

ALTER BOOK

ALTERSOLUTIONS
act digital group

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Introduction

≡ Welcome

Welcome aboard! We are very happy to have you with us. We hope that reading this booklet will make your life easier and more pleasant, as well as help smooth your integration into the large Alter Solutions family. At the turn of these pages, we try to share our philosophy, vision about working and living together daily, as well as our desire to have a positive impact on the planet and on the world around us.

This Alter book is not exhaustive. It will be enriched by your experiences, your ideas on how to live in a company, your projects, and professional aspirations... We sincerely wish that our collaboration can be a sharing of good practices and a human exchange through the projects that bring us together.

Don't forget that we are always at your disposal to discuss over coffee, lunch, a conversation on Teams, a phone call... In short, we adapt! We are never far away.

Good reading and see you soon!



Louis Vachette
President



Thibaut Charmeil
Strategy and
Development Chief
Officer



Mathieu Prulhiere
General Director



Fanny Cohen
Head of HR



≡ Objective of Alter book

Before getting to the heart of the matter, it seemed fundamental for us to give meaning to the writing of this Alter book and share it with you. The creation of this booklet stems from several wishes.

First, we wanted to ask ourselves about our job and our way of exercising it, today, with you. We also sought to define our identity: to know who we are and who we want to be as a company.

We are not going to question everything, but we ask about our place as an IT and cyber consulting company and the impact we want to have on everything around us, such as, for example, continually improving the environment for all our talents.

Because it is you who give life to the company that we are today; it is from you and for you that we have wrote this booklet.

In this 2024 edition, you will discover our vision about living together, the values we want to share with you, the ambitions we must move towards and the goals we want to achieve. All thanks to everyone's contribution.

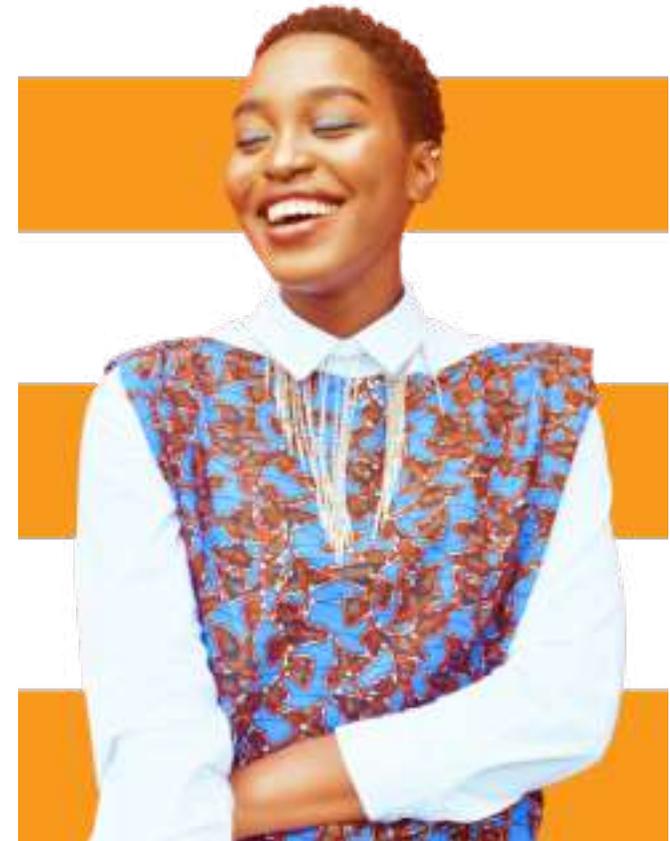


≡ Objective of Alter book

There is no point in stating values and major principles of management if they are not applied and respected daily in the company. We agree! This booklet therefore allows us to engrave in stone the behaviors and values that we wish to anchor in the long term, and which we will carry in all stages of our development.

We wish for each talent, with his/her unique personality, his/her aspirations, and his/her background, to evolve serenely; that he or she flourishes and brings his/her stone to the building.

Finally, you will find in this Alter book a practical guide which will accompany your first days and complete your integration at Alter Solutions.



≡ Our mission

As an IT and cyber consulting company, our mission is to provide, anywhere in the world, the best solution by analyzing the match between the needs of our customers and your skills and aspirations. Thus, we help companies meet the challenges of tomorrow, while supporting our talents to flourish.

Alter Solutions is the meeting of several desires: that of positioning the individual at the center of the company system, while working sustainably.

Working to limit our environmental impacts and develop social inclusion is a necessity. This results in a proactive and ambitious policy, thus creating a company respectful of the world in which it evolves.

At Alter Solutions, we are convinced about the power of collective... Everyone, regardless of their role, can contribute to the development of its function, its profession, projects, and business impact. Everyone can bring, in their own way, improvements with its own potential.



≡ Our mission

We believe that it is possible to reconcile growth and quality of human relations, which contributes to a sustainable growth.

To meet this challenge every day, we have implemented a strategic plan based on:



The expertise and the involvement of our collaborators



The attractiveness of the company to welcome new talent



International development of our activities



The enrichment of our offers with strong added value



Development of our Corporate Social Responsibility

≡ Our History



● Creation of Alter Solutions by Louis and Mathieu in a small office in Versailles. The premises quickly outgrew their space, as did the team, capitalizing on the exceptional and historic working environment hosted by Versailles.



● Our digital activities continued to gather momentum, especially in IT development. The challenges and implications associated with the digital transformation of businesses were on the rise, which is why this business unit was created.



● Aware of the risks arising from this digital transformation and fascinated by defensive security, it was an obvious choice to create a Cyber business unit. It quickly gained momentum in France.



● Our European adventure kicked off with the opening of two subsidiaries: Alter Solutions Portugal, with an office in Lisbon, and Alter Solutions Benelux, with an office in Brussels. At the same time, a Nearshore Development Center was created at our facilities in Portugal



● We pursued our European expansion with the inauguration of offices in Düsseldorf, Germany.



● To be even more accessible for our customers, we opened a new office in the North of Portugal, in Oporto.



● We set out to conquer Warsaw, with Alter Solutions Polska



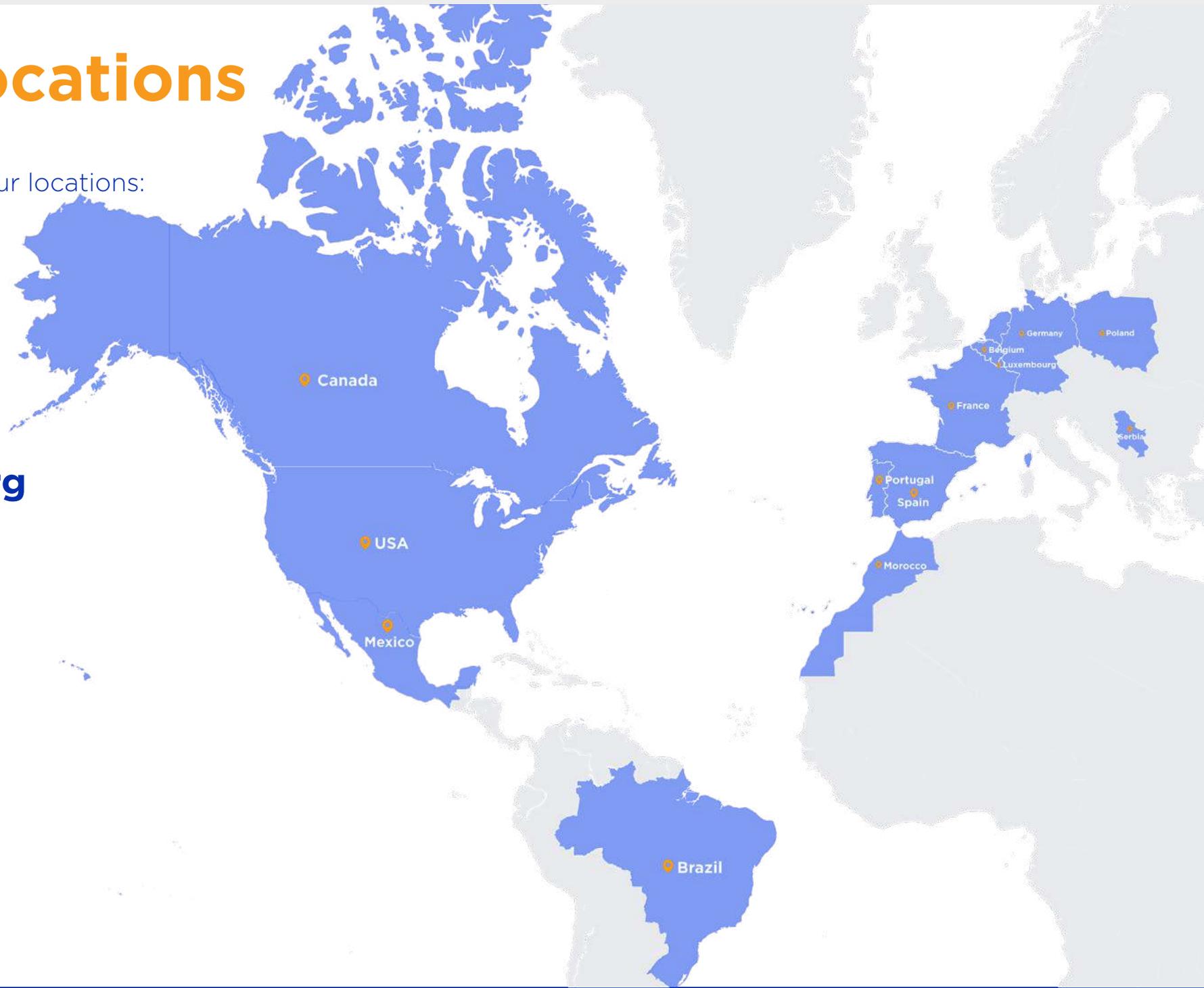
● We joined the act digital group, an international consulting firm with more than 20 years of experience and we continue our expansion in France by joining the Cyber Campus.



≡ Our locations

Discover the list of our locations:

- ≡ France
- ≡ Germany
- ≡ Portugal
- ≡ Belgium
- ≡ Luxembourg
- ≡ Poland
- ≡ Spain
- ≡ Morocco
- ≡ Canada
- ≡ USA
- ≡ Brasil
- ≡ Serbia
- ≡ Mexico



≡ Our key figures

Alter Solutions Group in 2023



930

talents



9

countries (Germany,
Belgium, Canada,
Spain, France,
Luxembourg, Morocco,
Poland, Portugal)



220

clients across
Europe



60M

turnover



≡ Our organizational chart

Alter Solutions joined the act digital group in 2022 and is owned by Thibaut CHARMEIL, Louis VACHETTE and Mathieu PRULHIÈRE.



Thibaut Charmeil
President
act digital Group



Louis Vachette
President
Alter Solutions



Mathieu Prulhiere
Managing Director
Alter Solutions



Aurélien Gardes
Managing Director
Alter Solutions France



Marta Markiel
Managing Director
Alter Solutions Poland



Nabil Diab
Managing Director
Alter Solutions Canada



Nawal Hammou
Head of Operations
Alter Solutions Benelux



Tânia Coelho
Managing Director
Alter Solutions Portugal



Thomas Fass
Managing Director
Alter Solutions Deutschland



Radouane Dahbi
Managing Director
Alter Solutions Morocco



Mayeul Lasserre
Business Manager
Alter Solutions Spain



≡ Our offers

We are cybersecurity experts

In a context of strong digital transformation, our customers are constantly confronted with attacks targeting their infrastructure and assets. Therefore, we mobilize our expertise every day to meet their technical and organizational security challenges. Discover our Cyber expertise:



**Security
management**



**Architecture
& Build**



**Audit &
Control**



**Cyber
Defence**

We are digital experts

Thanks to our expertise in new technologies and software development, we deliver services tailored to the needs of our customers. We implement the human, technological and organizational structures, thus supporting the growth of our clients. Discover our Digital expertise:



**Delivery
Software**



**Cloud Computing
and Infrastructure**



**Business
Performance**



Agile IT



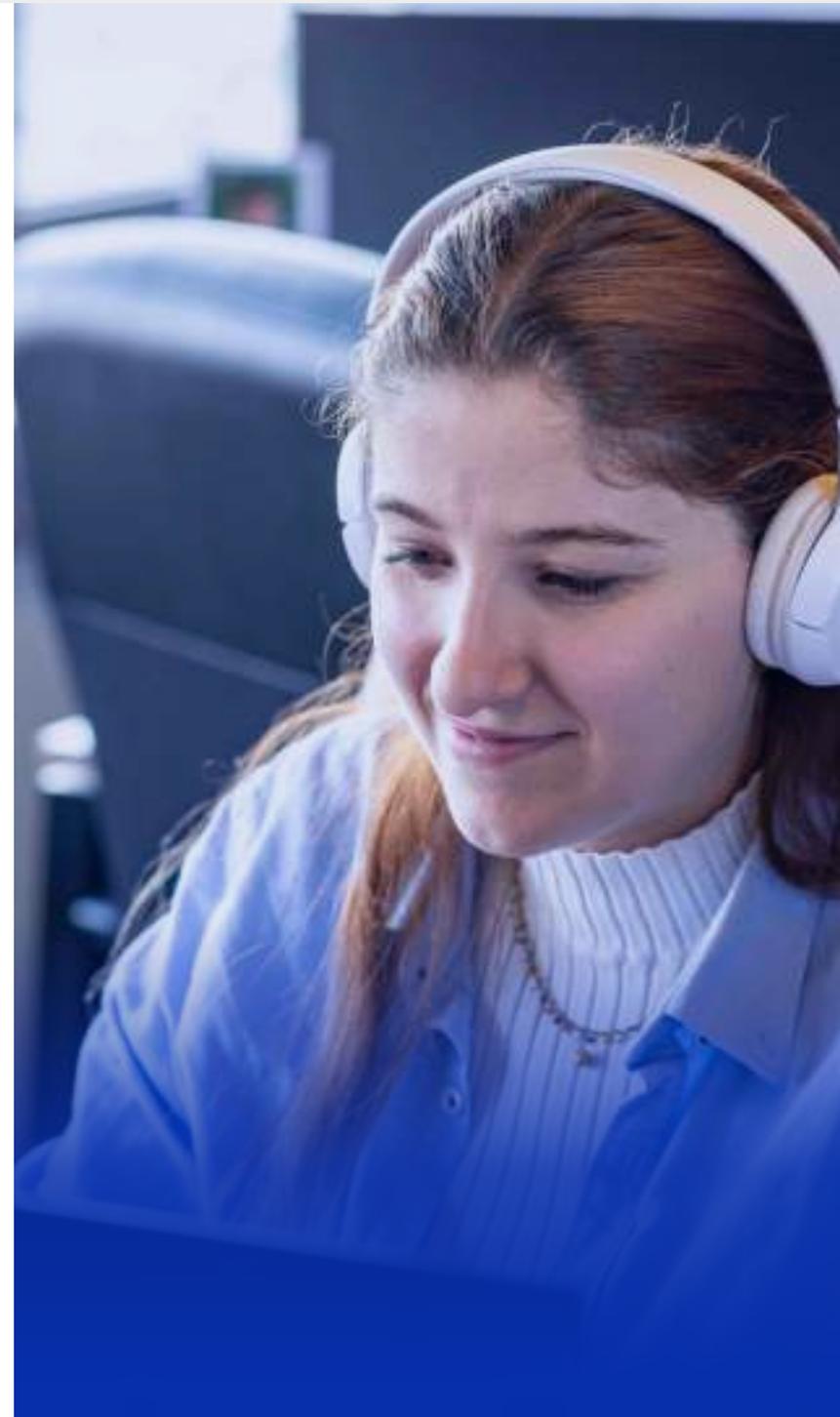
≡ Our Human Resources policy

Our main motivation at Alter Solutions is to bring life to everyone in an enriching and positive experience, respecting personalities and the inclusion of all. Every day, we support our customers in their innovative challenges and technology needs, while supporting our employees and collaborators in the development of their skills and talents, - oh so many..

For us, the satisfaction of our customers is an important element, but that of our talents is just as important. You are the actors and actresses of our development and daily performance.

At Alter Solutions, we also believe that diversity is a chance. It is with respect for this diversity that we commit to personalizing each person's career path.

Finally, we attach great importance to the Quality of Life at Work and welfare. This is a major issue in our HR policy: benevolent management, modern and friendly offices, HR team and managerial skills, personalized training plan; are as many levers as possible that allow us to accompany you on this path balance and professional development.



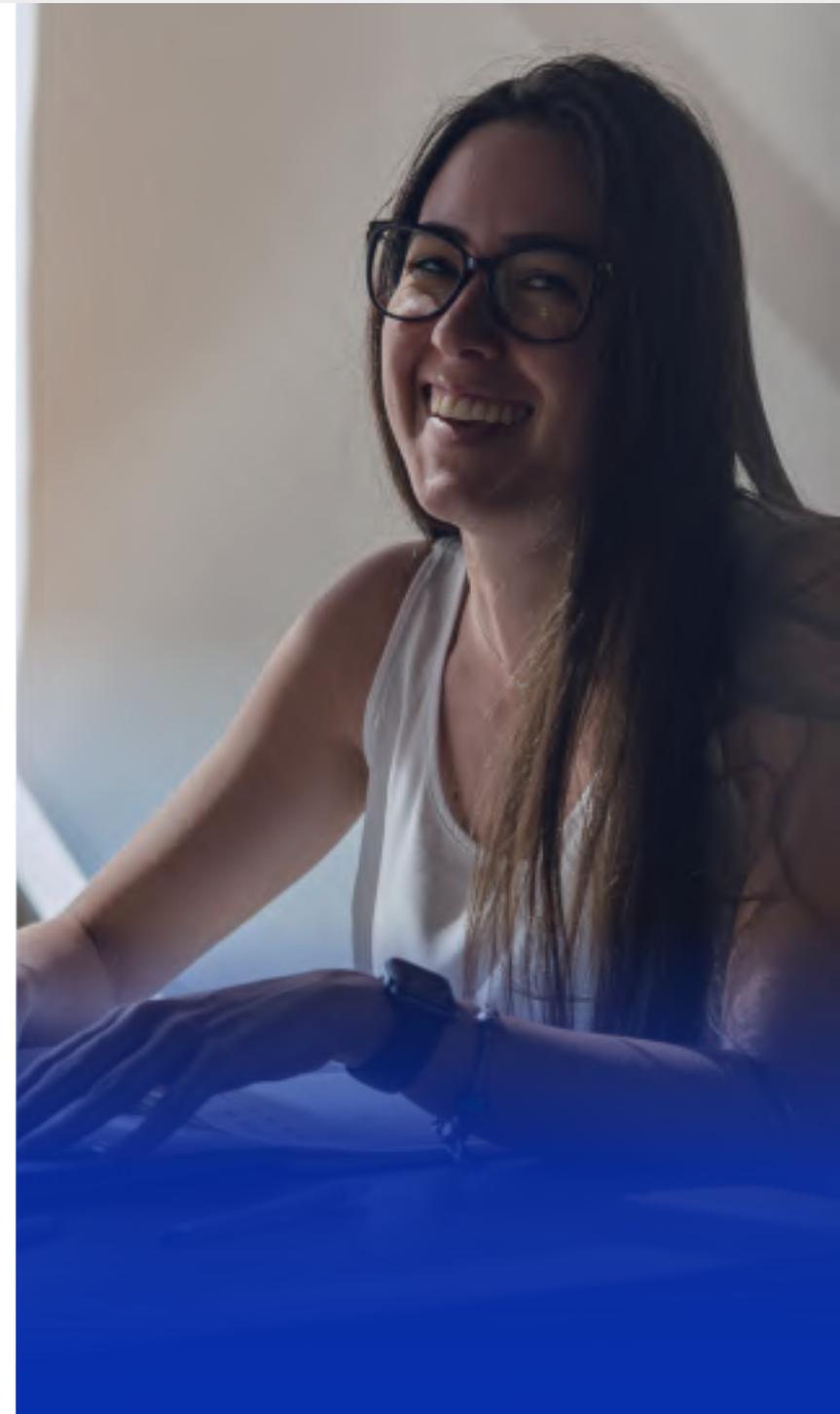
≡ Our Human Resources policy

In the same spirit, and to make management more attentive and more accessible, we have chosen to build an horizontal organization.

GOOD PRACTICES

To ensure that we are in a good atmosphere, here we share some tips and good practices:

- Active listening and invested attitude,
- Politeness and a smile,
- Punctuality to appointments and meetings,
- Compliance with commitments and deadlines,
- Respect and fair appreciation of everyone's work,
- Encourage direct exchanges: if your colleague is not far, go to him or her directly and talk to him/her,
- Be pragmatic: if your presence is not essential to a meeting, do not go,
- Keep in mind that the most effective meetings are also often the shortest.



≡ Our Human Resources policy

In short, you may have understood by now, within Alter Solutions we hope to encourage:

- Positive communication,
- Mutual benevolence,
- Involvement of everyone, as ambassadors to our customers.

KEEP COOL

In our work philosophy, we believe in learning, as much as possible, to de-dramatize the different situations we can meet.

- It is important not to feel guilty, and to trust yourself, especially since we believe in professional conscience:
- You regularly have your business engineer or a person from the Alter Solutions head office team on the phone



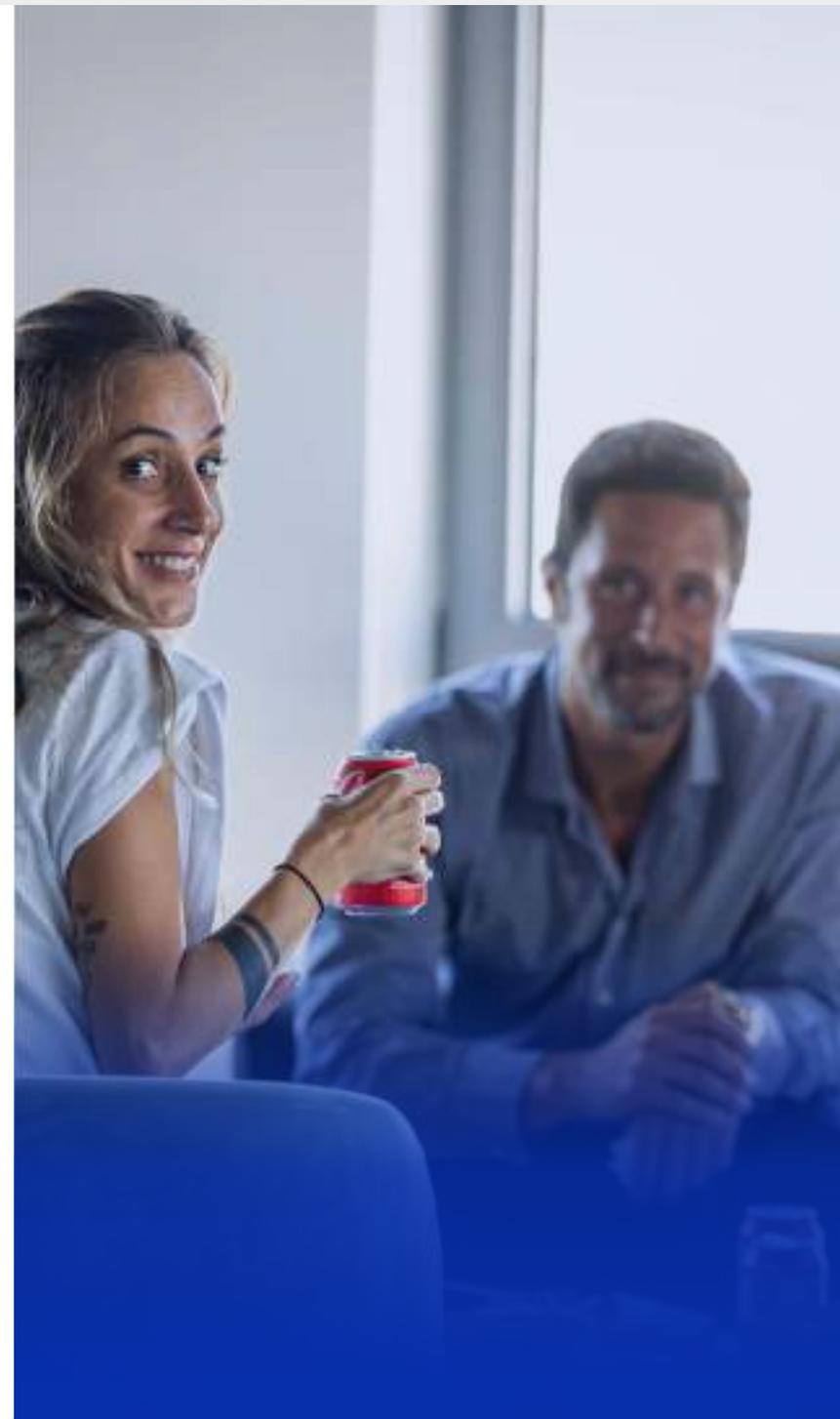
≡ Our Human Resources policy

ENGAGE YOURSELF!

At Alter Solutions, we believe that the commitment of each person contributes to the overall performance of the company: consequently, it produces better results (qualitative and financial); thus, authorizing a reallocation of resources focused on the well-being of talents (benefits, work environment, etc.). In short, it's a virtuous circle!

Beyond your skills, we are looking for collaborators and employees involved in the life of the company and open to the development of their career and the growth of Alter Solutions Group. Regarding the development of our activities, your intervention can be varied:

- Collect information on new projects and business opportunities,
- Co-opt CVs from your network (friends, family, former colleagues, etc.),
- Participate in social networks and share, like the news,
- Take part in school forums,
- Accompany us on the technical interviews of candidates.



≡ Our Human Resources policy

What can we expect from you?

- Be Business: Collect information on new projects and business opportunities.
- Be a Recruiter: Refer candidates from your network (friends, family, former colleagues, among others)
- Be an Ambassador: Engage on the company's social media.
- Be Inspiring: Take part in school forums.
- Be an Expert: Be present at technical interviews of potential candidates.

You can also help us optimize customer feedback:

- Being proactive,
- Ensure customer satisfaction on site.

Regarding the development of Alter Solutions, you also have a role to play:

- By proposing improvements to the general functioning of society,
- When integrating new recruits into your team,
- By developing new offers in collaboration with the business team.



≡ Our Human Resources policy

SELECT PEOPLE

What makes our society strong today are the women and the men who make it up and bring it to life every day by putting in common their motivation and skills.

Our strategy places the individual at the heart of our system. We offer you a motivating, dynamic and meaningful work environment for everyone.

You are the one who knows more about Alter Solutions, so we give you the floor:



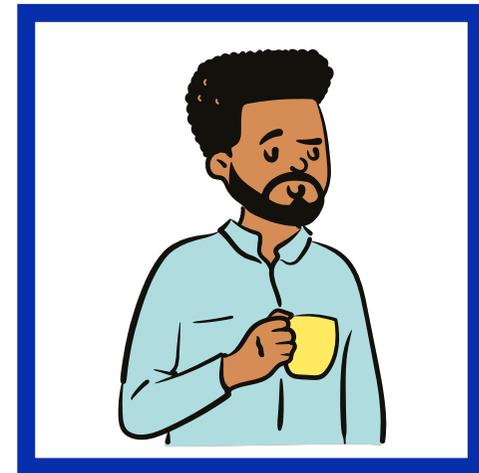
≡ Our Human Resources policy

“My name is Farid; I am a cybersecurity engineer at Alter Solutions since February 2017 in the field of security offensive. Every day, with my team, we play the real attackers to detect intrusion vulnerabilities. This improves overall security on our customers’ systems. Because at Alter Solutions the professional relationship is built on trust and the management system is based on proximity and exchange, I always felt fulfilled. Working at Alter solutions is the guarantee that we are not just a name and a profile in a CRM, but indeed a recognized, appreciated, and well-integrated collaborator.”

Farid, cybersecurity consultant

“Professional fulfillment is the reason why I joined Alter Solutions. Here, the team does everything it takes to meet my expectations by promoting learning and the rise in skills in a healthy and friendly atmosphere.”

Nidhal, fullstack developer



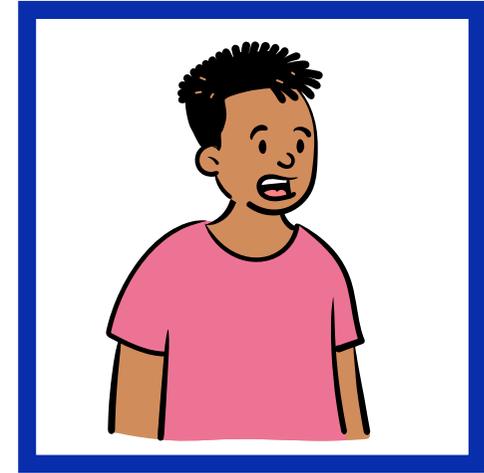
≡ Our Human Resources policy

“Alter Solutions is well positioned in the cybersecurity market, which allows us very interesting technical access. And, despite the pandemic, Alter Solutions has kept contact with us through small attentions, the organization of technical presentations or events, such as, for example, a CTF. It is very pleasant to work in these terms.”

Emmanuel, cybersecurity consultant

“Change has always been a part of my life as a Cuban. Starting my career as an Electrical Engineer, I moved on to Network Operation Center, starting with networks, and servers, going to the natural evolution from SysAdmin, until landing a position as DevOps and Cloud Engineer. I lived and worked in Cuba, Chile, Canada, and now Belgium. I’m delighted to have had all these experiences that I have been through, especially the incredibly easygoing relocation to Brussels. Alter Solutions Benelux gives you a nice experience and helps you to make an easy and smooth transition. Here, you can improve your career, but not only that: you can also get to know other traditions and amazing cultures!”

Daniel Amarán, Cloud Engineer



≡ Our Human Resources policy

“Born and raised in Cameroon, I discovered Portugal in 2017 where I had a great work experience in a pretty town named Fundão. My departure to Lisbon made me discover another facet of Portugal; and I really enjoyed the difference between these two areas. Since 2020, I have been in Brussels, where I’m enjoying working for Alter Solutions. I intend to continue to improve my knowledge, by learning and keeping abreast of technologies evolutions while putting my experience at the service of the company.”

Wilfried Bekale, Backend developer

“Like all migrant women, I consider myself a Cuban warrior who fights for the well-being of her family. I have already traveled to several countries, such as Venezuela, Russia, Morocco, Guinea-Bissau and, finally, Portugal, where I found the bases to conquer a better future.

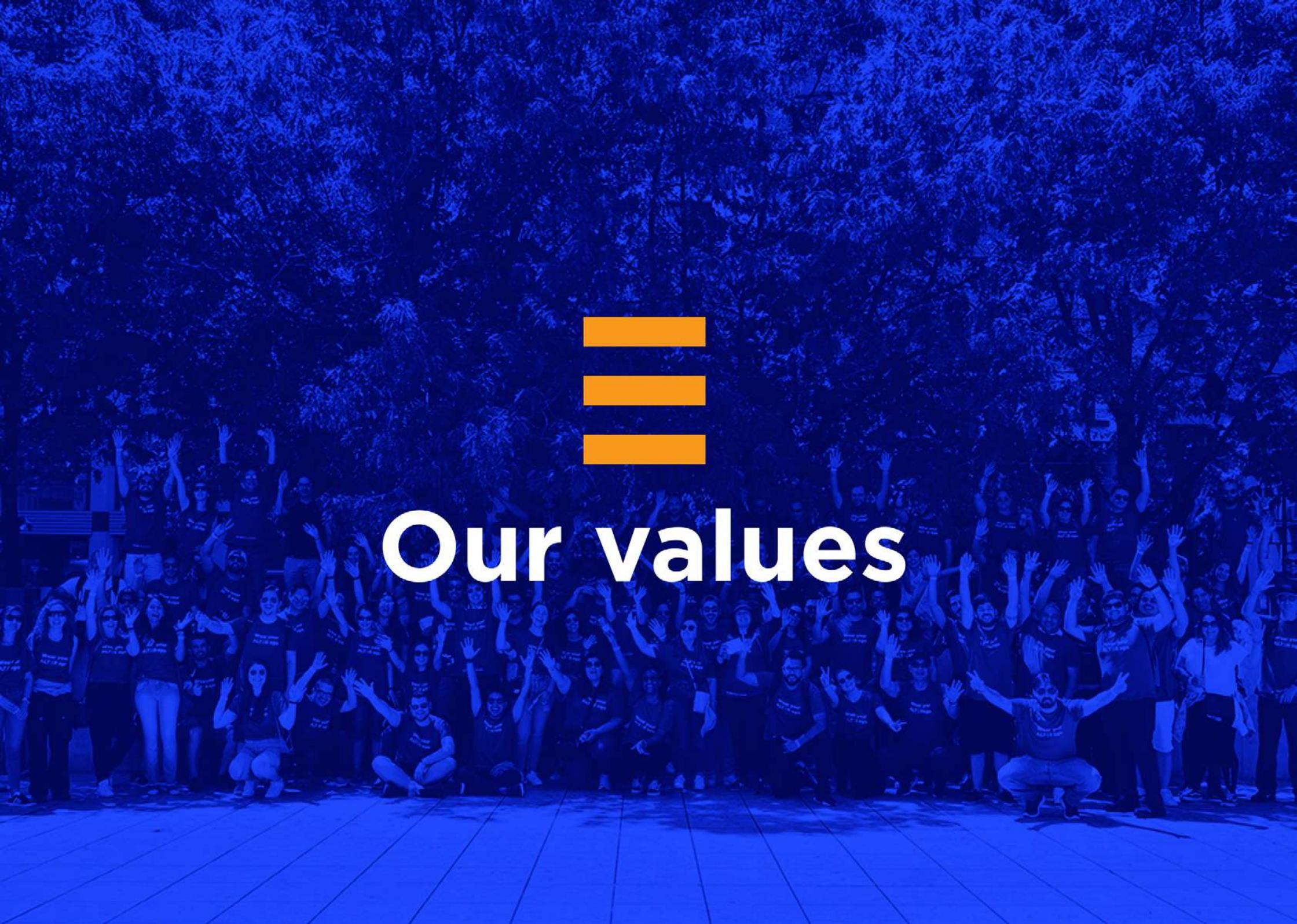
I currently work with this wonderful IT consultancy company, Alter Solutions, who makes me feel like family. I have many goals, the main one being to improve my professional performance and continue to contribute to the goals of this great company.”

Grethell Alvarez, QA Tester





Our values



≡ Respect for Human rights

The Alter Solutions Group is committed to respecting Human rights.

Our idea of the human rights is as simple as it is strong: everyone has the right to be treated with respect and dignity.

Human rights are inherent to all human beings, regardless of their nationality, place of residence, gender, national or ethnic origin, color, religion, language, or any other situation.

Everyone has the right to enjoy human rights without discrimination. These rights are all related, interdependent, and indivisible.

Human rights are recognized by the Universal Declaration of Human Rights of the United Nations and by the International Labor Organization. The guiding principles that we apply, are, as defined by the United Nations framework: “Protect, Respect and Remedy”.



≡ Respect for Human rights

We made an analysis of the human rights more likely to be affected by the commercial activities of consulting companies, to proactively prioritize human rights areas regarding our activities.

Today we reiterate our commitment to:

Avoid causing or contributing to human rights abuses through our own activities, and to remedy immediately to these breaches if they occur despite our vigilance.

Seek to prevent or mitigate human rights abuses not directly related to our activities, or services but which arise from our business relationships or that would emanate from our stakeholders (suppliers, customers, etc.), even if we do not have directly contributed.

All our commitments, as a responsible corporate citizen are detailed in our **Ethics Charter**.



≡ Men and Women equality

At Alter Solutions, we consider that diversity and professional equality between men and women is a strength. We are convinced that diversity is source of growth and promotes social dynamism. The fight for equality between men and women allows us to mobilize the talents and skills contributing to the general performance of the company.

Alter Solutions has defined a plan for the coming years of concrete actions to reaffirm the importance and wealth of professional diversity in all our hearts of professions.

We recognize that professional equality between men and women is a major issue in everyone's development, and that it must be a hot topic for all businesses today. Regarding the development of our Corporate Social Responsibility, this promotion of equality and diversity is part of our Human Resources policy, and we have already put actions in place.



☰ Men and Women equality

We have identified 4 priority areas of action in favor of equality between men and women:

1. Compensation,
2. Recruitment,
3. Training,
4. Internal promotion

For each of them, we have objectives of clear progress, as well as concrete actions and measures allowing them to be reached. These numerical indicators allow us to follow our annual progress.

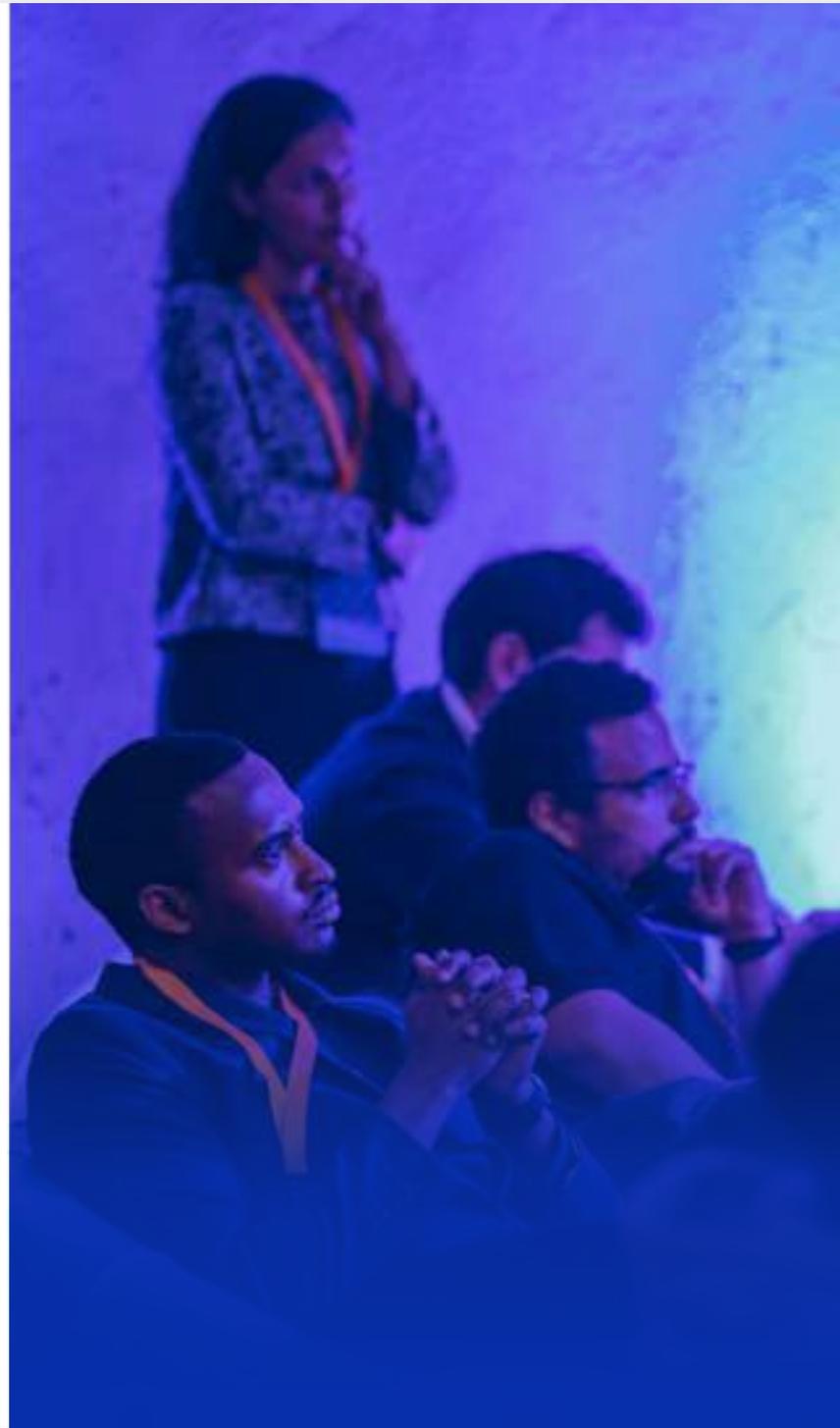
An annual analysis of the professional situation of the men and women within Alter Solutions is carried out and made the subject of an annual report based on a calendar year. These data about men and women in the company are communicated to the parity committee which meets every year. This makes it possible to take stock of the situation and provide corrective actions quickly, if necessary.



≡ Non-discrimination and promotion of diversity

Because all our differences are a strength, we believe that diversity is both an element of social policy and an asset to the service of the economic performance of our company. Well conducted, we believe that diversity management promotes social cohesion and is a lever for growth.

It is for these different reasons that Alter Solutions relies on the diversity of its talents to consolidate its policy innovation, performance, and competitiveness. In this regard, we prohibit all forms of discrimination on any grounds whatsoever, as well as any behavior that could undermine the dignity of the individual.



≡ Freedom of association

Freedom of association is at the heart of the fundamental rights of talents and allows democracy to be exercised in relations of work. It is a constitutionally protected freedom, with two large dimensions. First and foremost, it aims for individual freedom to protect rights and interests by joining the union of one's choice. It also aims at the collective freedom to create a trade union.

At Alter Solutions, we respect all forms of union involvement. If you want to get involved, don't hesitate to contact the Human Resources team.



≡ Our disability policy

LET'S CHANGE OUR PERSPECTIVE ON DISABILITY

Nowadays, the vision of the handicap remains stigmatized with the representation of people with reduced mobility or in situation of serious deficiency. It is time to change things: 80 to 85% of people with disabilities have an invisible disability, not always recognized and yet not insignificant on a daily basis. Therefore, Alter Solutions is committed to changing these prejudices and by implementing measures to facilitate their daily lives.

There are 3 types of non-visible disabilities:

- Learning disabilities (such as dyslexia),
- Sensory impairments (such as being hard of hearing, having low vision),
- Internal diseases (such as diabetes, heart and respiratory diseases, herniated discs).

If you think you have a disability, contact the Human Resources team because we are here to support you.

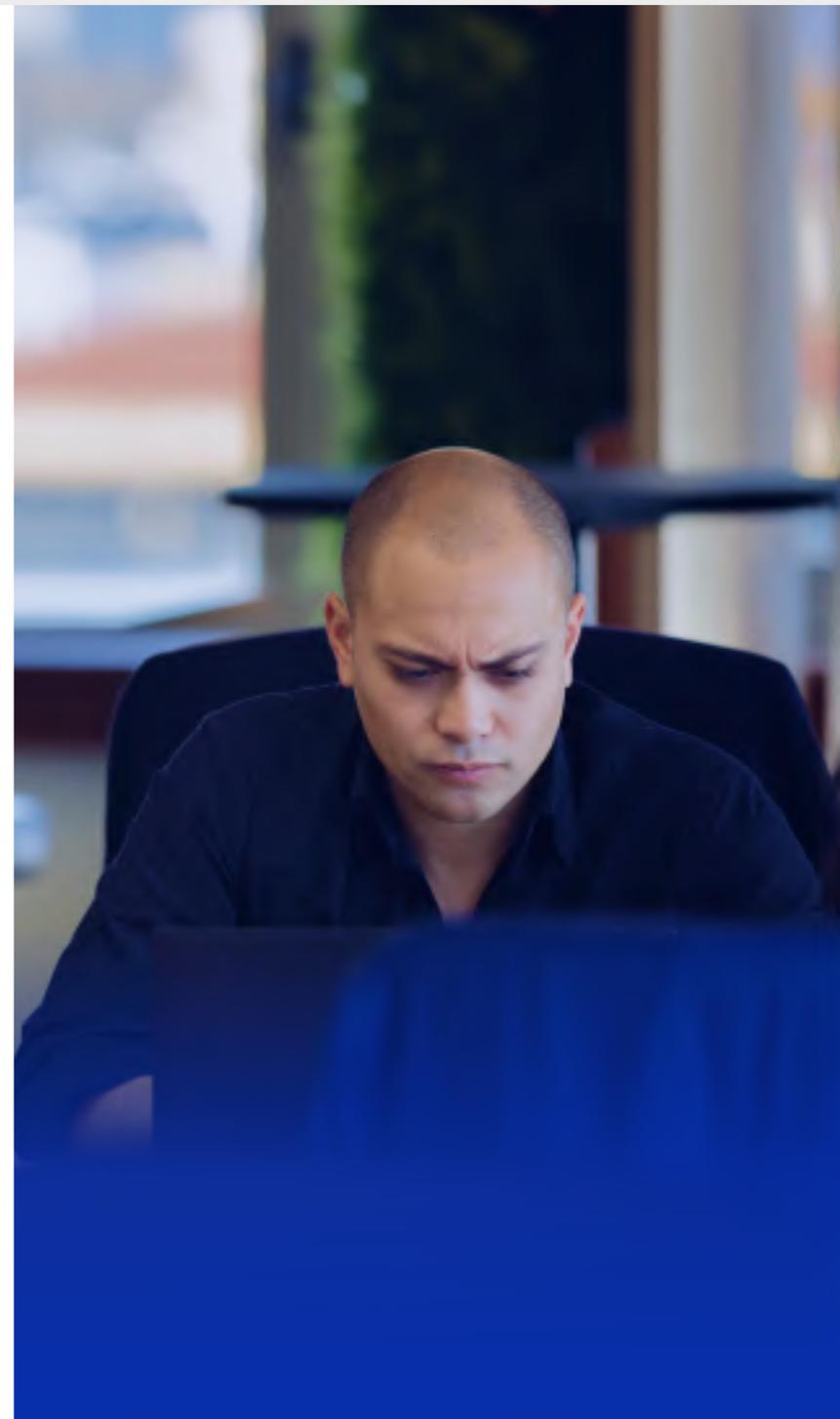


≡ The health and safety of all our talents

The health and safety of all our talents is a key issue for us.

- A decrease in accidents at work or occupational diseases,
- The creation and maintenance of a quality job, where the person takes their full place in the company and occupies positions that are beneficial to them,
- Good economic health of the company: the costs of work stoppages and occupational illnesses weighs heavily on economic performance.

Our Human Resources teams, in collaboration with our medical centers, make themselves available to all our talents to ensure that their physical or mental health is not affected.



≡ The health and safety of all our talents

ALCOHOL AT WORK

The introduction and consumption of alcoholic beverages on Alter Solutions premises is prohibited. Nevertheless, sometimes we have good news to celebrate together, or a farewell drink to organize, we have a certain tolerance on the consumption of alcohol on our premises. These occasions must remain exceptional, and the consumption of alcohol must remain largely reasonable.

HEALTH

The Alter Solutions Group cares about the health and wellbeing of their talents. Therefore, each subsidiary has health protection mechanisms.



≡ The health and safety of all our talents

SETTING



Armchair

- a** Your hips are slightly higher than your knees.
- b** Sit back in your seat and adjust the depth.
- c** The curve of your chair follows the curve of your back.
- d** Your arms and forearms form a 90° angle.



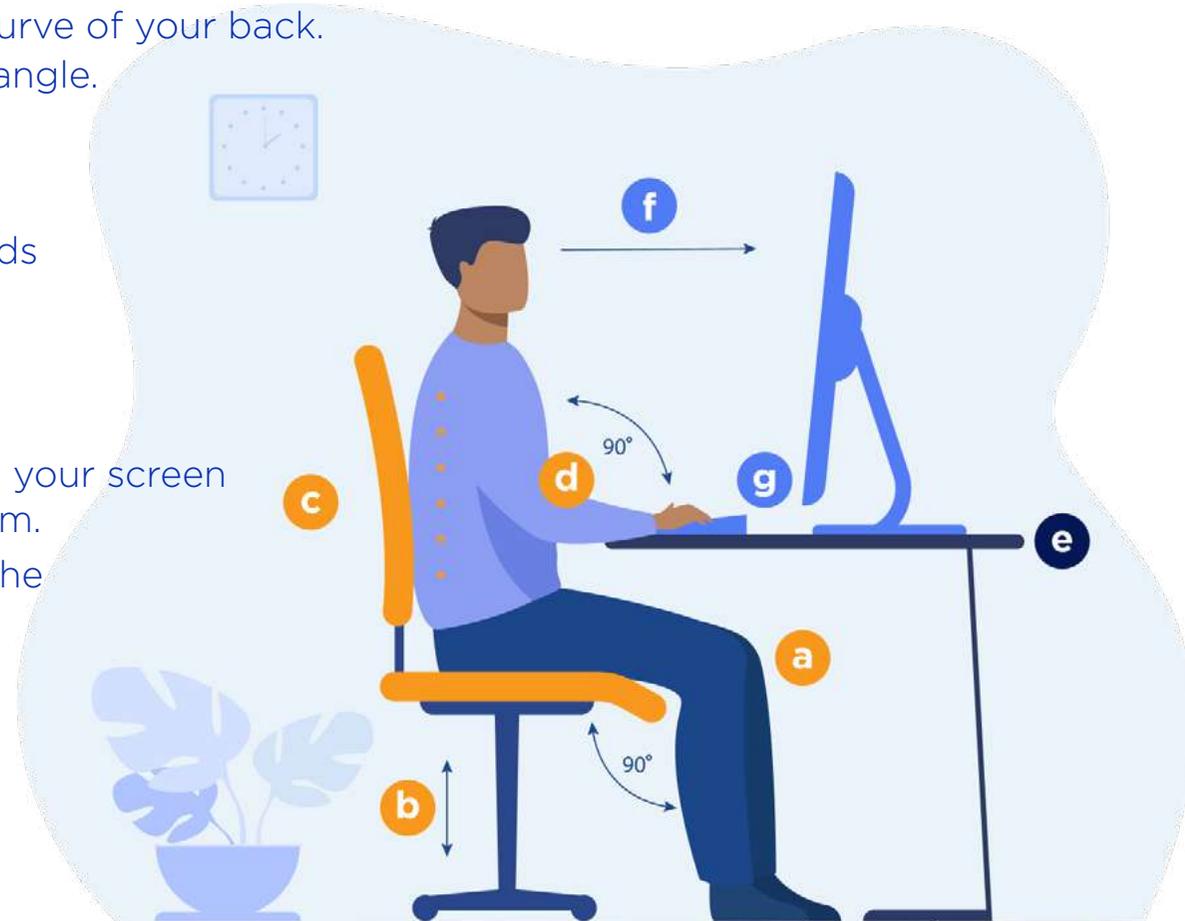
Desk

- e** Your desk is as high as the elbow pads of your seat.



Computer

- f** The distance between your eyes and your screen corresponds to the length of your arm.
- g** Your keyboard is about 10 cm from the edge from your desk.



≡ Training

We are committed to evaluate and monitor your skills regularly and develop your expertise through relevant training actions.

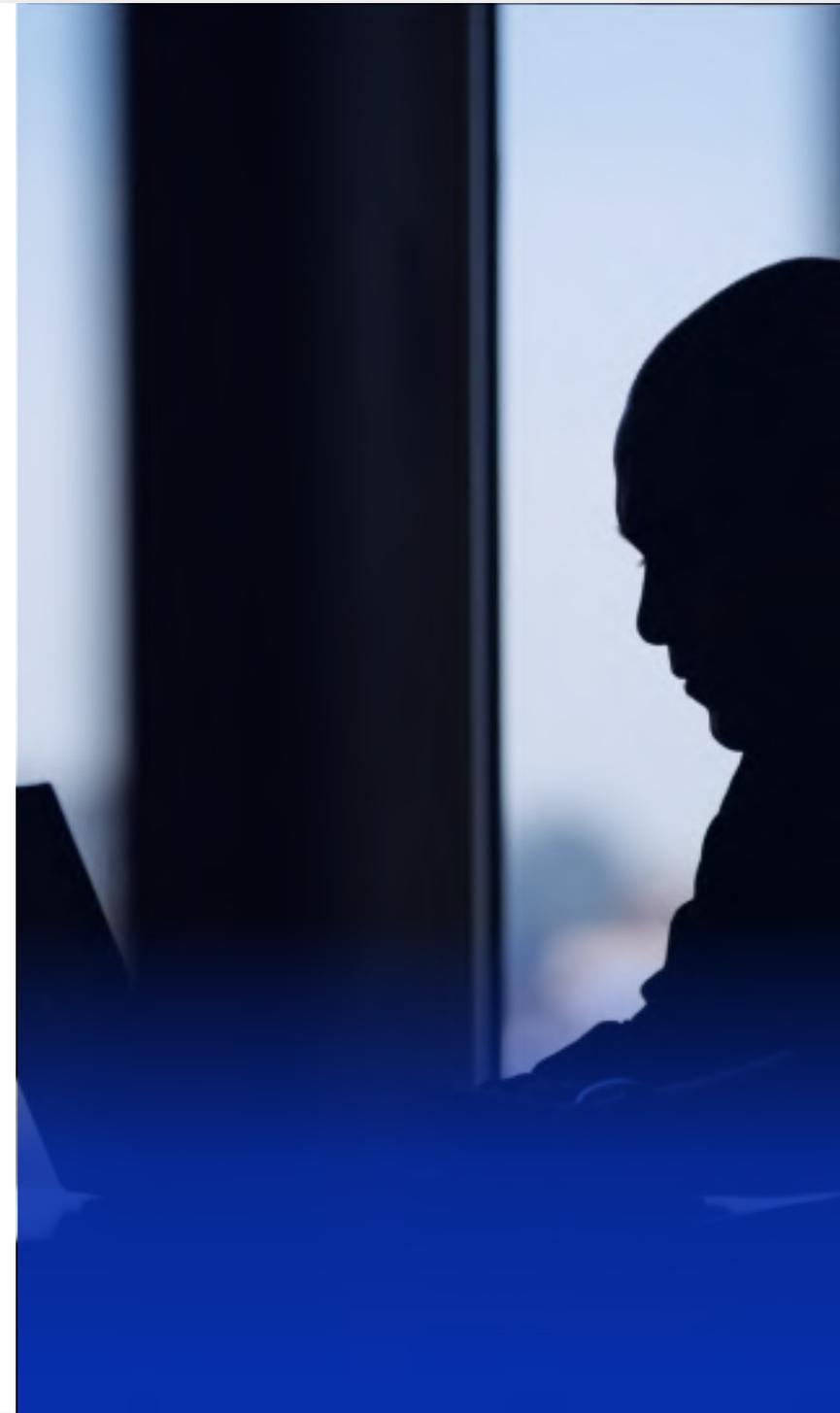
Those training and certification requests are analyzed each year, individually. We are also at your disposal throughout the year to meet your needs and support.



≡ The fight against all forms of harassment

The Alter Solutions Group is a place of mutual respect and fulfillment. We aim for a safe environment where life is good for everyone, we are committed to fighting against all forms of possible workplace harassment.

We assume our obligation regarding the safety and health of our talents.



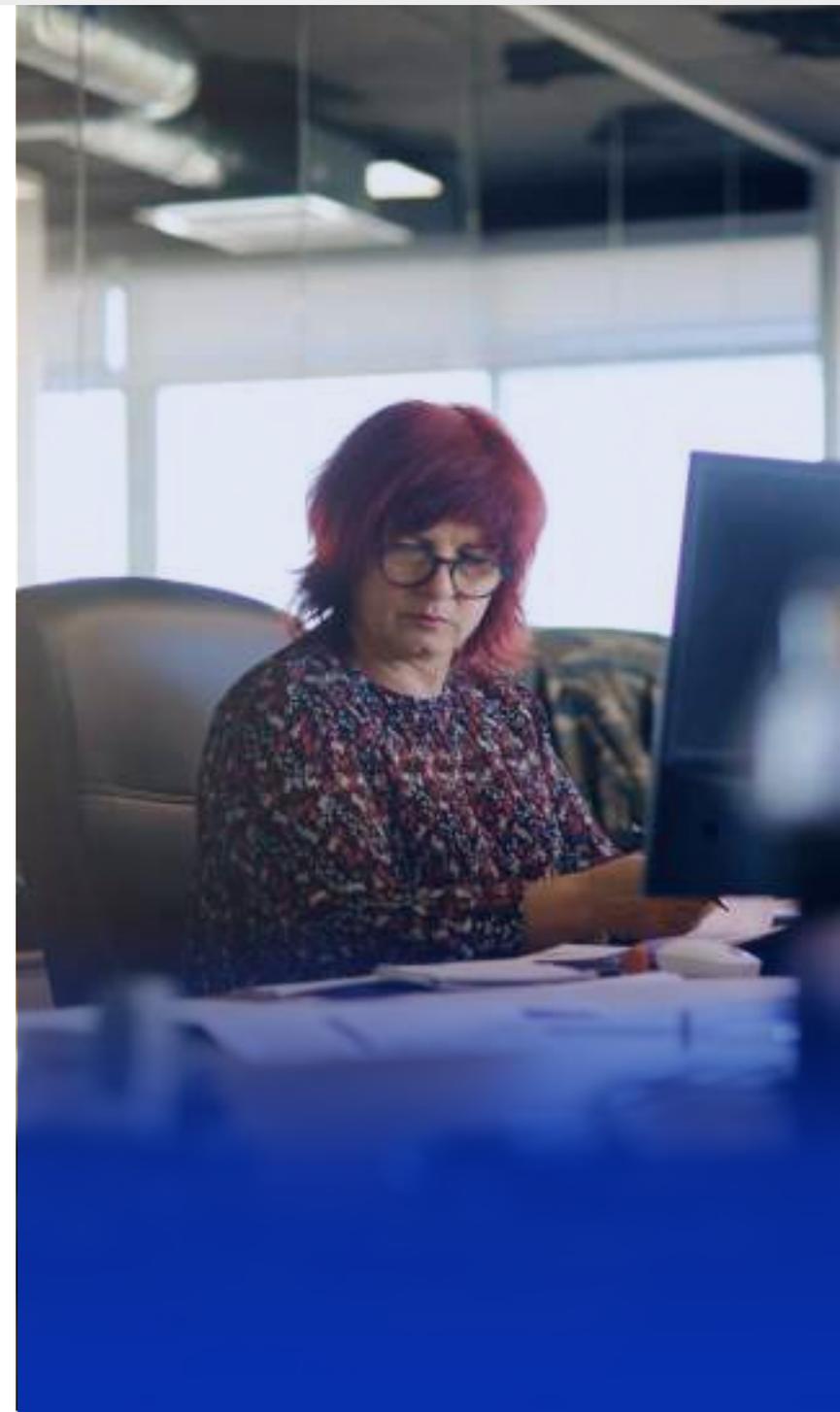
≡ The ethics and fairness of our practices

We have implemented a policy that encourages a sense of ethics and guarantees fair and just practices:

- Prohibition of kickbacks in any form, including bribes or gifts, on any part of payment contracts and indirect payment agreements,
- Formal oversight policy covering direct or indirect political contributions, charitable donations, and patronage,
- Violations, including details of the case, are reported to the Ethics Committee.

Discover our anti-corruption measures:

- Written whistleblower policy including a privacy policy,
- Responsibility for oversight has been clearly assigned and resources have been made available
- Mechanisms are in place for ongoing monitoring,



≡ The ethics and fairness of our practices

- The company's management (i.e., board of directors, control committee) reviews and ensures that the required changes are implemented appropriately.

For more information, you are invited to read our **Ethics Charter**, as well as our **Responsible Purchasing Charter**.

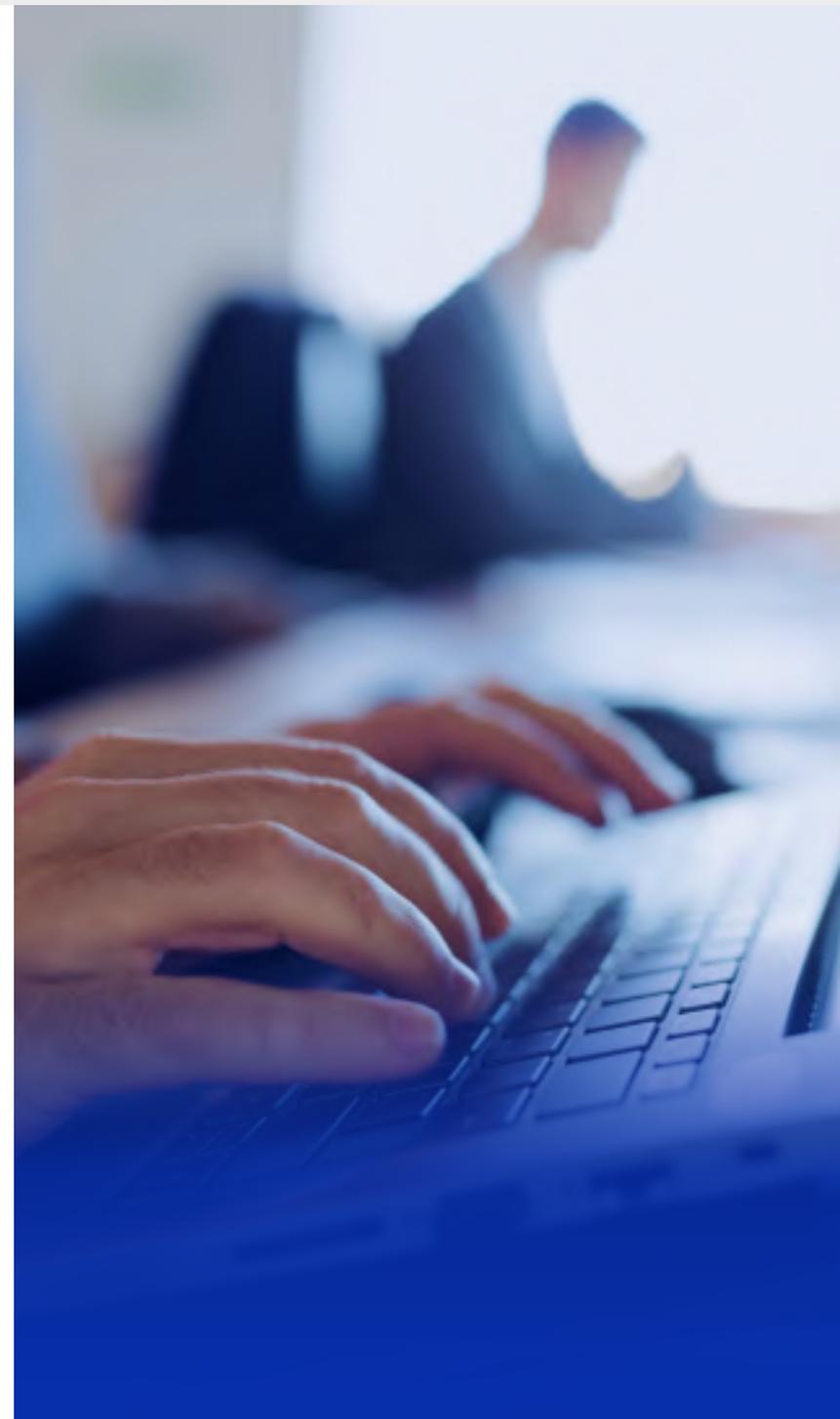


≡ Our GDPR policy and the protection of personal data

Because your personal data belongs only to you, Alter Solutions has implemented strict measures to comply with the General Data Protection Regulations.

We are aware that one of the most valuable things in our company is the trust you place in us. Consequently, the confidentiality of your data is a critical subject, and we do our best to respect the following rules:

- Be transparent about the data we collect and its use (by the HR department),
- Never give, share or exchange data concerning you,
- Never send you messages you didn't want,
- Answer all questions you may have about the protection of your personal data,
- Implement best practices for Data protection.

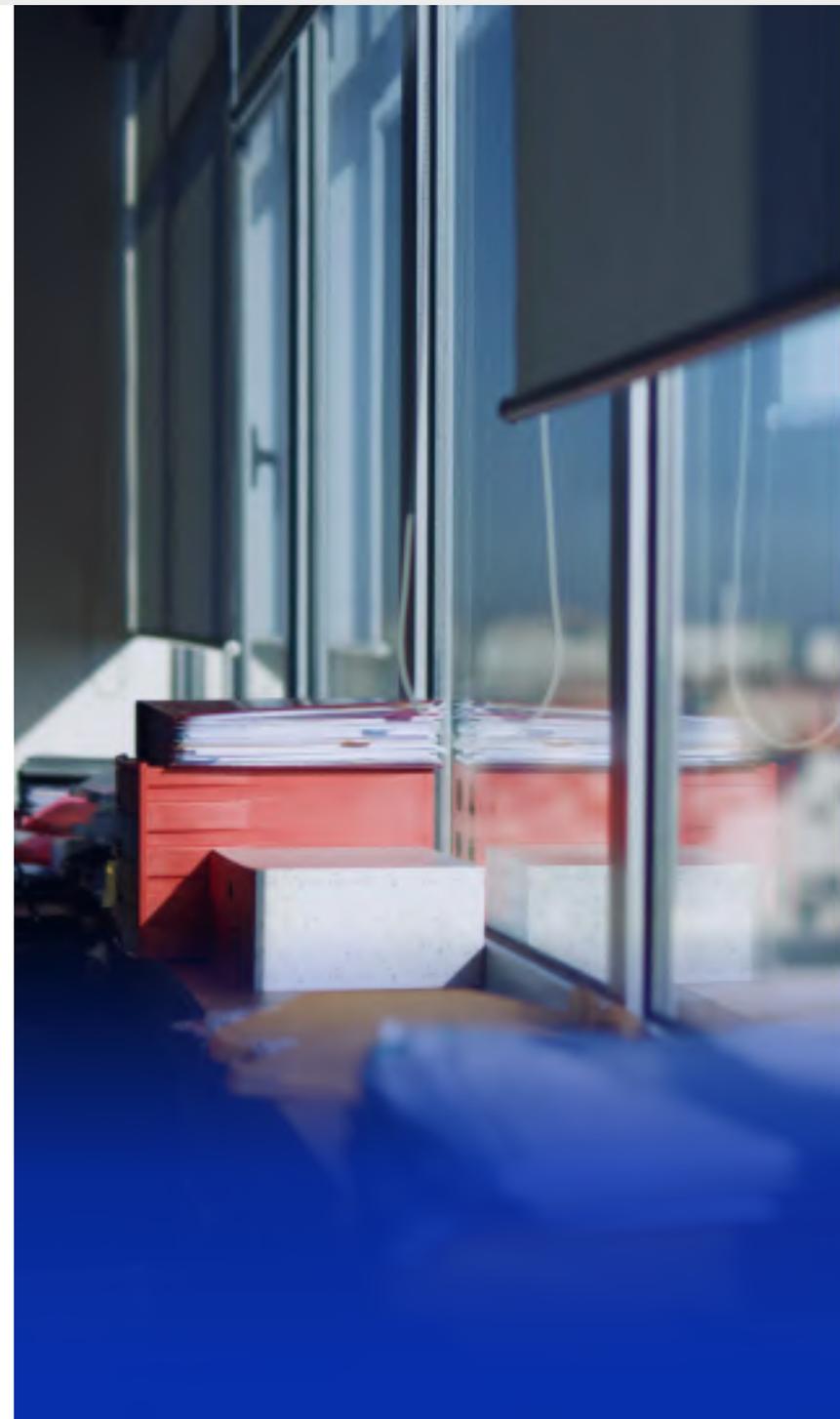


≡ Our GDPR policy and the protection of personal data

For any question or complaint concerning the processing of your personal data by Alter Solutions, we invite you to contact our department dedicated to the Protection of Personal Data:

By email: aspl.privacy@alter-solutions.com

By mail: Przyokopowa 31, 01-208 Warszawa
Alter Solutions - Data Protection Department - 6 Avenue du Général de Gaulle 78000 Versailles France



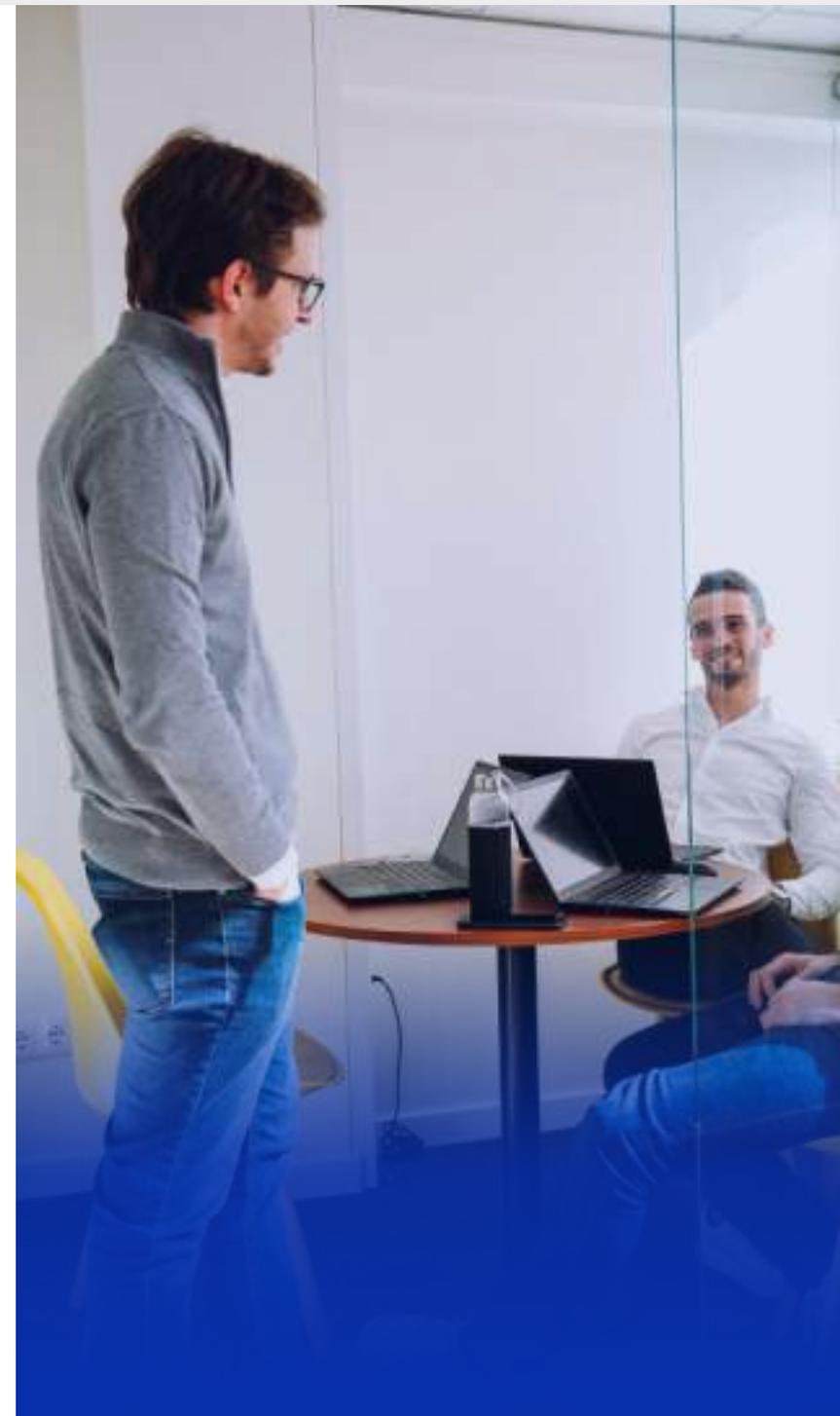


**The quality of
life at work**

≡ Workplaces available to all

The Alter Solutions premises are available to all our talents (support areas, business areas, consultant, technical management, etc.).

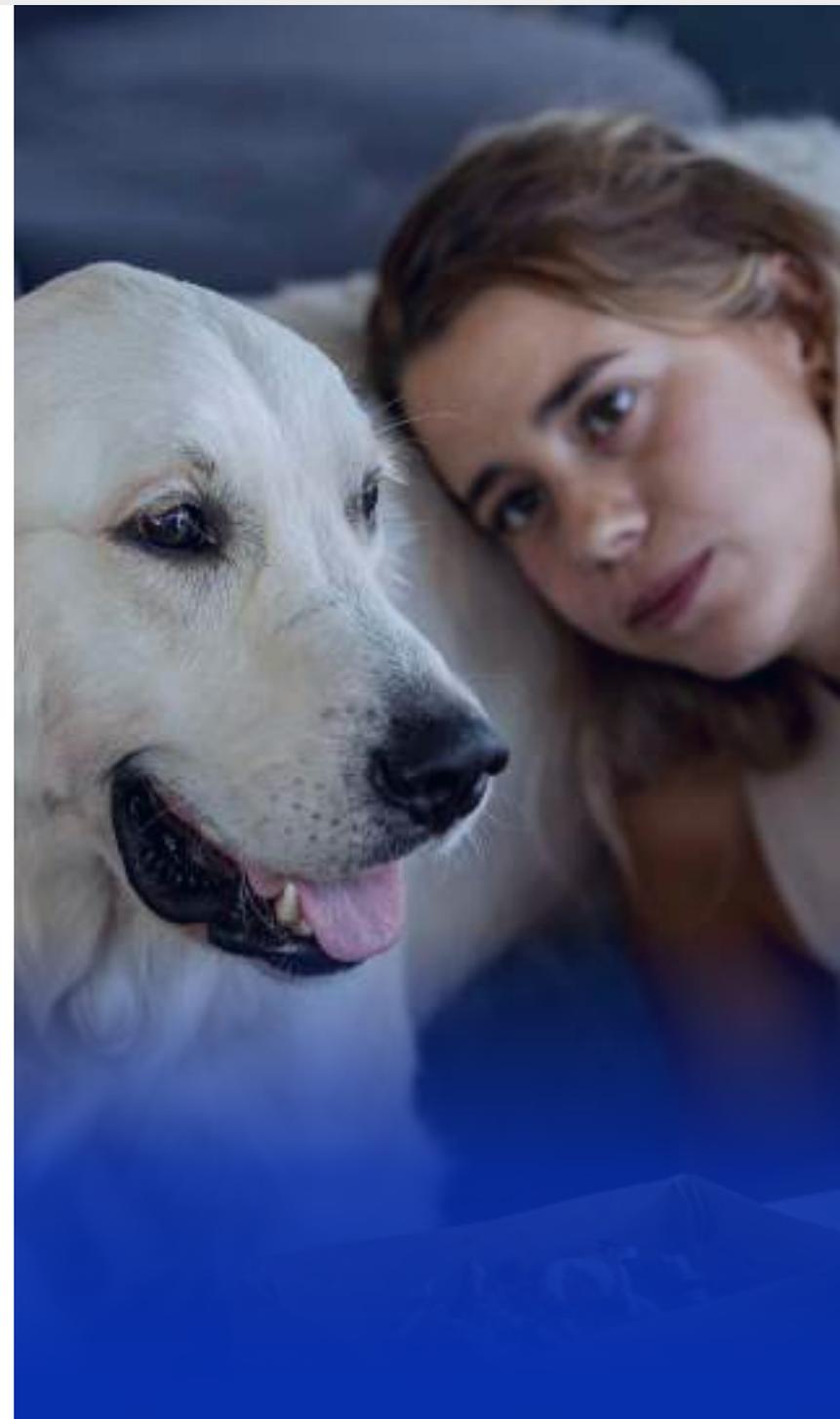
This will be an opportunity to share your know-how and skills with your colleagues. We are committed to providing you with a pleasant working environment: comfortable, modern, and functional.



☰ Fun times at work

We regularly organize events during which we all get together to share a good time in a setting that is a little different from usual. These friendly events allow you to decompress together, to get to know each other better.

Between the ice rink, bowling, cooking or yoga classes, you will inevitably find the event that is made for you. Because nothing is more enjoyable than meeting for real, over a pizza and a drink.



≡ Benevolent management

Benevolence... Everyone has been talking about it for some time in the business world, some see it as a fad, indulge in it with conviction, accuracy, others make fun of it by comparing those who practice it to “care bears”.

At Alter Solutions, we are convinced that when benevolence is intelligently applied to management, it allows real fulfillment of talents.

The benevolent approach is reflected in a few basic rules:

- Demonstrate understanding towards interlocutors,
- Refrain from judging,
- Adopt a positive and constructive attitude in one’s interpersonal relationships so that the interlocutor does not feel attacked or belittled, but rather valued and supported.

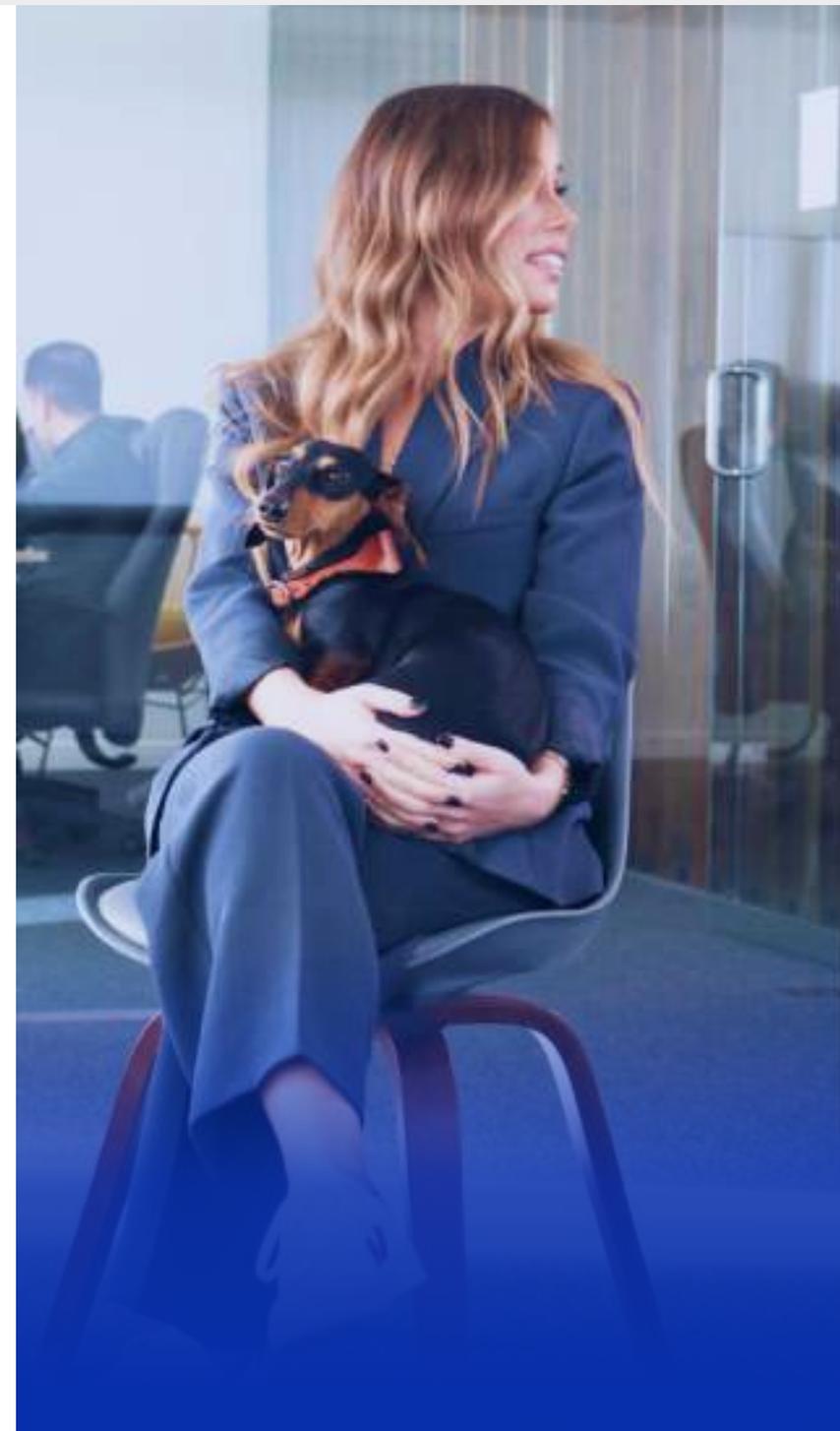


≡ Benevolent management

PUTTING PEOPLE AT THE HEART OF MANAGEMENT AT ALTER SOLUTIONS

The Human is the first resource of our organization. And our most precious.

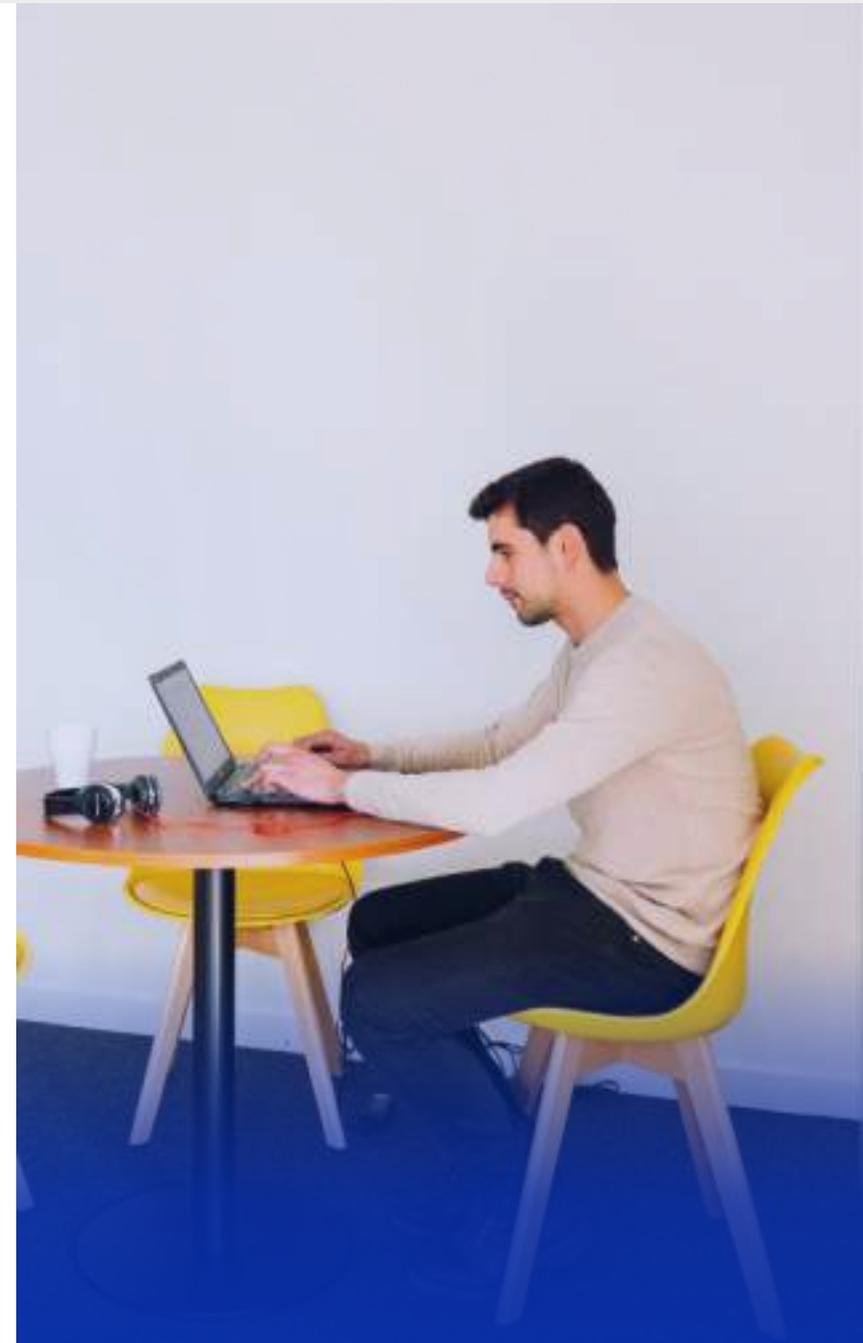
We have set ourselves the priority objective of taking the greatest care of it, ensuring its development, and establishing and perpetuating a win-win bilateral commitment. We want to include this value of benevolence in the DNA of Alter Solutions, which must be applied daily at all levels of the company.



≡ Benevolent management

Positioning the Human at the heart of its management requires some effort from all of us. Let's be vigilant together, to:

- Practice active listening, demonstrate empathy and emotional intelligence,
- Adapt your style according to personalities and situations,
- Be available and smiling,
- Be open to different ideas/proposals/opinions



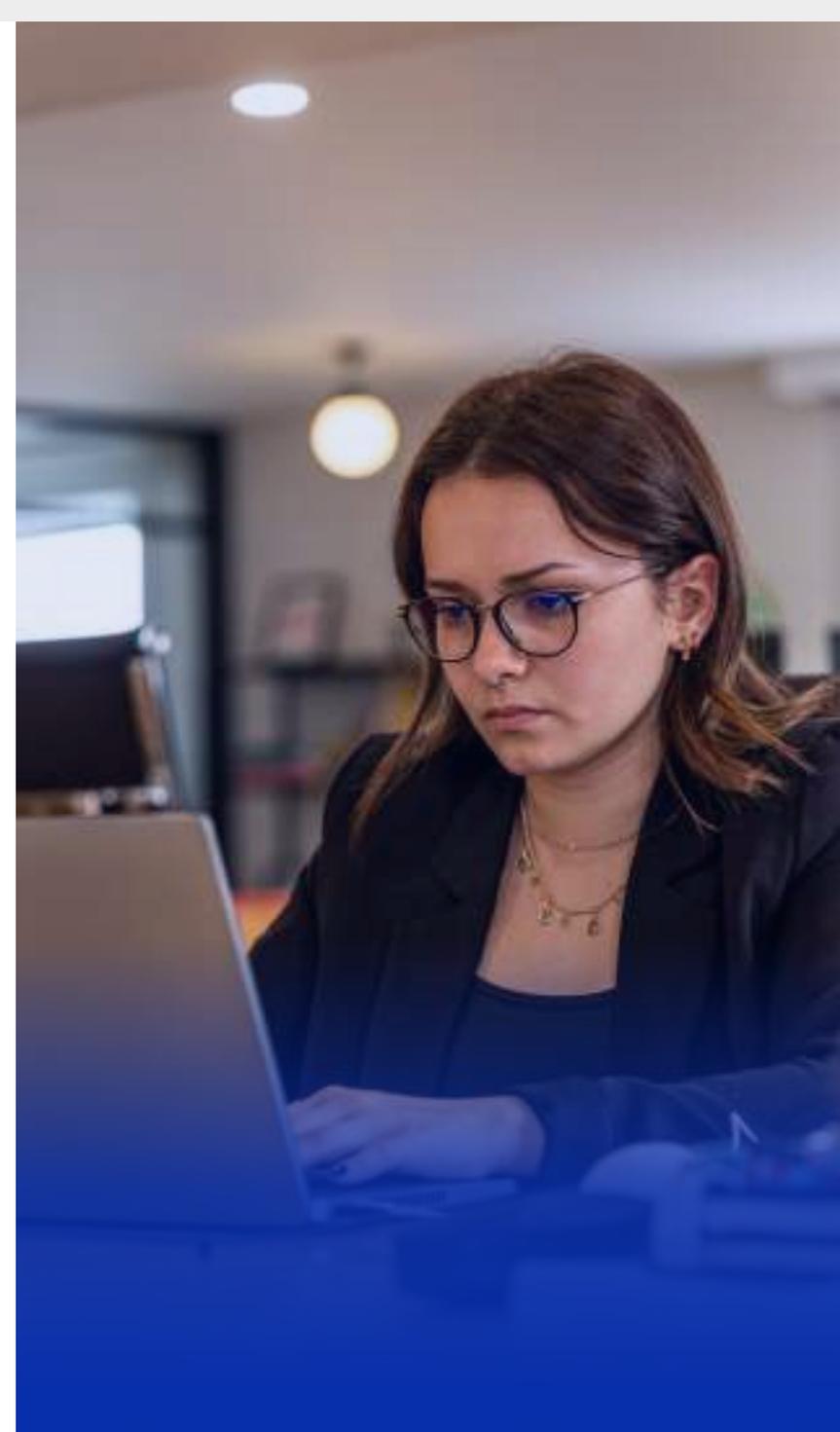
≡ Benevolent management

COMMUNICATE EFFECTIVELY

We cannot repeat it enough: communication is the basis of any healthy relationship. Effective managerial communication is essential to benevolent management where trust and transparency are key elements.

Indeed, used wisely, communication is a very effective tool:

- Get your messages across and offer everyone the opportunity to do the same,
- Avoid misunderstandings that cause tension within the team,
- Discuss in a respectful and constructive manner,
- Motivate your teams
- Calm tensions down,
- Give constructive criticism, when necessary,
- Question yourself and your decisions, if any,
- Effectively support change...



≡ Benevolent management

We have formalized feedback and complaints mechanisms beyond direct reporting lines to address concerns and improve business practices.

The Human Resources department is at your disposal if you encounter a problem or a conflict requiring the intervention of a third party. This support will be provided under the best possible conditions, i.e., with respect for confidentiality and guaranteed support.

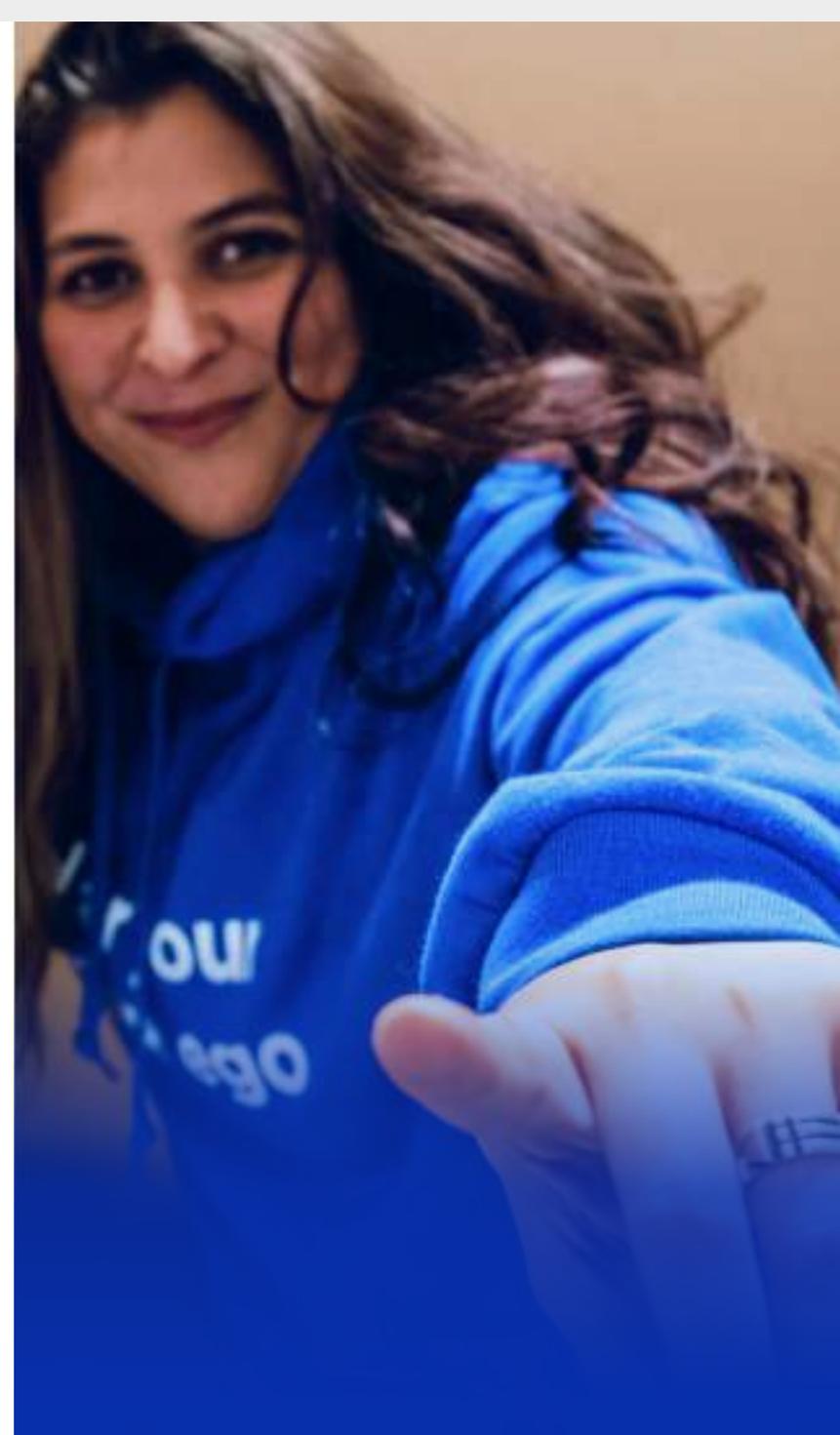


≡ Alter is you!

By joining the Alter Solutions teams as a consultant, you will be involved in projects requiring expertise and will have to demonstrate a strong ability to adapt.

Innovation and strength of proposal will be your two greatest qualities to succeed. Your role is fundamental: you represent the know-how and the image of Alter Solutions with customers. You will have understood: ALTER IS YOU!

Within a department or directly with the client, you work on projects as interesting as they are diverse, and will quickly progress to positions of responsibility. Your main mission as a technical expert is to recommend the technical or organizational solutions best suited to the needs of our customers.



≡ Alter is you!

The fluidity of communication is a major issue in a company, and this is particularly true for a consulting company. Therefore, we are committed to keeping the link with you.

ALTER'S COMMITMENTS

Beyond keeping the link, it is important to be responsive when you have a question. Here are the responsiveness commitments of the head office team:

- Callback during the day after a message left on the answering machine,
- Response to an email within 24 hours,
- In the event of vacation or absence from the office, an automatic response is systematically sent with the contact details of a contact who is acting,
- If your manager is unavailable, do not hesitate to contact the Human Resources department directly.



≡ Alter is you!

IN PAIR WITH A BUSINESS MANAGER

Business managers come from various backgrounds: engineering school, business school, university course. The team formed by the duo technical team (you) and business team (the business managers) is the engine of our development. The effectiveness of this pair ensures the quality of the realization of our projects, customer satisfaction, your project satisfaction, and the development of the company.

At Alter Solutions, our business managers have several missions:

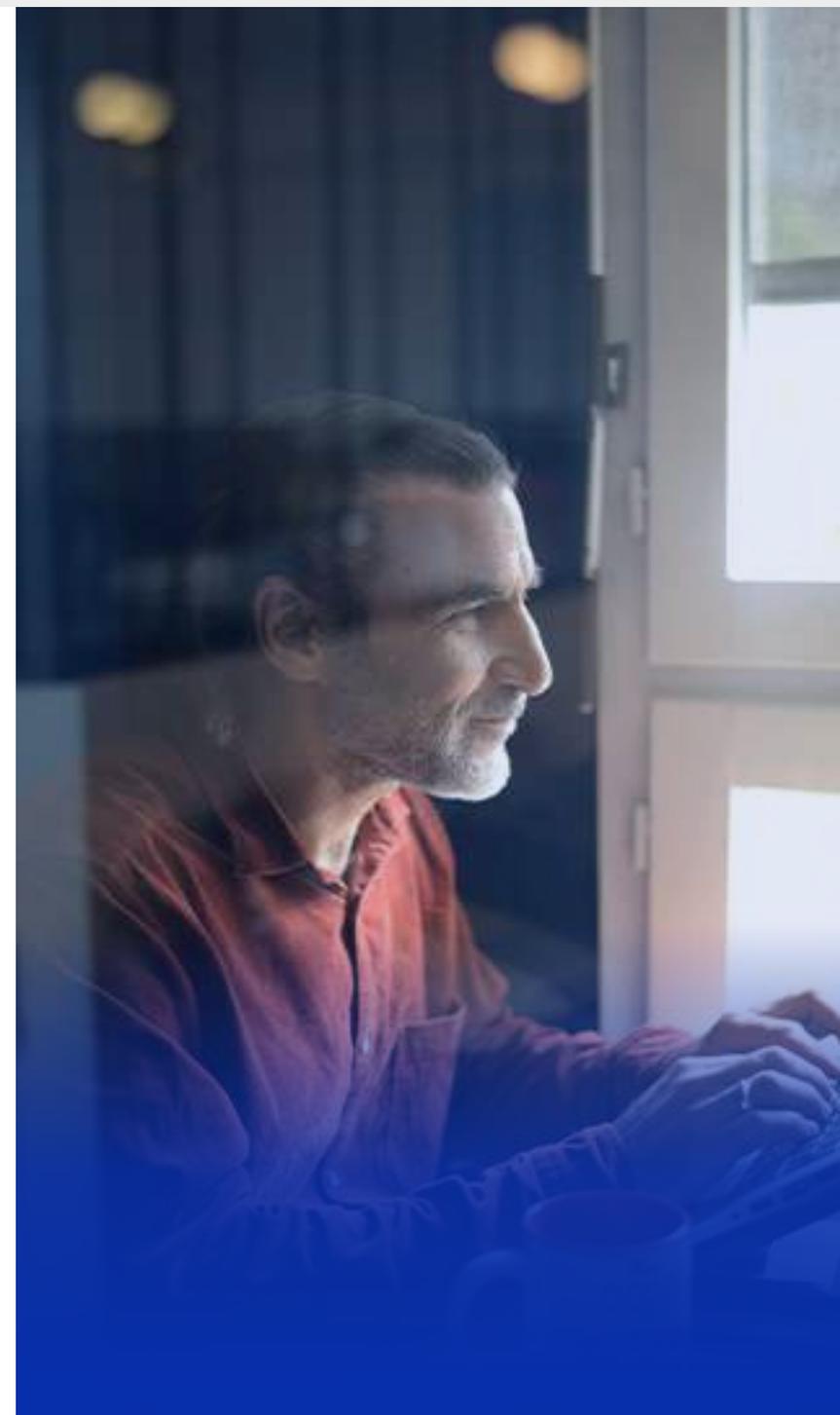
- Commercial activities: they are responsible for the relationship with our customers and the development of our activities.
- Recruitment activities: they actively collaborate with the recruitment team in building the technical teams working with our client.
- Management activities: they are the guarantors of compliance with contractual data, while ensuring the satisfaction of all project stakeholders (client, consultant, technical team, etc.). They must ensure the application of good practices and the different values communicated in this Alter book.



≡ European mobility

Since 2015, we have been developing our activities in Europe, and aim to work all over the world. We want to develop our international culture with each one of you.

Whether in Lisbon, Paris, Munich, Warsaw... you are welcome in our offices.





The environment and civic engagement

☰ Our CSR policy

Environmental and social issues are increasingly present in our daily lives, and part of the world's population has already committed to fight against the deterioration of our environment and our social conditions. But this is not enough, companies have a big role to play. Alter Solutions is responsible for setting an example for all stakeholders working with us: talents, suppliers, investors, associations, institutions, customers, etc.

From an environmental point of view, we are therefore committed to reducing our impact on the environment as much as possible, by defining, in the course of 2023, the climate strategy that we will adopt for the years to come and which will contribute, at our level, to the goal of global carbon neutrality. This fits in our environmental policy which aims to be proactive and pragmatic, and which is detailed in our **Environmental Charter**.



≡ Our CSR policy

From a social point of view, as mentioned above, we are committed to fighting against all forms of discrimination, inequality, or harassment.

As a reminder, all our commitments as a company, and as a responsible corporate citizen are detailed in our **Ethics Charter**. Here, we will talk about our fight against global warming and the civic engagement that we offer to all our employees.



≡ Our fight against global warming

RESOURCE CONSERVATION

Carry out a proactive environmental policy. To do this, we have implemented various areas of intervention with the aim of controlling and reducing the impact of its activities on the environment. Here are some examples:

Limit consumables (paper, ink and toner cartridges, etc.) to a strict minimum,

Manage and recycle company waste as much as possible by reusing the front of draft sheets or giving a second life to obsolete company equipment,

Integrate the ecological dimension into any investment or renewal of equipment by favoring office equipment and eco-labeled cleaning products and by choosing partners and suppliers committed to the environment, such as having a fleet of hybrid cars,

Reduce CO² emissions by minimizing our business trips and using videoconferencing.



≡ Our fight against global warming

RECYCLING

By carrying out selective sorting, we encourage our talents to sort waste, which is, in a way, the precursor of the recycling chain, and thus promote sustainable development. Once sorted, the waste can be transformed into raw and secondary materials. For this, there are selective sorting bins in all Alter Solutions premises.

Whether you are in our premises, at home, or in a customer's premises, have the reflex of selective sorting.



≡ Our fight against global warming

GREEN IT

When we talk about pollution, we spontaneously think of visible pollution, such as plastic in the oceans or the ambient fog in big cities. Other invisible pollution exists and is just as impactful, - such as digital pollution.

As a consulting firm specializing in IT and cybersecurity, it is obvious that we have a role to play in creating a sensible digital world. Alter Solutions carries out various actions for this, among others:

- The optimization of our Cloud platforms to reduce our energy consumption,
- Management and optimization of workstations,
- Recycling of all our electronic equipment.

Work in digital sobriety is also carried out at Alter Solutions. To find out more, do not hesitate to contact our CSR Director, Mélody RIPPERT.

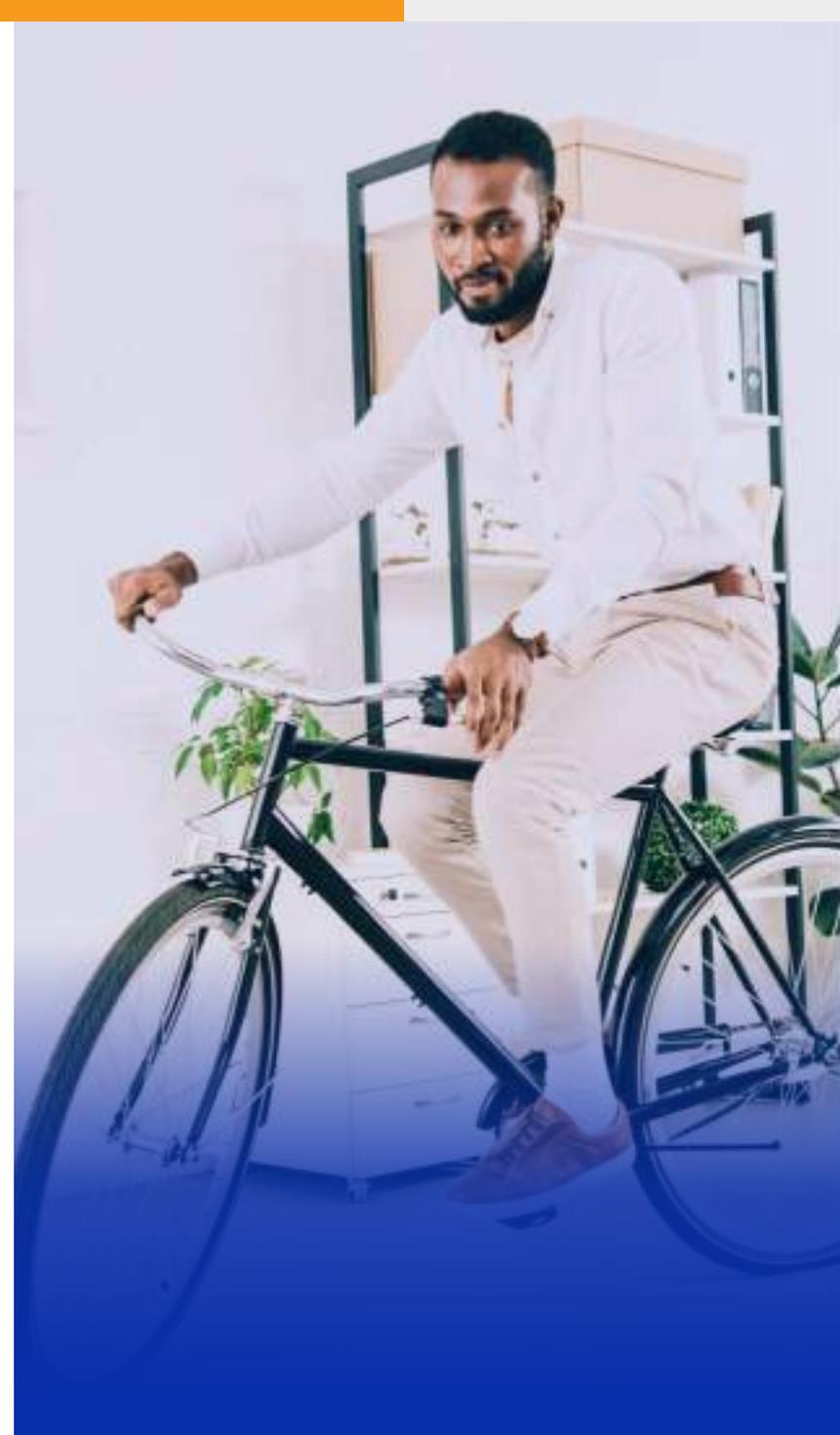


≡ Our fight against global warming

ENCOURAGEMENT OF ALTERNATIVE MEANS OF TRANSPORT

Alter Solutions is committed to limiting the environmental footprint of its activities.

Incentive to carpooling, encouragement in the use of bicycles, are all available means that we encourage.



≡ Our fight against global warming

RESPONSIBLE PURCHASING

Our commitment to responsible purchasing is part of the rigorous selection of our partners, favoring suppliers committed to the sustainable use of resources, and the desire to anchor our offices and our working methods in the logic of circular economy.

Based on a principle of reciprocity, our Responsible Purchasing Charter aims, in one hand, to inform partners and suppliers of the commitments made by Alter Solutions in terms of responsible purchasing, and on the other hand, of our expectations towards them, concerning the respect of these main principles.

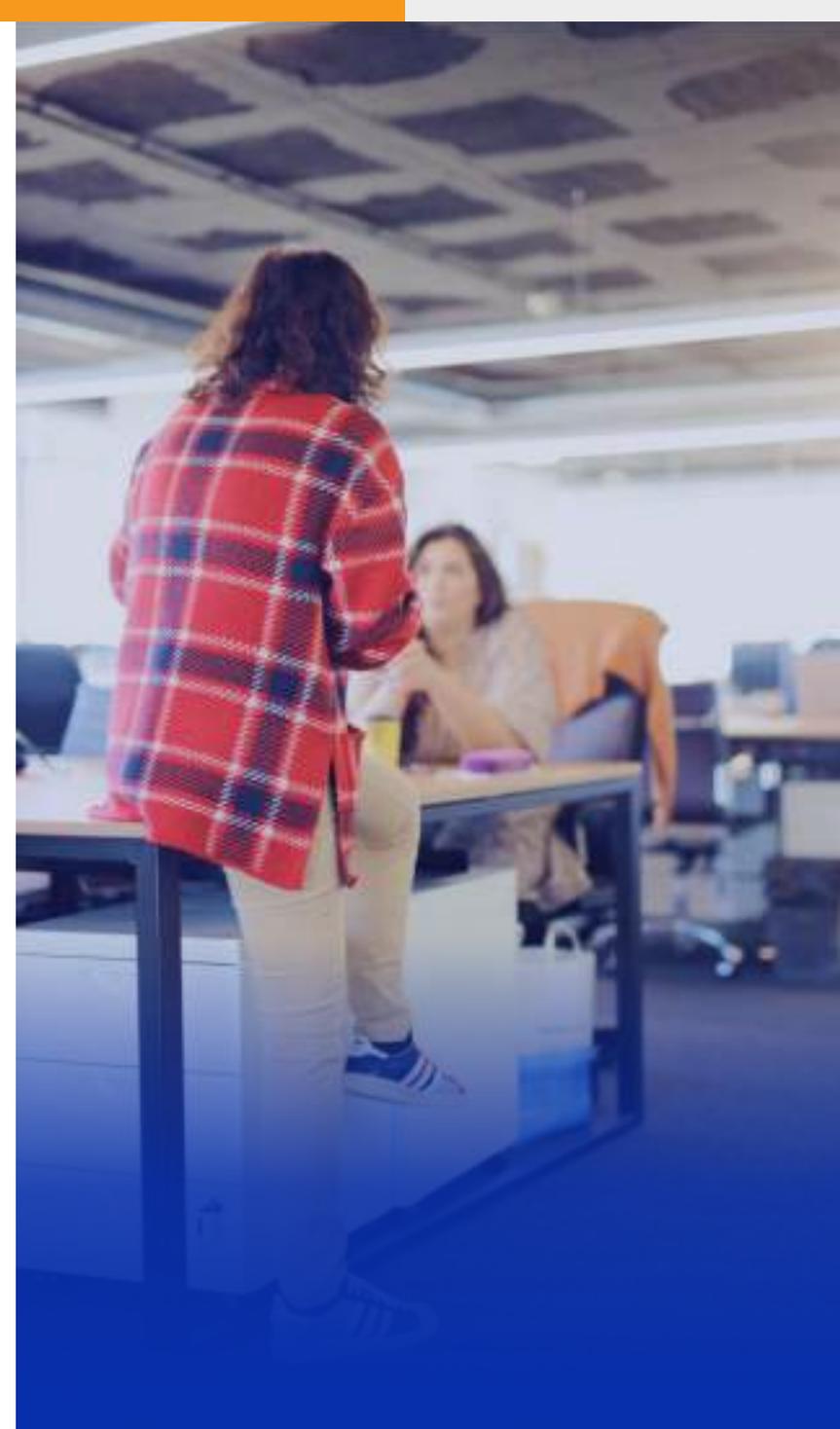


≡ Your civic engagement

A few years ago, many companies did not see the point or had difficulty in involving or committing their talents to actions of general interest. Things have evolved a lot since then, and we are convinced of the positive effects of such collaborations.

DEVELOP YOUR SOFT SKILLS

Commitment to associations is generally a vector for the development of skills, similar or complementary, through their use in a new environment. But above all, it allows you to develop what are called “soft skills” or behavioral skills. These are attracting more and more interest from companies. It is about going beyond technical skills and developing qualities such as self-confidence, sense of community, adaptability, or empathy. What could be better than an immersion in an association through a voluntary mission or skills sponsorship to develop these human qualities?



≡ Your civic engagement

SHARING COMPANY VALUES

When an talent is in line with the culture and values of the company, he or she feels more concerned by the missions entrusted to him or her. So that the values are not limited to “pretty words” displayed on a corporate site, it is essential to develop actions to make them inspiring, visible and turn real.

Commitment to associations makes it possible to embody these values, and to involve talents in key subjects dear to the company. Offering talents the opportunity to give, for example, time to an association, demonstrates the company’s real commitment to its stakeholders and allows it to create a strong emotional bond, a connection to the community. Committing to a voluntary mission in an association abroad, for example, allows you to deal with situations or contexts that are often more complex than in a company. This forces you to develop your creativity or your capacity for innovation to achieve ambitious goals or solve problems with little means.



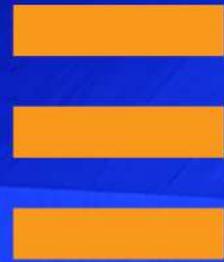
≡ Your civic engagement

Therefore, within Alter Solutions, we want to develop skills sponsorship. How about taking advantage of your inter-contract period to help an association that we support?

Obviously, some of these benefits are not necessarily direct and immediate, the added value of a policy of solidarity commitment of talents is measured in the long term. Because just like corporate commitment, solidarity cannot be decreed, but is built step by step and over time.

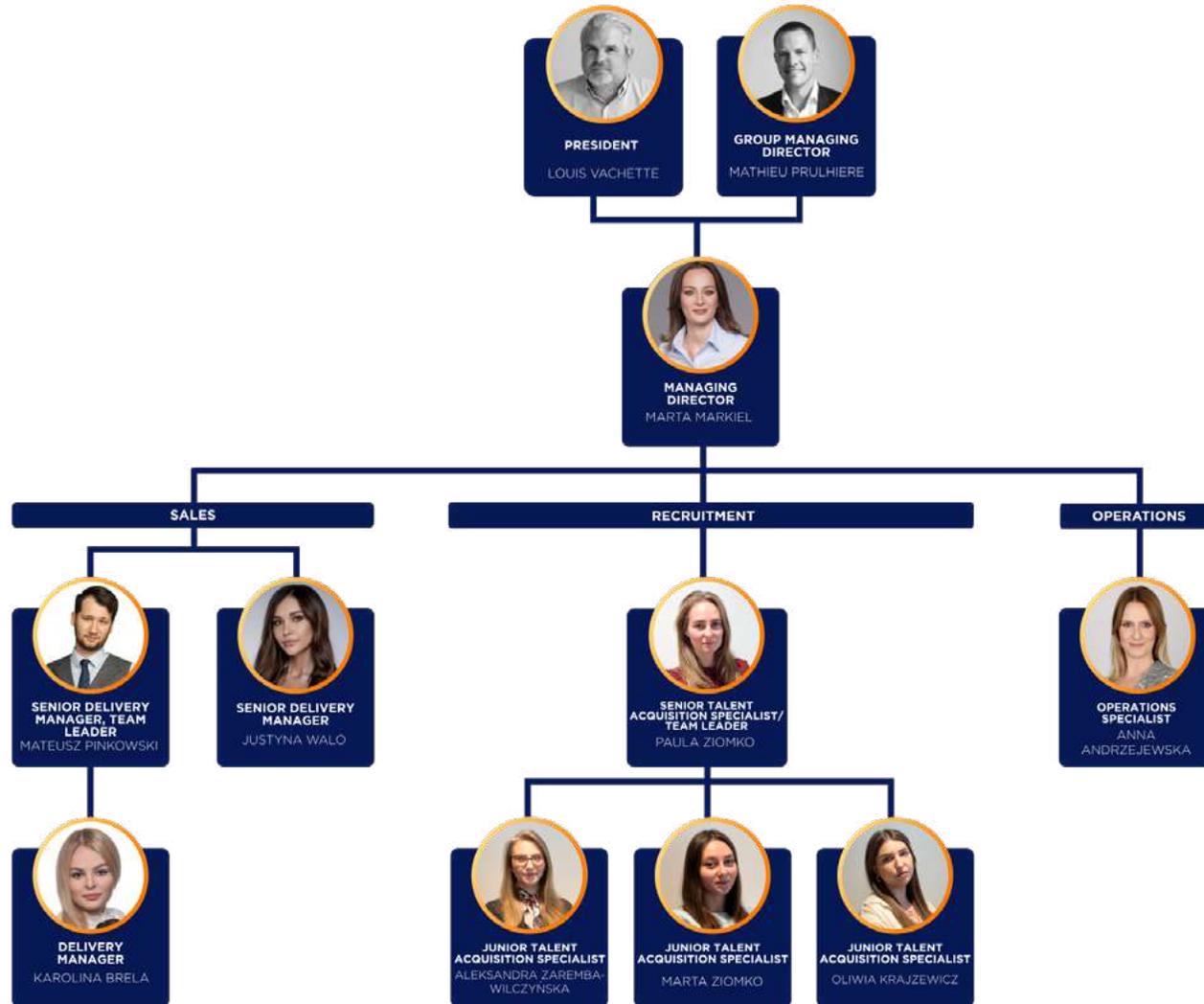


ALTERSOLU



Alter Solutions Polska Local Section

≡ Organisational structure



☰ Benefits

MEDICOVER

Our specialists can be covered by Medcover medical care: you can join the Health Premium package and have the option to add your family to the package.

To find out more about the billing rules and to confirm joining the program, please contact Anna Andrzejewska.

MULTISPORT

At Alter Solutions, we give our specialists the ability of purchasing a Multisport card under preferential conditions:

- LIGHT 22,51 PLN per month
- CLASSIC 109,46 PLN per month
- PLUS 132,33 PLN per month

We suggest that, before deciding which card to choose from, check if the facility you are interested in has a contract with the card. You can check that information [here](#).

To order your card, please do it on this [link](#) before the 20th of the month.



≡ Benefits

WELLBEE

Wellbee is an online platform that offers access to qualified professionals regarding their wellbeing. With Wellbee, you can take care of your wellbeing and mental health, while having access to psychological support and psychotherapists.

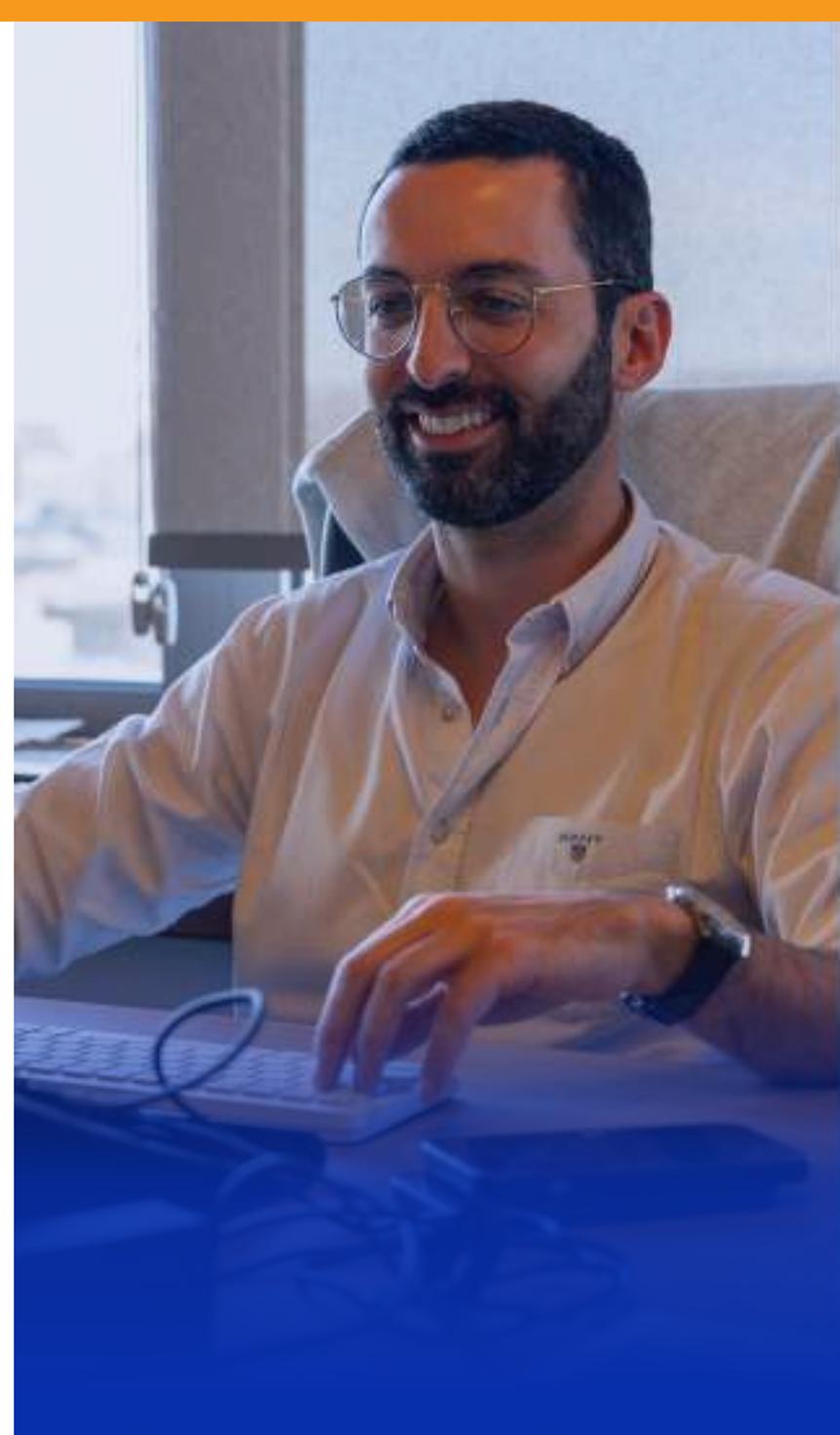
Alter Solutions' cooperation with Wellbee concerns **3 free sessions** per year and, after those, 10PLN discount on the following ones, using the code **@01ALTERSOLUTIONS23!**

To access the platform, please follow the following link:
https://wellbee.pl/altersolutions_wellbeing

TRAINING

For every year at Alter Solutions, you'll have the opportunity to re-invoice 2,000PLN for training, conferences.

If you want more information on this topic, please contact Anna Andrzejewska.



☰ BoondManager

WHAT IS BOONDMANAGER?

BoondManager is essential. Once you enter Alter Solutions, you will receive an e-mail with your log in information.

TUTORIALS

You can find more information on how to use BoondManager:

- About BoondManager: <https://bit.ly/3QAwLop>
- Submit your timesheet: <https://bit.ly/3YvrNLC>
- Request absences: <https://bit.ly/3OS7ZyQ>
- Submitting expenses: <https://bit.ly/45lb1RB>

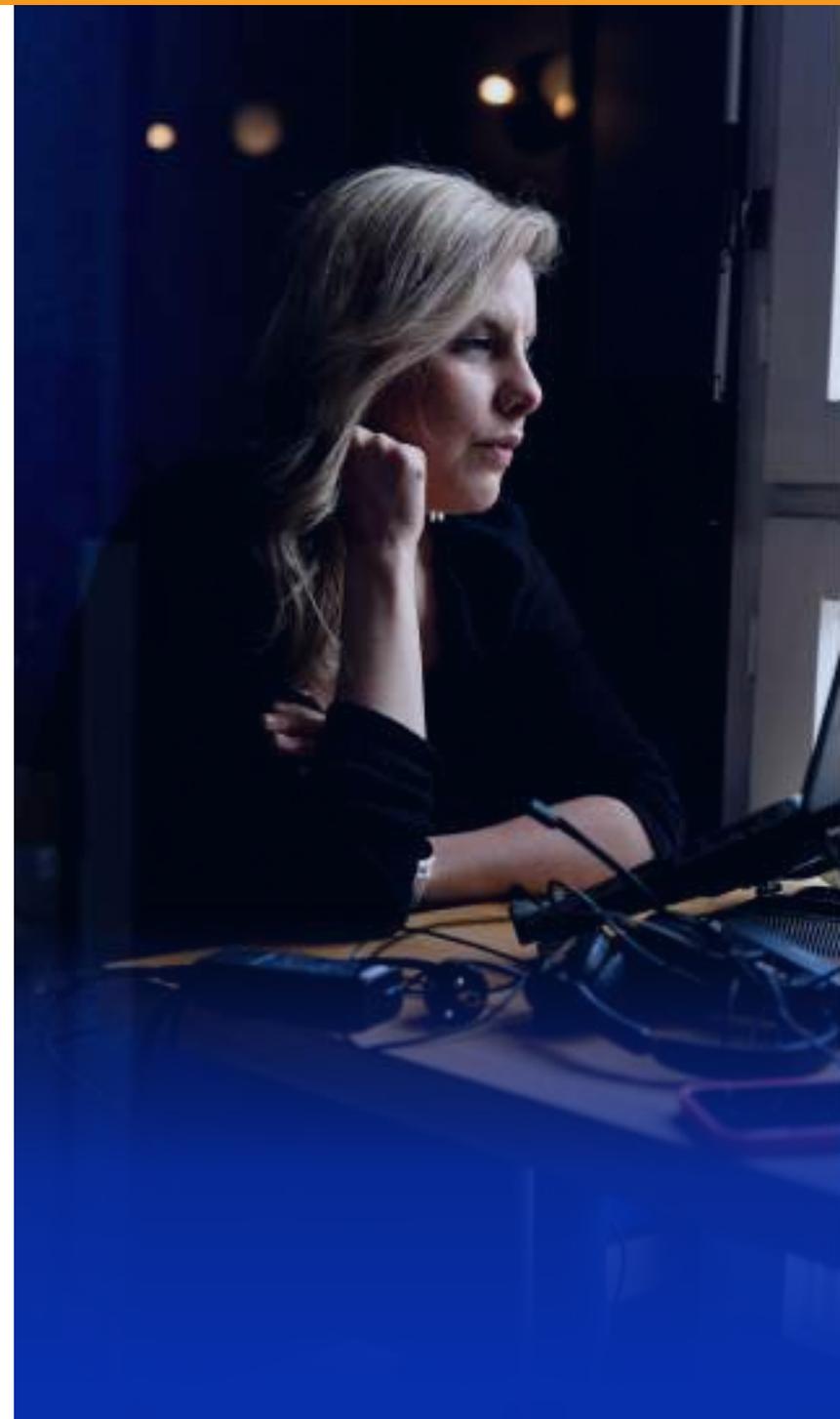
BoondManager is also available in a mobile version. Check which version works best for you.



≡ Invoicing

The invoicing process works the following way:

1. You create the invoice for the month at the end of that month.
2. You save the invoice in a pdf document and send it to the following e-mail address: suppliers.pld@alter-solutions.com on the 2nd day of the following month at the latest, together with any business trip costs and confirmation of hours accepted by the client.
3. Each document sent -both invoice and costs - should be named with the name of the consultant. Business travel expenses are added to the invoice as a separate item and as a net amount to which VAT is added. In addition, we place any confirmation of expenses incurred (scans of receipts) in the Expenses section of the BoondManager system.



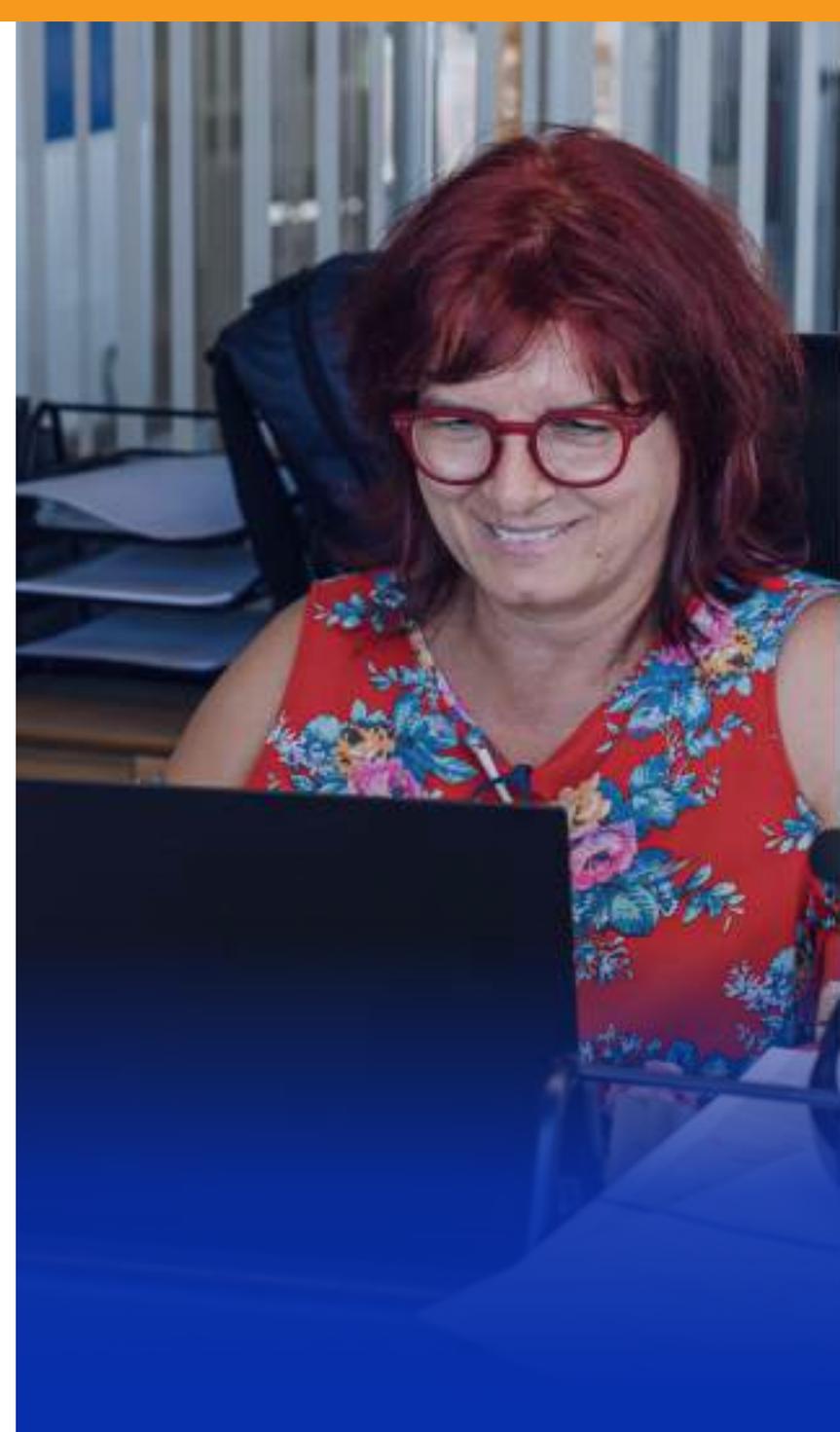
≡ Invoicing

INVOICE

The invoice should include the following information:

- Date of invoice and issuance of the document
- Details of the seller and buyer
- Description of the service performed
- Number of hours or days reported in the system
- The rate of the consultant in accordance with the Agreement
- Method of payment, bank account number, Swift and due date in accordance with the Agreement

Any delay in the delivery of invoices, bills may result in delayed payment. If you have questions about payment, please contact us: iaurie@alter-solutions.com



≡ Conclusion

Ready to enjoy your new challenge?

We hope that reading these pages will facilitate your integration into our society. We have tried to present to you, as completely as possible, the state of mind of Alter Solutions and our vision of day-to-day work.

This Alter book is not exhaustive and only asks to be enriched by your experiences or your ideas on how-to live-in business. So don't hesitate to let us know.

We sincerely hope that our collaboration can be a sharing of good practices and a human exchange, through the projects that we will carry out, together. We are at your disposal to discuss all the subjects that are important to you.

See you soon!

Fanny and the entire Alter Solutions team





Thanks

ALTERSOLUTIONS
act digital group