

Human Resources

CHARTER

BOUYGUES



At the Bouygues group, people are our most important resource. Since their motivation and competence are key to our success and progress, the quality of human relations is fundamental. That is of everyone's concern. The Bouygues group Human Resources Charter focuses on three corporate principles: respect, trust and fairness.

In my conversations with Group employees, I often point out that respect means consideration for others. People who respect each other get along better. Respect helps build trust, which is essential to promoting efficiency and harmony in the workplace.

It is crucial to treat all employees fairly. In today's multi-faceted modern society, many talented people are eager to work for us and deserve a fair chance to do this. Discrimination is not only against the law and morally reprehensible, but also detrimental to Group performance. On the contrary, the Group has to draw on this diversity.

I am certain that our people will enforce the Bouygues principles of respect, trust and fairness because these are the best guarantees of the success and professional fulfilment of employees.

Martin Bouygues
Chairman and CEO

A handwritten signature in black ink, appearing to read 'M. Bouygues', written over a horizontal line.

RESPECT

People are the Group's most precious resource, both as individuals and as team players. The human element ranks at the top of our scale of values. It is imperative to show respect for oneself and for others. This fundamental rule applies to everybody in the Group, at all levels. All levels of management bear a particular responsibility in this regard.

Labour relations

Good labour relations should lead to a good understanding and integration of individual and collective aspirations, which is key to smooth human relations.

Health and safety

It is our duty to attend to our own health and safety as well as to that of others. This is a moral obligation for each and everyone at Bouygues, irrespective of position or grade. Safeguarding physical well-being is integral to respect, to which we are all entitled. In this respect, the Group has a right and a duty to warn.

Balance

A good work-life balance ensures respect for oneself and for others.

Solidarity

In the belief that socially responsible behaviour is a pre-condition for sustainable long-term economic performance, the Bouygues group incorporates solidarity into its strategy, and endeavours to forge links between its business activities and the places or countries where they operate.

Ethics

Each employee must take an active approach to observing the Group's Code of Ethics.

TRUST

The groundwork for the Group's success is based on clear, straightforward employee relations. Trust is built up then tested at every important stage of a career.

Induction

We start to build trust from day one, when we implement a step-by-step induction process with mentoring, training and communication. These methods quickly help newcomers feel at home, ready to share our values.

Promotion and mobility

People keep faith in an employer that recognises their qualities and promotes career development with a strong promotion and internal mobility programme. Our recruitment policy of seeking a fine balance between in-house promotions and attracting people from outside motivates employees and contributes new skills and working methods.

Dialogue

Annual appraisals and salary reviews allow employees to take stock of the previous year with their manager, in addition to their regular discussions. Annual appraisals involve making an assessment of the employee's skills, results and ability as a team player. These take the form of two-way discussions aimed at setting goals for improving performance and behaviour as well as discussing career development.

Motivation

Initiatives that motivate and promote communication encourage interaction between employees, teams and organisational structures, thereby enhancing shared values and keeping employees properly informed.

Delegating responsibility

Knowing how to delegate where appropriate helps employees work on their own and learn from experience. It is also tangible proof that their manager trusts them.

FAIRNESS

All employees are to be treated fairly. No applicant or employee receives less favourable treatment because of gender, ethnic background, religion, beliefs, disability, age, sexual orientation or nationality. This is a moral obligation as well as a corporate priority. Each person must be treated like a dignified human being.

We owe our success to the creativity of our people, enhanced by the tremendous diversity existing within the Group. We see diversity as a major asset.

Recruitment

The aim of recruitment is to find and attract the best job applicants by launching targeted internal and external communications, keeping a high profile in the community (maintaining close ties with higher education establishments, charities, etc.), implementing a strong internship policy and offering attractive pay. Recruitment criteria are based on whether candidates have the required skills, their potential for advancement as well as their aptitude to share the values of the Group. The Group refrains from all discrimination on unlawful grounds.

Information and training

Within the Group, employees benefit from information, dialogue and advice to guarantee equal opportunity, open up career prospects and build individual potential. Training programmes are designed to develop professionalism and the ability to adapt and innovate, thereby ensuring equal opportunity.

Promotion and remuneration

Our promotion and remuneration policy is also an essential part of equal opportunity. This gives each employee the incentive to meet individual career development targets. Promotion and remuneration depend on individual performance and potential as well as "market value" according to supply and demand. Irrespective of market trends, a strong remuneration policy is one of the best guarantees of success.

Dismissal

The termination of an employment contract is often difficult for employee and employer alike. It should be approached in a manner that is fair and preserves the dignity of those involved.

Transparency

All HR decisions in matters of recruitment, promotion, training and remuneration, as well as internal sanctions where appropriate, are explained to the parties concerned. Providing clear information is one way to ensure that everyone is treated fairly.