

## Safety, respect, equality and well-being at work!

### Member company

#### Aperam

### The Challenge

Showing importance to sanitary facilities such as toilets and changing/shower rooms is more than a simple hygiene and safety concern. It is a way of showing importance to the people working on our sites.

With this project, Aperam wanted to provide adequate facilities to ensure the well-being of its employees at any workplace and demonstrate the importance that the company attaches to the quality of health and welfare facilities.

### Why?

Aperam attaches great importance to the quality of health and welfare facilities as they are fundamental to the quality of working life. Qualitative, clean, easily accessible sanitary facilities (washing accommodations, toilets and changing rooms), must be provided for all people working on or visiting our sites.

Due to the age of some of our sites' infrastructures and the dirtiness inherent to some production processes, the condition of a number of changing rooms and bathrooms has deteriorated in the past years.

Some of the main issues were:

- The sanitary facilities were originally made for a strictly male population, and can thus be inadequate for the

growing female staff in production.

- Sanitary rooms in old buildings can have ventilation problems that could cause mould, we can have air draughts, lack of privacy, as well as risks of slipping and injury.

### Needed action

To solve the above-mentioned issues, Aperam defined a common standard for Sanitary facilities:

- Definition of a standard for Sanitary facilities, in consultation with the recently created Aperam Global Health Expert Circle (organ composed of mill doctors and other external health experts, Health & Safety Team, HR, and workers representatives, working together on Health topics on a global level)

This standard was validated by the Health & Safety Strategic Committee (organ composed of Mill managers and the Global Health & Safety team).

This document defines minimal standards for showers, restrooms (toilets) and dressing rooms.

Following aspects were taken into consideration:

- General design requirements for sanitary rooms
- Water (temperature etc.)
- Washing accommodations (hand washing and shower facilities)
- Toilets
- Changing rooms
- Hygiene general requirements

Particular attention was paid to the following points: definition of male/female zones, privacy, access to physically disabled people, special care for truck drivers coming to our sites, employees from external companies and visitors, hygiene plan.

- Creation of an audit grid linked to the standard, translated into 10 languages
- Setting up of audits on each site

Audits were conducted on each Aperam site with members of the local health circles (which includes staff representatives and site management) to evaluate the current situation compared to the new Aperam Standard.

The local audits gave an overview of the number of non-conformities detected

per site and allowed us to establish a first budget estimation to close all gaps.

- Definition of a local action plan to solve all issues over maximum 3 years and solve at least 15% in 2022.
- Definition and validation of Multi-year capex plans for all sites

And as from now:

- Local planning of an annual budget available for regular maintenance to ensure that this standard is maintained.
- Processing of complaints about cleanliness or defective items, issues henceforth treated as a priority by the site management.

## Action review

*Specific:* Distribution of a clear standard for all Aperam sites worldwide, as well as an evaluation grid translated in all needed languages.

The document defines minimal standards for showers, restrooms (toilets) and dressing rooms.

Any deviation from this standard will need to be approved by the divisional CEO.

*Measurable:*

- Overview of the number of non-compliance to the standard per topic and per site.
- Local action plans to solve all issues over maximum 3 years and solve at least 15% in 2022.



**Achievable:** To make sure our action plan is achievable, Aperam anticipated:

- A list of actions planned/done per site
- A priority list, to prioritize the required in initiatives
- A provisional budget estimation.

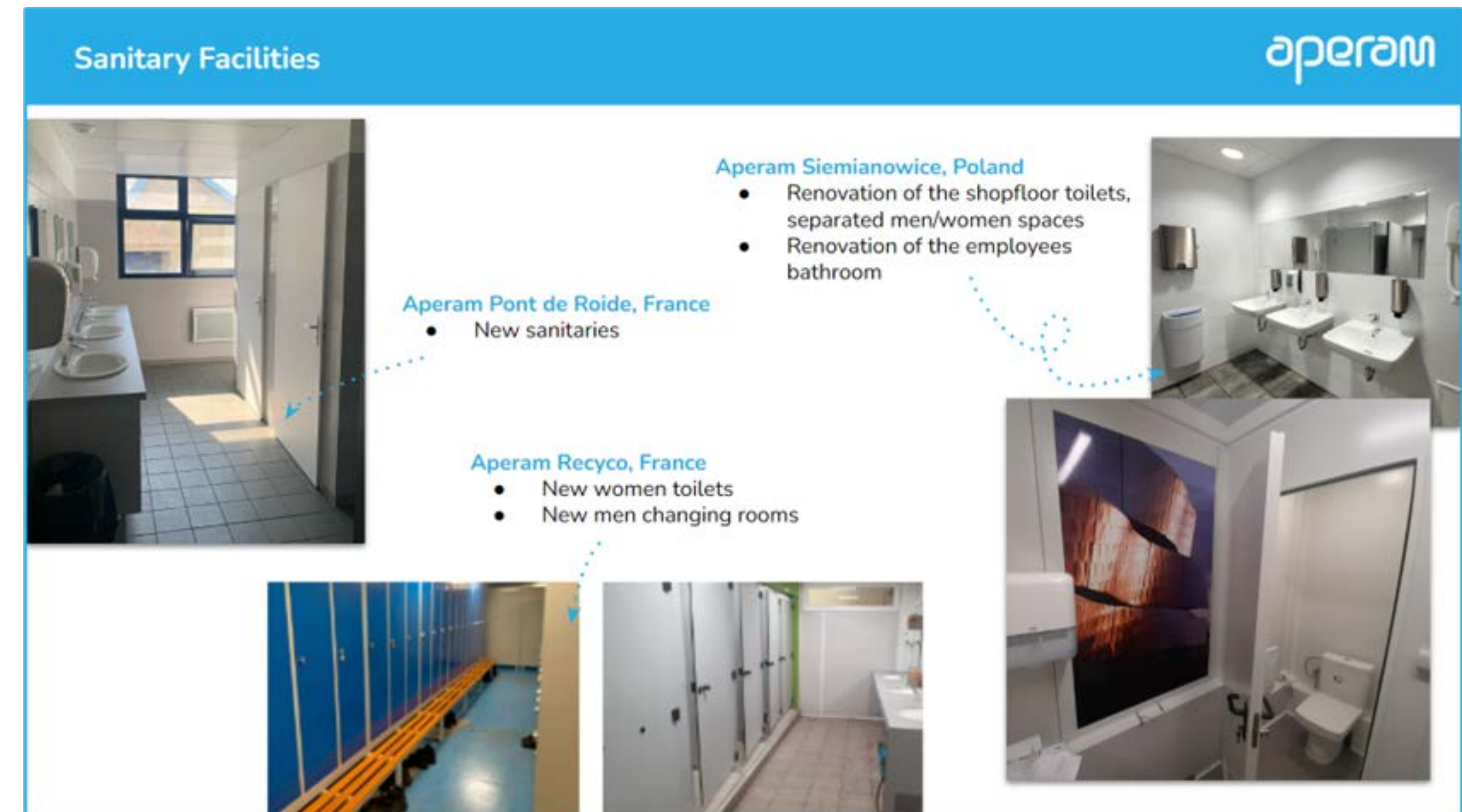
**Realistic:** As we had clear specifications and clear audit grids, the actions to implement were very clear.

Aperam sites will, as a minimum, follow the prevailing local regulations for showers, restrooms and dressing rooms. But where this Aperam standard is more demanding, then it will apply.

Here some concrete examples:

- Separate sanitary rooms shall be provided for female and male employees.


- Furnishings or structural installations in sanitary rooms must not endanger the safety and health of workers (e.g. through cutting or bumping edges or through the possibility of the accumulation of pathogens)
- In washrooms and changing rooms, effective ventilation must be ensured depending on the use. The ventilation of sanitary rooms must be arranged in such a way that no draughts occur.
- Lighting in sanitary rooms shall have a minimum luminance of 250 lx
- Floors must be slip-resistant even when wet.
- In sanitary rooms an air temperature of at least +20 °C must prevail during the period of use;
- The risk of legionella must be assessed (risk assessment) and the showers controlled accordingly.
- Water sources that are not drinkable



- should be clearly marked on taps.
- A least one shower and one hair drier for every 5 workers who may use the place simultaneously (end of shift) must be available
- There should be the possibility to use an individual and lockable shower and cubicle.
- Each shower needs to be provided with clean hot and cold water and individual

**Sanitary Facilities** aperam

- Aperam Rescal, France**
  - Reorganisation of hygienic accessories
  - Installation of hooks in the toilets
  - Installation of soap dispenser in the showers.
- Aperam Amilly, France**
  - New changing rooms for production workers, to improve comfort and well-being of employees.
- Aperam Timóteo, Brazil**
  - Inauguration of 15 restrooms for women and people with disabilities.



non-irritating soap (preferably in soap dispenser)

- There should be separated areas for keeping clean and soiled protective clothing.

- For work wear and protective clothing that has become damp during the activity, it must be possible to dry them until the next time they are used, if necessary also outside the changing

room, e.g. in an adequately ventilated drying room or with drying room or with electrically operated drying cabinets.

- It must be ensured that truck drivers, contractor employees or visitors have safe and quick access to clean toilets and washing facilities at any time (internal or provided by the external company)
- We recommend that at least one shower be provided for truck drivers.
- ...

*Time-bound:* The first target was to close all actions within one year.

Taking into consideration the different projects and the current economic situation, it has been decided to prolong the delay of realisation to 3 years (until 2024). Today we see the first

improvements made on all sites.

## Horizontal Expansion Capability

Yes definitely! Showing importance to the toilets and changing/shower rooms is showing importance to the people working on your sites. It is more than only hygiene and safety; it is also about universal issues such as well-being and respect.

The action plan and methodology we have followed can be easily imitated by other member companies who share the same issues

## Outcome

The overall appearance of our sanitary facilities greatly improved, which makes them more attractive for our workers, while offering them more comfort and privacy.

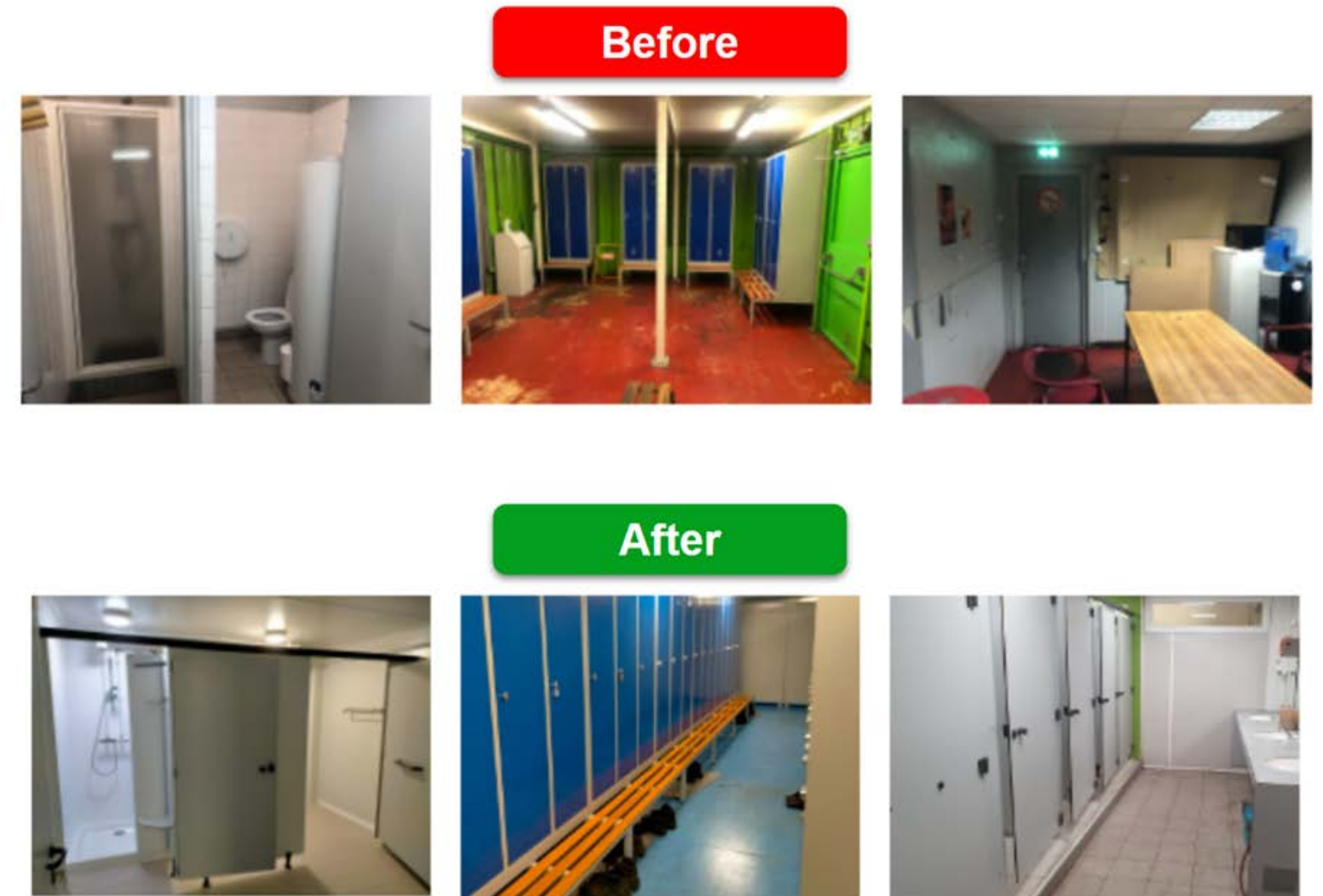
The modernised sanitary facilities offer more space for women, so the employment of more women in production is not constrained.

In addition, with the right equipment and premises, the risk of injury caused by slipping and falling is reduced, as the risk of catching cold (due to draughts, etc.).

The motivation of our people has increased, and Aperam genuinely believes that as we all know, motivated people are very important assets in a competitive market.

## Other comments

Here are concrete, illustrated examples of initiatives taken by our sites, as part of the new Standard for sanitary facilities. To inspire our teams and share good practices that can be reproduced on other sites, Aperam actively communicates those sanitary facilities improvements at the corporate level throughout the year.



### *Focus on one of our sites: Recyco, France*

- New women's toilets, to improve our employees' well-being
- New men's changing room: separation of clean from dirty changing rooms for workers exposed to lead.