

ANTALIS CORPORATE SOCIAL RESPONSIBILITY REPORT



2014

antalis 
Just ask Antalis

ANTALIS IN FIGURES

Antalis, the European leading distributor of paper, packaging solutions and visual communication products for professionals

5,585 EMPLOYEES

NUMBER
OF CUSTOMERS
120,000

118
SITES

WORLDWIDE

TURNOVER
2014

2,585 €
Billion

20%

MARKET
SHARE
EUROPE

MATERIAL
FOR  **VISUAL
COMMUNICATION**
41,500 PRODUCTS

VOLUME OF PAPER



1,815 MILLION
TONNES

WAREHOUSE
CAPACITY



832,000
SQUARE FEET

14,000

ORDERS / DAY
IN THE WORLD

PACKAGING

7,280
PRODUCTS



44

COUNTRIES
COVERED

A GLOBAL COMPANY



UNITED
KINGDOM
IRELAND
SOUTH

antalis ^{EM}
Just ask Antalis

IRELAND
SOUTH
WEST
MIDDLE
CENTRAL,
& EAST EUROPE
MEDIC & EAST
SOUTH AMERICA
ASIA PACIFIC





WESTERN EUROPE

- Belgium
- France
- Luxembourg
- Netherlands
- Portugal
- Spain



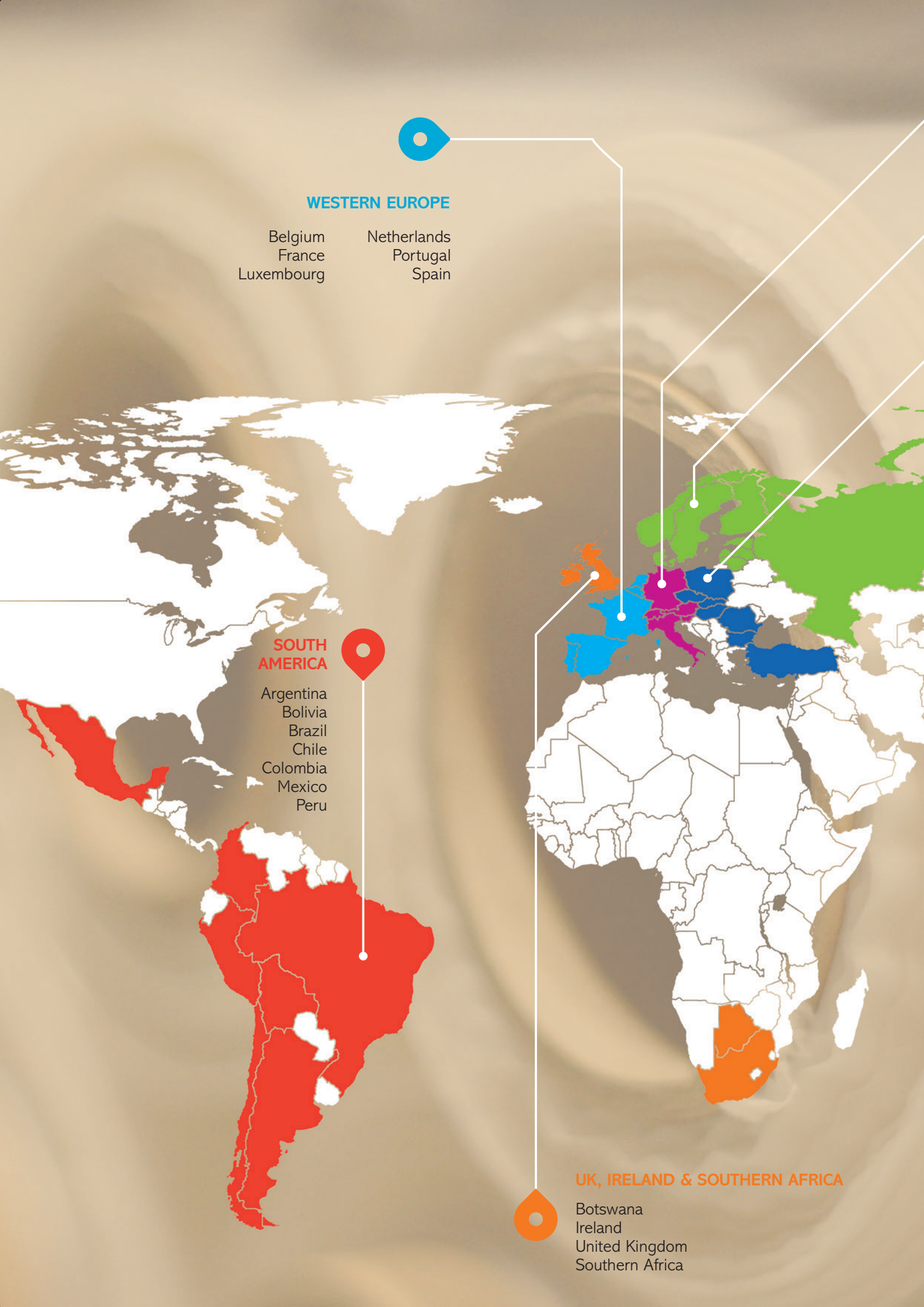
SOUTH AMERICA

- Argentina
- Bolivia
- Brazil
- Chile
- Colombia
- Mexico
- Peru



UK, IRELAND & SOUTHERN AFRICA

- Botswana
- Ireland
- United Kingdom
- Southern Africa



MIDDLE EUROPE

Austria
Germany
Italy

Slovenia
Switzerland

NORDICS, BALTICS & RUSSIA

Denmark
Estonia
Finland

Latvia
Lithuania
Norway

Russia
Sweden

CENTRAL, SOUTH & EAST EUROPE

Bulgaria
Czech Republic
Hungary

Poland
Romania

Slovakia
Turkey

ASIA PACIFIC

Australia
Bangladesh
China
Hong Kong
India

Indonesia
Malaysia
Pakistan
Singapore

South Korea
Sri Lanka
Taiwan
Thailand

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FOREWORD

What does Corporate Social Responsibility mean for Antalis?

H. Poncin: Our overall goal as a company is to be profitable in a responsible way. CSR is how we make that happen in our day to day business, making sure everything we do is consistent with our values and works for all our stakeholders. We need to offer our employees a safe place to work and an environment in which they thrive and develop. We strive to develop relationships with our suppliers to make the whole supply chain both responsible and 100% traceable for our customers. They want a choice of eco-responsible products and services that minimize impact on the environment.

Our responsibility is to bring our customers tools to enable them to make responsible choices. CSR supports our group to improve its economic performance, even in difficult times, by helping us manage the different risks and opportunities to which we are exposed.

What are the main CSR priorities and action plans for Antalis?

O. Guichardon: Our CSR strategy builds on the work of our parent company, Sequana. Based on the ISO 26000 framework, it has helped us carry out several actions in 2014:

Traceability guarantees

A new online platform collects information from our supply chain, including a risk assessment of all sourcing, to help ensure 100% of our wood-based supply is legally sourced and that we continuously increase the share of certified materials.

Green product offer

It is our responsibility to encourage our customers to choose eco-responsible products. Our Green Star System™ is a clear, simple grid that gives people the information they need.

Employee Safety

Each of our 5,585 employees in 44 countries has the right to a safe working environment.

We have initiated a major action plan including training, and a series of protection measures to be implemented in our warehouses.

Training and development

New online tools will allow our employees to access training so they can develop their skills, communicate more easily and share information more effectively to secure a better future for themselves, our company, and the world we live in. In that spirit we are pleased to present this first Antalis Group CSR Report. We believe it is a vital record of activities, plans and aspirations of which our company should be proud.

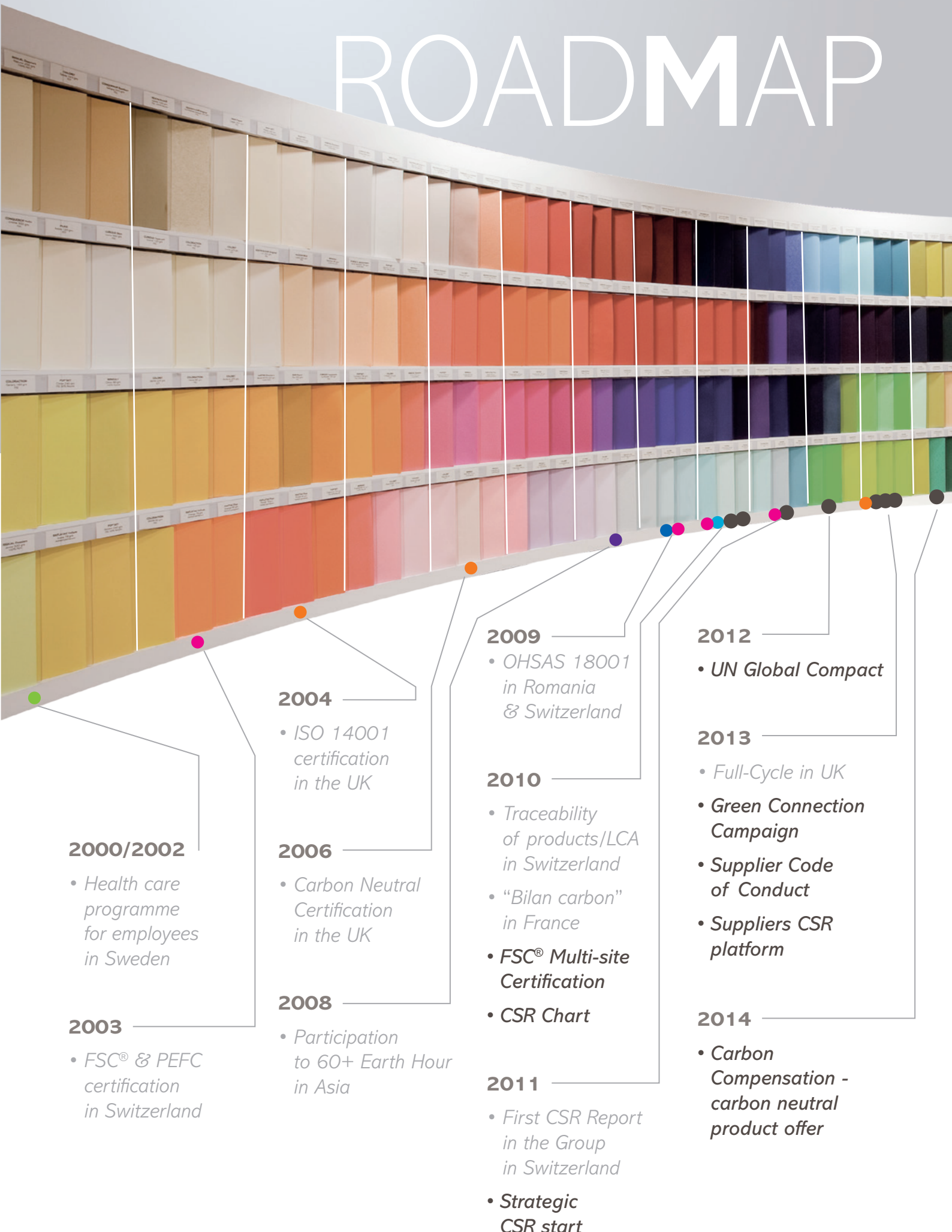
“HAVING A CLEAR AND AMBITIOUS CSR STRATEGY THAT IS FULLY EMBEDDED INTO OUR BUSINESS MODEL IS KEY FOR THE FUTURE OF ANTALIS”

HERVÉ PONCIN

OLIVIER
GUICHARDON
CORPORATE SOCIAL
RESPONSIBILITY
DIRECTOR, SEQUANA

HERVÉ
PONCIN
COO ANTALIS

ROADMAP



2000/2002

- Health care programme for employees in Sweden

2003

- FSC® & PEFC certification in Switzerland

2004

- ISO 14001 certification in the UK

2006

- Carbon Neutral Certification in the UK

2008

- Participation to 60+ Earth Hour in Asia

2009

- OHSAS 18001 in Romania & Switzerland

2010

- Traceability of products/LCA in Switzerland
- "Bilan carbon" in France
- FSC® Multi-site Certification
- CSR Chart

2011

- First CSR Report in the Group in Switzerland
- Strategic CSR start

2012

- UN Global Compact

2013

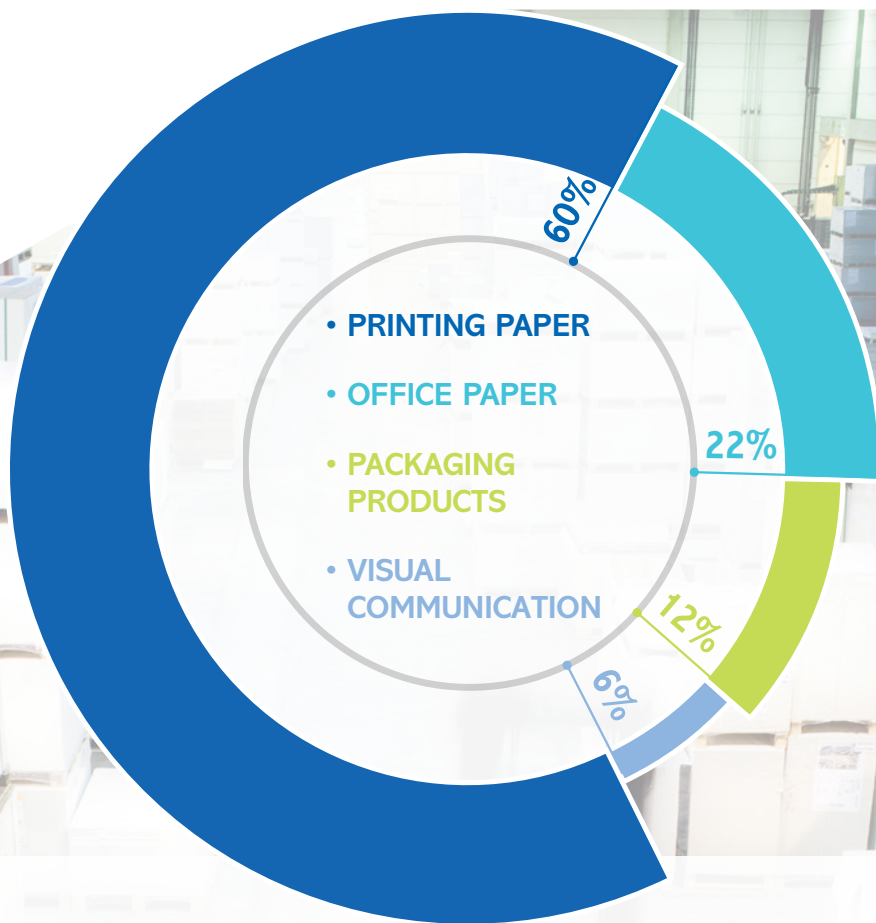
- Full-Cycle in UK
- Green Connection Campaign
- Supplier Code of Conduct
- Suppliers CSR platform

2014

- Carbon Compensation - carbon neutral product offer

- Local initiative
- Group initiative

OUR 4 BUSINESS AREAS



PRINTING PAPER

Antalis offers printers, graphic designers, editors and advertising agencies the widest range of products on the market in coated and non-coated paper, creative paper and envelopes, speciality paper (carbonless, self-adhesive paper, etc.), graphic supplies and a wide range of ad hoc services and solutions.

OFFICE PAPER

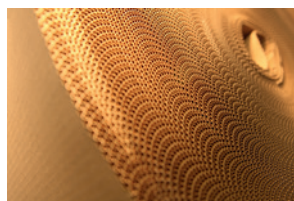
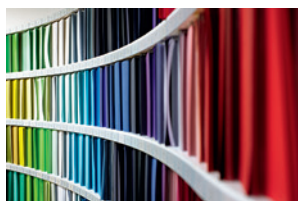
Antalis distributes its comprehensive range of papers (for photocopiers or printers) and envelopes adapted to the very latest printing techniques (ink-jet, laser, and digital) to large companies, government organisations and resellers (central purchasing bodies, and procurement centres, office supply dealers and retailers).

PACKAGING PRODUCTS

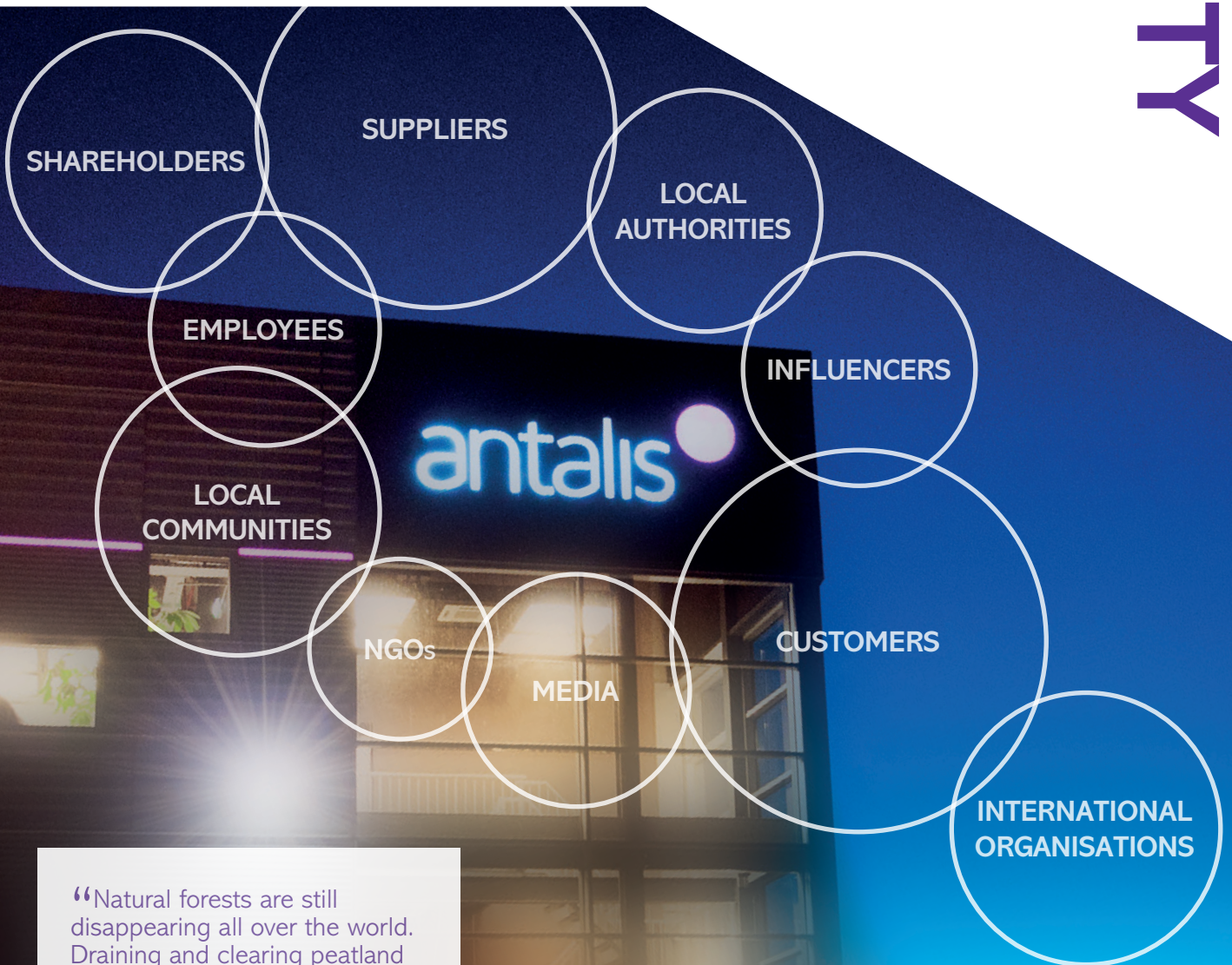
Antalis provides consumables, machines and services to ensure the protection of goods during transport and storage to a varied clientele, which includes: industrial companies, small and medium-sized businesses and printing firms. Its offer includes standard products (including craft paper, bubble wrap, cardboard boxes, strapping and packaging machines) as well as ad hoc logistics, and technical solutions, particularly for the export and protection against corrosion of industrial goods.

VISUAL COMMUNICATION

Visual Communication targets graphic art specialists conducting promotional advertising or information campaigns. Antalis distributes a wide range of products (cardboards, plastics and papers) for posters, point of sale advertising, signage, store and car window displays, and banners adapted to the different printing techniques required. These could be screen printing, UV offset or digital printing.



OUR COMMUNITY



“Natural forests are still disappearing all over the world. Draining and clearing peatland forests has many devastating effects including drying out peatland, lowering water tables, and creating a huge tinderbox where fires can take hold. Everyone working with wood and wood products has a strong responsibility to source their raw materials responsibly. Greenpeace appreciates Antalis’s policy not to trade with any company participating in deforestation and welcomes its decision to apply it to specific non-complying companies.”

JÉRÔME FRIGNET
GREENPEACE FRANCE

NGOs

Antalis works and dialogues with many NGOs to improve our processes and our products, but also to enhance the living conditions, environment and opportunities for people around the world.

SUPPLIERS

Antalis expects suppliers to be open, positive and committed to sustainable production. We enjoy close relationships with all our major suppliers, which helps us ensure that they are meeting the standards we, and our customers expect.

INFLUENCERS

In our digital age, the role of influencers is becoming increasingly important in shaping opinion, forming strategy and enabling action. Antalis works to identify and form positive, open relations with influencers including journalists, academics and bloggers to help us both learn more about the issues that matter to people around the world, and to promote our company’s sustainability initiatives.

CSR 4 PILLARS

GOVERNANCE

ENSURE APPROPRIATE CSR GOVERNANCE AT ALL LEVELS OF THE GROUP

1 CSR POLICY & NETWORK

Development of a CSR policy with related reporting processes and networks, both at group and business entity level

2 BUSINESS ETHICS

Implementation of clear ethical policies in order to respect legal requirements on good business practices

8 INITI

NATURAL RESOURCES

AIM TO MANAGE AND USE RESOURCES IN A SUSTAINABLE WAY

3 TRACEABILITY

Improvement of product traceability in order to reduce 'risky' supply sources, increase responsibility in raw material consumption, and optimise the waste supply chain. The aim is to create circular economy solution

4 ENERGY

Improvement of energy consuming processes within the manufacturing and distribution, in order to increase energy efficiency, and develop alternative sources of energy

5 WATER

Improvement of water management related to manufacturing and distribution, in order to reduce water consumption, and improve water discharge quality

ACTIVITIES

PEOPLE

DEVELOP AND EMPOWER ALL OUR EMPLOYEES IN A SAFE ENVIRONMENT

6 HEALTH & SAFETY

Assurance of a safe and healthy working environment for all employees

7 SKILLS & DIVERSITY

Development of a policy to capitalise on skills and knowledge, and to attract and retain talented employees. Work on reinforcing diversity inside the group



PRODUCT OFFER

DRIVE OUR CUSTOMERS TOWARDS RESPONSIBLE PRODUCTS

8 SUSTAINABLE PRODUCTS

Communication around environmental issues and product performance to educate and inform the consumer, and development of new eco-responsible products and services





GOVERNANCE

CSR POLICY & NETWORK, BUSINESS ETHICS

**“THE GROUP
AIMS TO MAKE
PROFITABLE BUSINESS
IN A RESPONSIBLE WAY”**

PASCAL LEBARD, CEO SEQUANA



**OLIVIER
GUICHARDON**

**CSR DIRECTOR,
SEQUANA**

GOVERNANCE

The Group aims continually to strengthen and consolidate its governance processes, and to use its financial and natural resources and its human capital in a responsible, sustainable manner.

Through its systematic representation in the Executive Committees, the CSR function has been represented at the highest level of group decision-making since 2012. Antalis has a designated CSR representative in each region acting as the bridge between their specific part of the business and the group, sharing best practices around the world and around the company.

Non-financial reporting processes have been fully reviewed to ensure this type of reporting is progressively embedded into our financial reporting. Since 2011, all HR reporting has been included into the financial reporting tool. This ensures a higher quality of data. Furthermore, this information is audited by external auditors and appears in the Annual Report and Registration Document.

In 2012 a new environmental, energy and transport reporting process was developed for every one of the group's 100 warehouses.

HOW WAS THE ANTALIS CSR STRATEGY BORN?

What is Antalis's responsibility in terms of the way we conduct our business? What are the main environmental, social and governance topics upon which we should focus in order to fully integrate our values into our business model? From these questions came the global CSR strategy of the Sequana group, parent company of Antalis.

Corporate Social Responsibility now extends across every area and every department of our business. It includes our determination to reduce our impact on the environment, our commitment to conforming to different regulatory requirements, and our willingness to create more value through the development of our people and capital, and anticipating market demands. CSR is now a key, and ever growing element in all of our everyday work and interactions with stakeholders, customers and suppliers.

ISO 26000



In order to formalize its CSR strategy, Antalis has adopted the ISO 26000 framework.

This international standard is dedicated to Corporate Social Responsibility through seven core subjects:

human rights, labour practices, fair operating practices, consumer issues, the environment, community involvement, and organisation.

These guidelines helped the group to define, refine and structure its global CSR strategy.

PHILANTHROPY

Philanthropy is an important part of our global responsibility commitment. Antalis is active in sponsoring environmental, social, educational, health, and other social activities and programmes. We are proud to sponsor many local programmes across the group; including Johannesburg Child Welfare in South Africa, Breakthrough Breast Cancer in the UK and the RéciproCité programme at our Paris Headquarters.



NATHALY KRATZER
CSR MIDDLE EUROPE & QUALITY MANAGER



MATTHEW BOTFIELD
UK & IRELAND ENVIRONMENT MANAGER

CHRISTINA NORDFELDT
GLOBAL CHAIN OF CUSTODY MANAGER



FOCUS

UNITED NATIONS GLOBAL COMPACT



As a public commitment to some of our core business values, Antalis joined the United Nations Global Compact in 2012. This means that the group has formally committed to respect the ten Principles, listed below, of this organization, and to report annually on its progress.

The ten Principles of the UN Global Compact are to:

- Contribute to the protection and respect of human rights
- Ensure no complicity in violations of human rights
- Respect freedom of association and recognize the right to collective bargaining
- Contribute to the elimination of all forms of forced or compulsory labour
- Assist in the abolition of child labour
- Fight against discrimination in employment and professional activity
- Adopt a position of environmental responsibility
- Undertake initiatives to promote greater environmental responsibility
- Encourage the development and use of environmentally friendly
- Work against corruption in all its forms, including extortion, bribery and kickbacks

CSR POLICIES AND COMMITMENT

In order to fully embed CSR within our operations and supply chain, Antalis also communicates its environmental and ethical commitments through the Antalis Sustainable Charter and Supplier code of conduct. These documents are available for public download at www.antalis.com or via our national websites.

AS A RESPONSIBLE COMPANY, ANTALIS IS CONCERNED WITH BOTH **GOVERNANCE** - THE WAY WE EMBED CORPORATE SOCIAL RESPONSIBILITY INTO OUR BUSINESS AND ENSURE ACCURATE, CONSISTENT REPORTING - AND OUR **BUSINESS ETHICS**.

ETHICS

Antalis has a clear vision of corporate governance: it is the means by which we can make our business both profitable and responsible. In order to achieve this, we have a code of business ethics that allow us fully to embed the notion of responsibility into our strategies, our processes and our day to day work.

As part of the Sequana Group, Antalis has adopted strict corporate governance policies and procedures aimed at ensuring maximum transparency in decision making, strategy and associated actions.

CODE OF CONDUCT

All Sequana companies and employees are bound by a clear, comprehensive code of conduct that sets out exactly how they are expected to do business:

- **Abide strictly to all applicable laws and regulations**
- **Build and maintain clear, fair, honest and lawful relations with business partners**
- **Diligently apply competition rules**
- **Respect confidentiality and insider trading rules**
- **Commit to safety and safe working practices**
- **Respect and dignity in work**
- **Adhere to environmental principles**
- **Follow the principles of the UN Global Compact**

A training program will be offered and will set out the code of conduct to all employees, and makes it clear that following and applying the code is not an option, but a fundamental requirement for all of us.

NATURAL RESOURCES



TRACEABILITY

74.40%

OF PAPER PRODUCTS ARE

FSC® OR PEFC CERTIFIED

6.5%

OF PAPER PRODUCTS ARE

RECYCLED



MYRMEX SUPPLIER

181

KEY SUPPLIERS ON MYRMEX PLATFORM



1 500

COMPLIANCE DOCUMENTS STORED



23 000

SUPPLIERS INFORMATION CENTRALIZED



* in volume

FORESTS AREN'T SIMPLY A RESOURCE, THEY ARE ALSO A VALUABLE PART OF OUR ECOSYSTEM, OFFERING A HABITAT FOR MANY SPECIES, A HOME FOR FOREST PEOPLE, AND A VALUABLE LEISURE RESOURCE FOR MILLIONS. ANTALIS HAS A RESPONSIBILITY TO MAKE SURE THAT ALL RAW MATERIAL SOURCING IS COMING FROM LEGAL, SUSTAINABLE NATURAL RESOURCES.

By maintaining forest areas sustainably, we can protect forest people and species, maintain a healthy forest environment and make wood available for paper, furniture making, fuel, and its countless other uses. Furthermore, healthy forests play an important role in reducing CO₂ levels in the atmosphere.

Most paper products are produced either from wood or recycled fibres, which means that our industry is directly linked to the sustainable management of renewable resources.

Antalis prioritises products made out of recycled fibre, and we ensure all virgin (ie non-recycled) materials we use in our paper are 100% traceable and are not from protected sources such as Mixed Tropical Hardwood. This means we strive to offer our customers valuable guarantees regarding the legality and sustainability of our paper.

Antalis considers it has a responsibility to guarantee responsible sourcing through traceability. We need not only to be sure that we are not involved in deforestation or unsustainable sourcing, we need to be able to prove it.

Antalis has developed a dedicated strategy and has specific tools on these topics:

- Sourcing policy
- Multisite certification
- Online supplier platform

SOURCING POLICY

Our new sourcing policy was introduced in 2012. It is based upon a commitment not to source wood based products from unsustainable resources.

We do not procure fibre or paper coming from wood which has been:

- Illegally harvested.
- Logged in protected areas or areas currently undergoing official processes of designation for protection, unless the logging is clearly in line with national conservation regulation.
- Harvested in forests where High Conservation Value has been defined by the High Conservation Value Resource Network (HCVRN), and duly interpreted through balance stakeholder processes.
- Sourced from areas undergoing conversion from forest or other wooded ecosystems, to plantation or non-forest uses, unless such conversion is justified on grounds of net social and environmental gain.
- Harvested in violation of traditional rights or civil rights.

“ANTALIS AIMS AT BRINGING TO ITS CUSTOMERS TOTAL TRANSPARENCY AND TRACEABILITY ON ITS PRODUCTS AND GUARANTEES RESPONSIBLE RAW MATERIAL IN ALL SOURCING”

OLIVIER GUICHARDON, CSR DIRECTOR, SEQUANA

FOCUS

MYRMEX – SUPPLIER INFORMATION EXCHANGE

In order to simplify the flow of information with suppliers, Antalis has created the MYRMEX online platform. Suppliers provide data on:

- Compliance with certifications and laws affecting the products we source from our suppliers.
- Suppliers' attitudes towards the environment and social (ie. Labor law and human rights) and ethical responsibilities.
- Any chemical substances and base materials used in the supplied products and their compliance with regulations.

This secure, confidential database offers Antalis and its partners alike simple, quick access to information, including traceability, that can help them improve CSR performance. Since the database was created in September 2013, we have targeted and engaged with some 200 suppliers, who together account for 90% of our purchasing volume.

EU TIMBER REGULATION (EUTR) COMPLIANCE



All wood-based products imported into the European Union must be accompanied by a due diligence and risk assessment report that includes details of the tree species used and the source of the wood. Our responsibility is to ensure that we fully comply with this important legislation.

MULTISITE FSC® AND PEFC CERTIFICATION

Antalis is the first merchant in the market to have set up a multisite FSC® and PEFC certification to ensure full traceability and transparency through the entire supply chain, ensuring compliance from forest to warehouse. Audits are performed on logistics (labelling, separate product storage, delivery) as well as information systems (including referencing and product categories) and marketing and sales processes such as the use of logos and training. All certified countries are required to meet the same environmental requirements for their customers.



NATURAL RESOURCES

4 & 5

ENERGY & WATER

WAREHOUSE TOTAL
TONNAGE OF CO₂ EMISSIONS :

24.8
million tons

EMISSIONS CO₂



16 WAREHOUSES
ISO 14001
CERTIFIED

27

WAREHOUSES
ISO 9001
CERTIFIED



11 WAREHOUSES
OHSAS 18001
CERTIFIED

ALONGSIDE THE ORIGINS OF ITS RAW MATERIALS, THE USE OF ENERGY AND WATER DURING THE MANUFACTURING PROCESS IS A KEY ENVIRONMENTAL IMPACT OF PAPER. ANTALIS, TOGETHER WITH ITS SISTER MANUFACTURING COMPANY ARJOWIGGINS AND THE OTHER MEMBERS OF THE PULP AND PAPER SECTOR, IS COMMITTED TO TAKING FULLY INTO CONSIDERATION THE USE OF THESE SCARCE, FINITE RESOURCES IN ITS PRODUCT OFFER.

Since Antalis is not a paper manufacturer, we have no direct control over the use of energy and water in paper manufacture. Nevertheless, we actively promote the most responsible products; especially recycled products, which use around a third of the water and energy to manufacture compared with products from virgin pulp, and cause between 20% and 50% less of the CO₂ emissions.

Though Antalis wants to be the leader in eco-responsible paper products, we are proud to be part of an industry which is making a concerted effort to be more environmentally responsible. For example, in Europe 95.2% of electricity used in paper mills is now produced onsite using the energy efficient combined heat and power method. Energy consumption of European paper mills has decreased by 4.7% in the last two years.

ENERGY

Energy accounts for 16% of costs across our industry, so there is a business as well as environmental benefit to cutting energy use. Since 2008, the paper industry is reducing energy use through more efficient processes along the entire supply chain; extraction, production, transport, and more. In total, it has reduced its net energy use by 20% in that time, and there is scope for even more improvement in the years to come.

WATER

Water has always been a crucial resource in the papermaking process. Over the past two decades, pulp and paper mills have been reducing their intake of freshwater dramatically by 20% in total volume, and by 47% in terms of cubic meters used per tonne of product.

(source CEPI 2014)

Despite the advances Antalis and other companies in our sector have made in water, energy and other resource efficiency improvements and environmental protection initiatives, many people still think the paper industry uses an excessive amount of natural resources - especially when compared to digital communications.

Issues like illegal logging, water wastage, and high power consumption have been used as arguments against our industry. Though 30 years ago many of these arguments would have been valid, the paper industry is now one of the sectors that has done the most to ensure sustainable use of natural resources.

Today, the water coming out of mills is often cleaner than the water going in. Forests are sustainably managed and emissions into the atmosphere massively reduced. There is of course still work to do, but today our industry is cleaner and more responsible than ever before.



“PLANTED FORESTS CAN BE ENVIRONMENTALLY SOUND SOURCES OF RENEWABLE ENERGY AND INDUSTRIAL RAW MATERIAL”

WWF, LIVING FOREST REPORT 2012, CH 4

HERE ARE A FEW FACTS ABOUT THE ENVIRONMENTAL IMPACT OF PAPER THAT MIGHT SURPRISE YOU:

READING THE NEWS

ONLINE
FOR
3 min

CONSUMES MORE ENERGY THAN

PRINTING A
NEWSPAPER

OVER THE PAST 20 YEARS

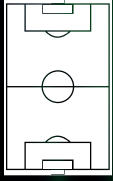
EUROPEAN FOREST AREA

HAS INCREASED

BY THE EQUIVALENT OF

1.5M

FOOTBALL FIELDS EVERY YEAR



FORESTS CAPTURE AROUND

15% of the

CO₂

IN THE ATMOSPHERE

EVERY YEAR

IN EUROPE MORE THAN


99% OF THE WOOD

used for **PAPER PRODUCTION**


comes from **SUSTAINABLY MANAGED FORESTS**

SENDING

1 INVOICE BY E-MAIL



CREATES AS MUCH CO₂ AS PRODUCING AND SENDING



15 PAPER INVOICES

Source available: www.antaldis.com/environment



PEOPLE

6

HEALTH & SAFETY

THERE'S A SIMPLE RULE AT ANTALIS WHEN IT COMES TO OUR WORKPLACE; **SAFETY FIRST AND ALL THE TIME**. IT'S THE HEADLINE OF THE COMPANY'S VISION TO BE A WORLD CLASS LEADER; NOT JUST IN THE DISTRIBUTION OF PAPERS, PACKAGING AND COMMUNICATION SUPPORT MATERIALS, BUT ALSO IN THE CREATION OF AN ENVIRONMENT WHERE HEALTH & SAFETY (H&S) COMES FIRST.

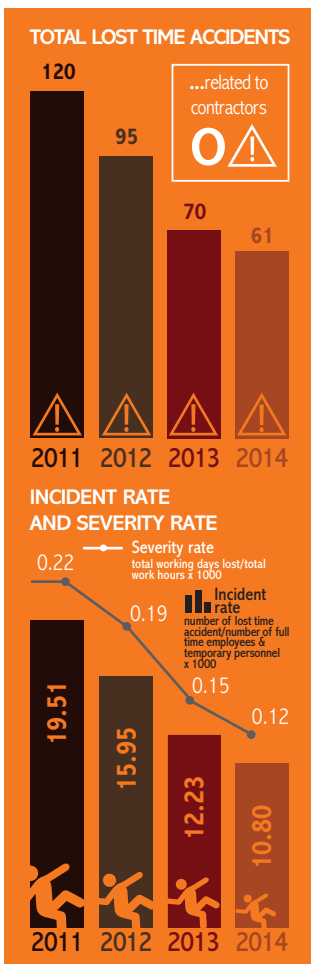
SAFE BEHAVIOUR

Finally, we must create a culture of safe behaviour. Safe procedures and education are worthless unless we can shift people's attitudes so H&S becomes automatic. We aim to continuously improve our H&S standards in order to create a truly safe, healthy and productive working environment at Antalis - in our warehouses, our offices and on the road.

THE GOLDEN RULES – HEALTH AND SAFETY MADE SIMPLE

In our quest to make Antalis an accident-free company, we have introduced ten easy to follow **GOLDEN RULES** that together make it simple to keep everyone safe and healthy at work:

- 1 I RESPECT THE RULES
- 2 I MOVE SAFELY
- 3 I KEEP MY WORKPLACE CLEAN AND TIDY
- 4 I NEVER DISABLE A SAFETY DEVICE
- 5 I ONLY ACT IF I AM FULLY TRAINED AND AUTHORIZED
- 6 I ALWAYS STOP AND THINK BEFORE I ACT
- 7 I CHECK THAT ALL EQUIPMENT IS CORRECTLY ISOLATED TO PREVENT UNEXPECTED RISKS OUTSIDE NORMAL OPERATIONS
- 8 I STOP WORK THAT IS UNSAFE
- 9 I NEVER WALK PAST AN UNSAFE ACT OR SITUATION
- 10 I GET INVOLVED IN IMPROVING SAFETY



We believe in a work environment free of occupational accidents, where H&S has a positive impact on employee wellbeing and performance. We are working to make it happen, with a four-pillar approach to promoting safe working practices and individual health.

ENGAGEMENT OF SENIOR MANAGEMENT

H&S is a question of leadership, exemplarity and visibility. We have to ensure that our key decision makers are fully committed to develop a positive H&S culture and achieve the highest standards.

COMMUNICATION AND EMPLOYEE ENGAGEMENT

H&S is also a question of enabling people at their workplace to establish proper ownership and make them act both for their own safety, and that of others. H&S is a subject upon which we can all agree, built on a foundation of respect for everyone in the company.

OPERATIONAL EXCELLENCE

As zero risk doesn't exist, the aim is to implement a risk culture in a safer workplace. It starts by empowering people to recognize and spot potential issues and deal with them to control or overcome the risk. We place our people in the right working environment and give them the knowledge and skills they need to be able to act safely in any circumstances.



OHSAS 18001

OHSAS 18001 is an international standard for occupational health and safety management systems. Its system is a reference for all kinds of organisations to put in place a sound occupational health and safety performance and make sure the employees are secure while working.

Our rules and guidelines follow this standard, and we are working hard to roll out many activities to be able to certify more of our locations. We have started in 2009 with the first two warehouses being certified; Romania and Switzerland. Currently 11 sites are certified worldwide. Every year, as the figures show, we have improved our working environment.

Our Mission is to offer all employees a safe and secure working place. This is our priority.



**GILLES
BOTALLA-BATTISTINA**
SAFETY MANAGER
ANTALIS GROUP

> INTERVIEW

SAFETY IN TODAY'S BUSINESS IS KEY. HOW DO YOU ACHIEVE IT IN THE OFFICES AND WAREHOUSES?

We started by measuring H&S elements and communicating about concrete situations in our warehouses. We helped people understand the risks they faced, which created many opportunities. The communication and engagement processes (newsletter, mottos, campaigns, guidelines, training, rules) were certainly one of the most successful and positive activities we have initiated. This helps each employee to understand their level of risk exposure, as well as the importance of the stakes.

HAVE YOU SEEN IMPROVEMENTS SINCE THE START OF YOUR CAMPAIGN?

In just five years we have cut workplace accidents by 53%, reducing days lost by 44%. Beyond the figures, safety is becoming automatic. From being seen as a hindrance, we turned it into an opportunity to feel better and work more efficiently.

AND NOW, WHAT ARE THE NEXT STEPS?

There is still a long way to reach and sustain operational excellence, but we are on track and proud of it. We must learn from our daily experiences and place people centre stage. Our ambition is to make each person responsible for their own safety and the safety of others, to bring safety into all our activities, as well as to develop the health component of our commitment for a healthier and safer workplace.

**“IN ANTALIS,
AT EVERY LEVEL, THE RULE
IS CLEAR - SAFETY FIRST
AND ALL THE TIME”**

HERVÉ PONCIN, COO ANTALIS



PEOPLE

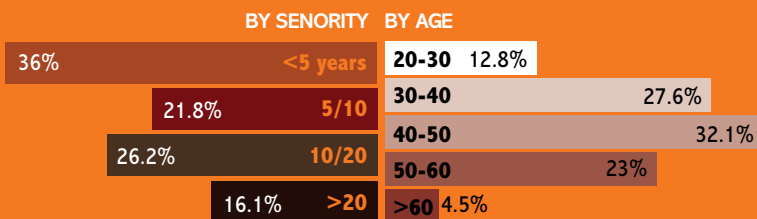
SKILLS & DIVERSITY

TOTAL NUMBER OF EMPLOYEES: **5,585**

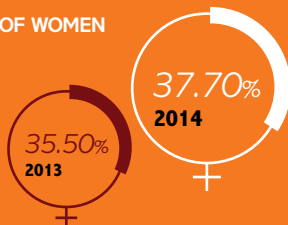
SPLIT OF EMPLOYEES BY CONTINENT

- 79.20% **EUROPE** 4,425
- 9.50% **SOUTH AMERICA** 532
- 6.80% **AFRICA** 377
- 4.50% **ASIA PACIFIC** 251

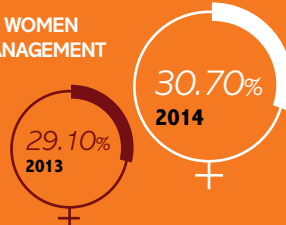
SPLIT OF EMPLOYEES



% OF WOMEN



% OF WOMEN IN MANAGEMENT



ABSENTEEISM



AS PART OF THE SEQUANA GROUP'S COMMITMENT TO EXCELLENCE, ANTALIS HAS CREATED A VISION FOR HR TO IMPLEMENT AN EMPLOYEE-CENTRED CULTURE. THIS MEANS BUILDING A BUSINESS CULTURE THAT ENSURES EVERY EMPLOYEE HAS THE ENVIRONMENT, SKILLS AND EMPOWERMENT THEY NEED TO DO THEIR BEST FOR THE COMPANY AND TO REALISE THEIR POTENTIAL. IN ORDER TO ACHIEVE THIS GOAL, WE MUST ENSURE EVERYTHING IS ALIGNED TO FACILITATE AN EMPLOYEE'S SUCCESS. IT ALSO MEANS BOTH RECRUITING THE BEST PEOPLE AND LEADERS WHO SHARE OUR VALUES AND BEHAVIOURS, AND DEVELOPING OUR OWN EMPLOYEES TO DELIVER BUSINESS SUCCESS.

SKILLS DEVELOPMENT – IMPROVING CAPABILITY AND PERFORMANCE

Employee development has continued to be a key strength for Antalis. Investments at Group and local level include a Sales Academy, Coaching Programme, the Antalis Leadership Programme, the eXcellence platform, and a range of local skills training – particularly in Health and Safety. Our eXcellence system provides a key platform for the delivery of e-learning and blended learning programmes, as well as a system to support our Performance and Development Review process. Together, this blend of traditional and e-learning skills development will improve both our organisational capability and our business performance.

IMPROVING DIVERSITY – A KEY LONG TERM STRATEGY

We recognise the importance of diversity, both in terms of societal good and the positive effects on business performance. One element of focus for diversity is to improve the balance of women in leadership positions. We are working hard to make Antalis an attractive company for current and prospective employees creating family friendly policies, employee centred working conditions and flexible working practices. Together, these factors will make Antalis an employer of choice for people from every sector of society. Over the past year we have successfully grown our own talent, with many internal promotions including several appointments of women into regional leadership positions.

DEVELOPING MANPOWER SKILLS IS CORE TO OUR HUMAN RESOURCES POLICY

In January 2013 the group set up eXcellence, an online talent management platform used throughout the group to develop employees skills through dedicated training in all spoken languages. Online training has been introduced with the launch of the platform, which has hundreds of e-learning modules available to be used by all functions, and customised to local specific needs. Topics include product knowledge, management development, all learning materials used at the Antalis Sales Academy, computer training, etc. In addition to online training, eXcellence is also used to manage all classroom training. In September 2014, almost 4,000 employees had access to eXcellence in 27 countries.

THE ANTALIS VALUES AND BEHAVIOURS MODEL

This model is a guide and a source of reference that can be used to support processes such as; individual and team development, coaching, performance management, recruitment, and the identification of talent, which together supports our culture.

Our core values are those values we believe are most important to us in the way we work and conduct ourselves. Through continuous change, these values remain constant and help us to create a positive, successful organisation.



**ANDREW
JORDAN**
HR DIRECTOR
ANTALIS GROUP

> INTERVIEW

WHAT IS THE ROLE AND IMPACT OF HR ON TODAY'S BUSINESS?

The principal role of HR in any company must be fundamentally connected to the needs of the business itself. In Antalis, the HR function partners the business to both support and drive change. Our role is an integral part of the business and has helped to deliver significant programmes that directly affect business success. We see our function as having an entirely active part to play in the future development and success of the company.

HOW IMPORTANT IS THE HEALTH AND SAFETY ASPECT FOR THE BUSINESS?

It is critical – “First and all the time”. There is no doubt that before business success comes the Health and Safety of our employees. We cannot and should not accept any injury to our employees as somehow part of the job. We work extremely hard, and often far beyond our legal responsibilities, to make sure that people are not at risk whilst working in Antalis. Our results over the past few years show we are making good progress, but we will always have more work to do.

WHAT IS YOUR VISION FOR THE NEXT FEW YEARS?

We are continuing to work to ensure all Antalis employees are in tune with our Values and Behaviours, which is a key factor in developing our Employee Centred culture. We are also developing a new communication and collaboration portal for the group, which will help all our employees to work together and have a culture that is not only employee centred, but also truly connected.

“ALL OUR EMPLOYEES ARE EXPECTED TO SHARE AND LIVE OUR VALUES AND BEHAVIOURS, WHICH WILL INCREASINGLY FORM AN INTEGRAL PART OF OUR PEOPLE PROCESSES”

ANDREW JORDAN, ANTALIS GROUP HR DIRECTOR

PRODUCT OFFER



SUSTAINABLE PRODUCTS



SUSTAINABLE PRODUCTS FOR SUSTAINABLE BUSINESSES

The goal of Antalis is to be THE eco-responsible paper merchant, and we have fully embedded this goal into both our business and our strategy. To do so, we have created the Green Connection initiative, bringing together all our related initiatives and programs to create a comprehensive offer of responsible products and services, actions, communication, and marketing tools. This includes White Paper as well as events and seminars.

Customers can easily identify these programs and actions, which are clearly labelled with a distinctive stamp. This appears on all relevant corporate communications material, product brochures, event booths, and publicity material; making a clear expression of our environmental commitments and strategy.



Antalis is determined to be the undisputed eco-responsible leader in our industry, and we are working on increasing environmental responsibility across our entire offer. For example, in packaging, we offer customers corrugated board

made from recycled paper, while in the visual communication area we are finding ways to replace plastics with paper and to replace some adhesives with more responsible alternatives.

However, paper remains the core of our business and we are concentrating our efforts on becoming the undisputed eco-responsible paper merchant, especially throughout our range of eco-responsible papers. What do we mean by eco-responsible?

We believe a credible eco-responsible paper product must take into account two elements: the origin of its raw materials and its manufacturing process.

Furthermore, we believe our products must be judged against internationally recognized standards, and should be easy for our customers to identify, understand and use to communicate their environmental efforts.

TOTAL % OF ECO RESPONSIBLE PRODUCTS

73%*

5%*



37%*



32%*



1%*



17%*



9%*



48%* of products have the European Eco label

* in volume

GREEN STAR SYSTEM™

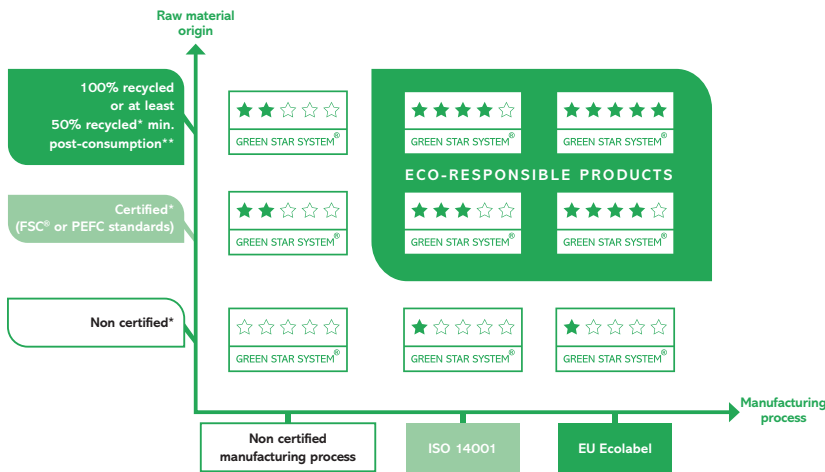
Our customers have told us that they want to make environmentally sound paper choices. We understand that, to the non-specialist, identifying products with the right balance of performance and responsibility isn't always easy due to the numerous environmental credentials.



As a response to this challenge, we created the Green Star System™ based on universally recognized standards. It converts often highly technical information about sourcing, materials and manufacturing into a simple rating anyone can understand. It's ideal for companies wishing to communicate their environmental efforts.

WHAT IS AN ECO-RESPONSIBLE PAPER?

All Antalis papers have a zero to five star rating awarded according to objective, factual criteria concerning the origins of its raw materials, and its manufacturing process. Customers and end-users choosing an eco-responsible product (i.e. one with a rating of at least 3 stars) know they are getting a product with strong environmental credentials. It makes them part of a virtuous circle of real eco-responsibility and they are free to use the Green Star System™ in their own communication.



* according to the criteria of FSC® or PEFC standards.
 ** with the remaining percentage fulfilling the requirement of FSC® or PEFC standards.

“THE GREEN STAR SYSTEM™ IS A SIMPLE AND TRUSTWORTHY WAY TO HELP OUR CUSTOMERS CHOOSE THE MOST ECO-RESPONSIBLE PAPER”

XAVIER JOUVET
 MARKETING & PURCHASING DIRECTOR, ANTALIS GROUP

THE GREEN WHITE PAPER

This tool provides concrete advice on how companies can integrate paper products into their sustainable development strategy, and enjoy the advantages of a properly managed paper sourcing policy.

To know more, go to antalis.com

DID YOU KNOW VIDEO?

Our video presentation debunks all those widespread myths about the paper industry, which is in fact, the leading user of renewable energy and contributes widely to reforestation. Three facts you may not know about paper and our industry:

- A page displayed on a screen for three minutes consumes more energy than the printed equivalent.
- An electronic invoice sent by e-mail releases 242g of CO₂, the equivalent of the production and dispatch of 15 paper invoices.
- Over the past 20 years, European forests have increased by 17 million hectares – the equivalent of 1.5 million football fields – every year.

To see the video, go to antalis.com

A photograph of a dense forest of tall, slender pine trees. The scene is misty and has a strong green color overlay. The trees are the central focus, with their trunks and branches visible against the hazy background. The lighting is soft, creating a serene atmosphere.

Together, these initiatives are the foundation of the Antalis CSR strategy. Implementing them locally at the heart of our business, every day, and at every site, is key for the future of our company. Our goal is to make sure these principles are fully embedded wherever Antalis operates.

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The mark of
responsible forestry

We market
certified products



antalıs 
Just ask Antalis