health and well-being of its employees and the different engagements fixed by the company.



Goals

In accordance to the values by which they adhere and wish to communicate, ASI has fixed the following objectives in order to translate its engagement towards the health and well-being at work. For each objective listed below, different secondary objectives are proposed as well as actions to which ASI complies to execute. For certain actions listed below, indicators, targets and timelines are also specified.

Promoting the health of its employees

Objective	Offer a healthy and safe workplace
<i>Anticipated actions</i>	<ul style="list-style-type: none">✓ Report, on an annual basis, the health and safety risks associated to the different workstations;✓ Propose improvements for the workstations where risks were identified;✓ Implement the proposed solutions;✓ Follow up on the solutions implemented.
Objective	Propose measures to maintain the health of the employees
<i>Anticipated actions</i>	<ul style="list-style-type: none">✓ Review, on an annual basis, the group insurances offered by the company in order to be able to offer the best services possible to the employees;✓ Offer an annual allocation to each employee allowing them to carry out a complete medical examination, in a specialized clinic, and in consideration of the risks associated with their profession;✓ Offer access to virtual medical services.
Objective	Promote an environment for a thriving mental health
<i>Anticipated actions</i>	<ul style="list-style-type: none">✓ Prevent all form of verbal or physical violence within the company;✓ Offer a safe environment and the opportunity to express for all employees who request it.

Promoting healthy lifestyle habits

Objective	Promote active modes of transportation
<i>Anticipated actions</i>	<ul style="list-style-type: none">✓ Encourage active modes of transportation to come to work;✓ Evaluate the possibility of installing bike racks for employees who want to go to work by bike;✓ Offer the opportunity for employees using active modes of transportation to shower before the start of their shift;✓ Encourage active modes of displacement, such as walking, when traveling on the plant site.



Objective	Promote a healthy and balanced diet
<i>Anticipated actions</i>	<ul style="list-style-type: none">✓ Evaluate the possibility of expanding and improving the food choices offered to the employees;✓ Evaluate the possibility of providing employees with fresh fruits and vegetables on a weekly basis;✓ Provide employees with the necessary equipment to allow them to eat healthy lunches.

Objective	Encourage employees to engage in physical activity
<i>Anticipated actions</i>	<ul style="list-style-type: none">✓ Evaluate the possibility of offering a gym membership to employees who request it;✓ Evaluate the possibility for employees to participate in different local sporting events encouraged by the company.

Promoting the well-being at work

Objective	Offering an attractive and stimulating workplace
<i>Anticipated actions</i>	<ul style="list-style-type: none">✓ Promote the fulfillment of the personnel in the performance of its work by valuing each member of the company;✓ Propose training programs adapted to each employee in order for them to be motivated in their tasks;✓ Empower employees in their work;✓ Promote all the values carried by ASI in order to attract new talents.

Objective	Promote the feeling of belonging towards the company
<i>Anticipated actions</i>	<ul style="list-style-type: none">✓ Being attentive to all employees of the company, without discrimination of age, sex, religion or other;✓ Evaluate the possibility of sponsoring employee well-being at work initiatives;✓ Actively support all employees during an absence for medical reasons as well as upon their return to work.

Objective	Encourage responsible attitudes
<i>Anticipated actions</i>	<ul style="list-style-type: none">✓ Promote respect between coworkers in the workplace;✓ Promote mutual help between coworkers;✓ Promote responsible behavior in terms of the environment, health and well-being.



Promotion the balance between professional / personal life

Objective Allow employees who wish to do so to work remotely

Anticipated actions

- ✓ Offer the technical equipment to perform remote work;
- ✓ Offer the right to disconnect.

Objective Implement work/family balance measures

Anticipated actions

- ✓ Evaluate the possibility of organizing flexible work schedules;
- ✓ Evaluate the possibility for gradual retirement leaves;
- ✓ Promote the adaptation of work schedules according to the needs of each.

Implementation and follow-up

Following the implementation of the present *Workplace Health and Well-being Policy*, ASI commits to put in place a *Workplace Health and Well-being Program* for each of the secondary objectives and elements listed in the previous section. This exercise will be achieved in a one (1) to three (3) year horizon to elaborate a *Follow-up Grill of Actions Related to Health and Well-being at Work*.

This grill will establish, for every action put in place:

1. a target or performance criteria;
2. a timeline to achieve this target or performance criteria;
3. the person responsible for this action;
4. a measure of the reachability of the target or performance criteria.

The *Workplace Health and Well-being Program* will include the present policy and *Follow-up Grill of Actions Related to Health and Well-being at Work*. A program revision will be conducted on an annual basis by the *Health and Well-being at Work Committee*. During this process, the *Workplace Health and Well-being Policy* and the *Follow-up Grill of Actions Related to Health and Well-being at Work* will be updated and adapted and/or adjusted accordingly.

The *Health and Well-being at Work Committee* is composed of the following individuals:

- ✓ Mr. Guillaume Wilbois,
- ✓ Mr. Marc Côté,
- ✓ Mr. Michel Beaudin,
- ✓ Mr. Carl Gauthier,
- ✓ Mr. William David Simard.

The responsibilities of the different actors involved in the *Workplace Health and Well-being Policy* will be the following:

Direction

- ✓ Adopt the *Workplace Health and Well-being Policy*;
- ✓ Accompany the *Health and Well-being at Work Committee* as well as the employees in all the steps related to the health and well-being at work;
- ✓ Place the health and well-being at work at the heart of the company's concerns.



Health and well-being at work committee

- ✓ Assure the implementation and the maintenance of the present policy;
- ✓ Respect the confidentiality of the data obtained as part of the evaluation of the needs in terms of health and well-being at work;
- ✓ Elaborate and implement the *Workplace Health and Well-being Program*;
- ✓ Elaborate and implement the *Follow-up Grill of Actions Related to Health and Well-being at Work*;
- ✓ Review annually and update the program and the grill mentioned previously;
- ✓ Stay informed of the advances in terms of health and well-being at work.

Employees

- ✓ Actively support the *Workplace Health and Well-being Policy*;
- ✓ Take the means to maintain your physical and mental health;
- ✓ Contribute to a healthy living environment promoting the well-being at work;
- ✓ Participate in the identification of needs and risks in terms of health and well-being at work.

