

15 COMMITMENTS TO WORK-LIFE BALANCE



recognises the fundamental importance of a balance between work and personal life, which ensures a better quality of life at work and improved performance for the company.

By signing this charter, the Group undertakes to support and promote the constructive approaches listed below, within the framework of work organisation and relations between managers and employees.

Exemplarity of managers

Managers are the primary guarantors of work-life balance and the cohesion of their teams. They must:

1. Embody, through their behaviour, the team spirit, respect, listening skills, realism and professionalism which they hope to inspire in employees.
2. Speak and act in a way that promotes and facilitates work-life balance and well-being at work.
3. Take into account individual specificities while ensuring group cohesion.

Respecting the balance between work and personal life

To create an efficient and calm working environment, managers must respect this balance for themselves and make sure to:

4. Maintain reasonable working hours for employees.
5. Plan realistic deadlines for projects and clearly define priorities.
6. Avoid asking employees to work on weekends, evenings or holidays unless under exceptional circumstances.
7. Use their entitlement to paid leave during the year and ensure that employees do likewise.

Optimising meetings

Optimising meetings ensures better management of both work and personal time.

8. Do not schedule meetings that begin before 8 am or after 6 pm, unless under exceptional circumstances and with sufficient prior notice, unless there is an emergency or specific activities, such as those with an international dimension or those that are strongly dependent on client requirements.
9. Avoid scheduling meetings at times when certain participants are unable to attend.
10. Favour the use of audio or videoconferences, and short meetings wherever possible.
11. Do not consider all meetings to be mandatory: delegate whenever possible.
12. Organise efficient meetings: clear aim, pre-defined agenda, only participants who need to be involved, concentration (no emails or telephone calls), compliance with schedule, systematic and rapid issuance of a summary of decisions taken.

Correct use of emails

13. Withstand the instantaneous draw of emails: manage priorities, set time aside to respond, disconnect in order to deal with other matters that require attention, and, where possible, favour face-to-face or telephone communication.
14. Keep the sending of emails outside of office hours and at weekends to a minimum.
15. Always be courteous, write intelligibly, and only CC people who are directly concerned.

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