

2021 Communication on progress

For a better World



This is our **Communication on Progress** in implementing the principles of the **United Nations Global Compact** and supporting broader UN goals.

We welcome feedback on its contents.



SOLYSTIC has long been aware of its social, societal and environmental responsibilities.

This twelfth COP is a new opportunity to report on our CSR commitments and actions. It is intended for all stakeholders (employees, future talents, customers, suppliers, industrial partners, etc.), themselves invited to testify to the actions and the progress made.

This year again, the COP covers the 4 areas of Human Rights, working conditions, environmental protection and the fight against corruption and 9 of the 10 principles of the Global Compact.

To find out more about the key events of our CSR commitments since the first COP in 2010 and before, you can find all the COP publications on the Global Compact website.

Happy reading

For more information:

https://www.unglobalcompact.org/ what-is-gc/participants/8682-Solystic



The key phases of our approach

Chapter 4: Business ethics

Edito



« For SOLYSTIC, the respect of the Global Compact principles is more than just a commitment. »

Pierre IGOU President and CEO Dear Mr Secretary-General,

SOLYSTIC decided to embrace and support the values of the United Nations Global Compact in October 2009. I am pleased to confirm and reiterate our commitment to support and promote the ten principles of the United Nations Global Compact.

Our action in favour of Human Rights, good working conditions, protection of the environment and fight against corruption is fully in line with my vision of SOLYSTIC. A clear vision expressed to SOLYSTIC's employees and within our sphere of influence, customers, partners, suppliers and all our stakeholders.

For SOLYSTIC, respecting the principles of the Global Compact is more than just a commitment. It is to adhere to a social model based on mutual respect and dialogue. It is to share our values and to commit to continuous progress and improvement within transparency.

This annual communication is the testimony of this commitment.

As President and CEO, I have made it my priority to implement this policy on a daily basis and to involve all the teams.

 ${\rm I}$ am proud that SOLYSTIC, through its support, helps to further the initiative launched by the United Nations.

Yours sincerely.

Pierre IGOU

President and CEO



SOLYSTIC, one of the global leading provider for automation of logistic process, especially for parcels, postal and retail industries.

SOLYSTIC is a French subsidiary of the Northrop Grumman group that deploys innovative and bespoke solutions in France and worldwide (almost 30 countries on 5 continents).



SOLYSTIC has broad capabilities in intralogistics process design, program management, solutions integration, sorting equipment production, real-time image and data mining, mobile robotics, lifecycle services (maintenance, spares supply chain, technical support) and « Digital twin » data modelling.

We provide bespoke solutions, based on smart combinations of sorting technologies, mobile robotics and IT applications.

We enable our customers to automate logistics processes, reducing manual operation needs, improving working conditions and the quality of service.



Our CSR commitments

As a subsidiary of the Northrop Grumman group, SOLYSTIC has adopted many of the Group's CSR commitments. However, given the specific business and country context of the company, we have also developed some CSR commitments of our own.



Respect the interest of customers and end users

- Offer high-quality products and service
- Innovate to meet customer needs
- Purchase responsibly and locally
- Respect Human Rights and sell with ethics



Attract, retain and develop highly skilled staff

- Guarantee safety and security, preserve health and improve the quality of life at the workplace
- Advocate diversity and equal opportunities
- Organize constructive and highquality social dialogue
- Ensure pro-active management of our talents and promote agility



Reduce our impacts

- Prevent all forms of pollution
- Reduce our waste and consumption
- Combat climate change

For more information about the Northrop Grumman group's CSR policy:

https://www.northropgrumman.com/sustai nability/

Measuring our performance and progress

As part of drive for continuous improvement, we regularly submit our CSR approach to ECOVADIS for assessment. ECOVADIS is an independent organization which measures our CSR performance. Four themes are analyzed: the social policy, environment, sustainable procurement and business ethics. The result of this assessment is transmitted to all interested customers on request.

PLATINUM Top 19 2020 ecovadis Sustainability Rating

Since our first assessment in 2013, we have always received a Gold status, and today Platinum i.e. the highest level of recognition.

The last score obtained is **74%.** This ranks us at an « advanced » level amongst the top 1% of the most high-performing suppliers of the thousands of companies assessed.

This result is the recognition of our commitment and the culmination of our efforts and the good practices implemented on a daily basis by all our employees and partners.

Our contribution to SDGs

The Sustainable Development Goals (SDGs) came into effect in September 2015 and are a global call to action to end poverty, protect the planet and ensure that all people enjoy peace and prosperity. For the goals to be reached, everyone has a role to play, governments, businesses, associations and everyday citizens alike.

"The SDGs bring a common language to the companies and new impetus to the CSR" **Interview with Frédéric SANDT,** Chief Operating Officer at SOLYSTIC

What is the connection between the CSR approach, the COP and the SDGs? SOLYSTIC's activities have always been firmly embedded in an approach that places strong emphasis on respecting its customers, employees, partners and the environment.

It has been organized by relying on ISO 9001 certification since 1995 and ISO 14001 since 2007. In 2008, we commissioned an external consultant to carry out a diagnostic study of our corporate social responsibility. We entered a new phase in 2009 by joining the UN Global Compact and by committing to promoting its ten principles with our employees and partners.

At present, although the CSR approach is deeply rooted within the company's departments, the publication of the COP is an opportunity to take a step back, measure the progress made and agree on the next goals to be achieved in terms of Human Rights, working conditions, environmental protection and the fight against corruption. With the Global Compact, SOLYSTIC and its CSR approach, can take advantage of a community that shares our good practices and the pride of contributing to the UN initiative.

The SDGs allow us to further enhance our contribution by incorporating new concerns and base our actions on shared and global goals. They provide a common language to companies and give new impetus to the CSR.

How can SOLYSTIC contribute to the SDGs via its operations?

SOLYSTIC contributes to 12 of the 17 SDGs. This COP gives examples of 8 of these, such as, quality of life at work (p. 8), social dialogue (p. 10), GHG emissions (p. 12), and Ethics & Business training (p. 15).



Human Rights

Principle n° 1: Companies are asked to support and respect the protection of internationally proclaimed human rights.

SOLYSTIC is convinced that the company's financial performance will depend more and more on employee work-life balance and quality of life at work. Its family policy is a perfect illustration of these values: by helping employees to organise their private and family life. Solystic takes actions to promote diversity and equal opportunities, the fight against all forms of discrimination, which are strong markers to set itself apart and attract new talent. Number of employees assisted by the '*Caisse d'entraide'* in 2021 **71** in Bagneux

Number of employees assisted by the '*Caisse d'entraide'* in 2021 **125** in Alixan

An advantageous family policy

SOLYSTIC upholds its diversity policy by adopting an advantageous family policy which promotes a healthy work-life balance. These measures include reducing the number of unplanned meetings, promoting work from home, enforcing the right to disconnect, supporting pregnant women and parents on maternity and paternity leave, offering days off for employees with sick children, and promoting caregiver leave. The policy also supports Bagneux and Alixan's Caisses d'entraide employee associations promoting mutual assistance (cf. box on following page). By funding these associations and signing social agreements, the company also promotes equal opportunities and fights all forms of discrimination.



SOLYSTIC applies family tax credit to fund in full the provision of childcare close to employees' homes, through a nationwide agreement with the companies *Babilou* in the Paris region, and *Les Grabouilles Croisières* in the Drôme department. The employee pays his contribution according to his family quotient and, even if some of them left the company in 2021, they were still able to keep the benefit of the childcare during the started school year.



As a subsidiary of Northrop Grumman, SOLYSTIC applies the rules of business conduct fixed by the group for its suppliers. They set the fundamental requirements with which suppliers must comply. These rules also apply to third-party dealers, subcontractors, and other third parties providing services on behalf of SOLYSTIC. A special code of ethics includes, for example, the obligation to treat people with dignity and respect (a ban on child labour, human trafficking, harassment, and discrimination), to uphold wages and benefits, and to promote social dialogue. The procurement department is responsible for ensuring that this code is applied.

The Bagneux *Caisse d'entraide* mutual assistance association: by employees for employees

Set up in the 1990s, Bagneux's *Caisse d'entraide* association is governed by the French 1901 law. Any Bagneux employee can become a member. The fees are set at 0.5% of the employee's take-home pay and are met 100% by SOLYSTIC.

Part of the assistance provided by the *Caisse d'entraide* comes in addition to the activities subsidised by the works council: funding for employees' children's holiday clubs, subsidised holiday vouchers, subsidised cultural or sports activities for employees, their partners and their children.

"It is rare for a company of our size to offer this kind of mutual assistance scheme. It is a very positive way to improve our sense of cohesion and team spirit."

Geoffroy BAULINET

Management accountant and treasurer of Bagneux Caisse d'entraide



The *Caisse d'entraide* also provides funding for special occasions (weddings, civil partnerships, births, adoption, retirement, homebuilding for under 28 year olds), actions to aid employability (exam fees, driving licences for employees and their children), soft mobility (contribution to *Imagine R* public transport cards for young people and *Pass Navigo* for adults, in addition to the contribution made by the employer, contribution to the cost of a bicycle or scooter), and improvements to workfrom-home conditions (help with purchasing appropriate furniture). Finally, it provides assistance for employees with financial difficulties, in the form of a 0% loan or a donation.

As with all French 1901 governed associations, members are invited to attend AGMs to stay informed of the results of its actions. Members also help by suggesting ways for the association to improve and grow. In 2021, 60% of Bagneux employees were members of the association. It received €26,000 in membership fees and provided €47,000 worth of assistance. The majority of its expenditure was carried out in cooperation with the works council. A significant proportion was for mobility and work-from-home equipment.

Interview with Marie-Pierre HOMBERG, Human Resources Director

How does the company's family policy enhance its employees' worklife balance and how does this improve management of diversity and recruitment?

SOLYSTIC'S HR policy places great importance in quality of life at work and employees' work-life balance. We put these values into practice through our family policy. We see it as an essential mechanism for improving workplace diversity and meeting the challenge of attracting and keeping talent.

SOLYSTIC attracts candidates through the positions it offers, its innovations, its wage policy, and also its family policy!

In a rather masculine business sector like ours, it is also a way of increasing the number of women in our workforce. Our agreement on gender equality and quality of life at work, updated in 2021, goes beyond our legal obligations. It includes a number of measures to benefit families.

For example, it makes it easier for our employees to start a family by enabling them to adapt their work schedules and take time off for medical appointments during pregnancy, both for the mother and for the father. It also ensures that employees on maternity or paternity leave continue to receive their full salary, offers childcare places close to the employee's home and provides a room for breastfeeding mothers when they return to work. It stipulates that we must ensure working conditions respect our employees' private lives by making sure working hours do not encroach on their free time.

SOLYSTIC's contribution to Bagneux and Alixan's *Caisses d'entraide* also demonstrates our wish to support and maintain the spirit of mutual assistance that has always prevailed in our company.



International Labour Standards

Principle n°3: Companies are asked to uphold the freedom of association and the effective recognition of the right to collective bargaining.
Principle n°4: Companies are asked to support the elimination of all forms of forced or compulsory labour.
Principle n°5: Companies are asked to support the effective abolition of child labour.
Principle n°6: Companies are asked to support the elimination of discrimationation in respect of employment and occupation.

At SOLYSTIC, our practices are founded on a culture of social dialogue. It helps us develop through consultation with employees and their representatives, to track how well our actions are helping us meet our goals, and to work together to enhance our approach to continuous improvement. Like every year, in 2021 the joint monitoring commission met to discuss how company agreements are applied and adjust action plans to enhance continuous improvement. Participants negotiated a number of agreements and social partners were a creative force. They suggested a CIES (employee savings plan) certified fund within the PEE (*Plan d'Epargne d'Entreprise* - Company Savings Plan). Mutual trust, sometimes challenging but always beneficial to all parties, prevails.

79,4% Achieved or non calculable goals in 2021

Double the number of work from home days

The 2016 work-from-home agreement was renegotiated in 2021 and was signed by all social partners in March 2022. It doubles the number of work-from-home days per week and relaxes their conditions. Employees who so wish can now work from home two days a week, on the condition that their job permits flexible presence on site, and as long as their internet connection is good enough to work in the best possible conditions. The challenge for SOLYSTIC is to combine organisational flexibility and team cohesion, while ensuring that employees do not feel lonely or are not subject to greater psychosocial risks.

Social partners involved in CSR policy

During negotiations regarding a new employee savings plan agreement, the CFDT trade union representative suggested increasing the share of investments recognised by the CIES, a French interunion certification that favours investments with a high social and environmental focus. Payment into an uncertified investment fund has now been replaced by a different, CIES-certified fund. At the end of 2021, SOLYSTIC had a total of 520 savers for a total stock of over €12.32 million cf. box on following page.

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Annual monitoring of social

Every year, the HR department calls a meeting of employee representative bodies to monitor key indicators of social agreements currently in force (excluding mandatory annual negotiations and profit sharing). Each goal is assessed to determine whether it has been achieved, and whether it should be maintained, adjusted or abolished. This work is part of our continuous improvement approach. For example, the sharp increase in working from home over the last two years has rendered the tool used to identify connections obsolete. In 2021, consideration was given to improving respect for the right to disconnect.

CIES certification to incorporate ESG criteria in the profitsharing plan

The CIES (Inter-union Employee Savings Plan Committee) certification was set up in 2001 by four French trade unions: CFDT, CGT, CFTC and CFE-CGC. It certifies that the investment propositions included in the employee savings scheme are managed according to ESG criteria. Certification is valid for four years and may be renewed. It is not subject to payment or compensation by member trade unions.

In 2021, the social aspect of its specifications was stepped up. Following a request for proposals from management companies, 79 employee savings funds were certified.

The companies selected for employee saving investments were chosen for their strong focus on social and environmental factors. The criteria are: employee representation, quality of social dialogue, consideration of all stakeholders both inside and outside the company, employment quality, reduction of inequalities, the fight against discrimination, the fight against corruption and tax evasion, and the environmental impact of the company's activities.



Interview with Marie-Pierre HOMBERG, Human Resources Director

How does social dialogue help drive change to meet new challenges?

At SOLYSTIC, we have a strong culture of social dialogue and we work hard to maintain close ties with our social partners to involve them in the company's important decisions.

Regular dialogue with employee representatives is particularly important when it comes to implementing sustainable transformation in our organisation. SOLYSTIC is meeting considerable challenges regarding digitalisation of our markets, technological progress in our business activities, greater employee agility and employability, health and safety workplace, quality of life at work, and work-life balance.

When it comes to all these issues, it is vital that we listen to and take into consideration the views of internal stakeholders, in order to grow and succeed together. In 2021, we negotiated a number of agreements to help drive change.

By working together with our social partners, we can bring our employees on board to help us implement our action plans. Their participation fits SOLYSTIC's mode of governance, based on transparency, responsibility, teamwork, ethical behaviour, compliance with legal requirements, and employee support for our shared values. For example, during the Covid pandemic, employee representatives helped us achieve our number one priority to protect employees' health while ensuring business continuity. In accordance with our social partners and the Health, Safety and Working Conditions Committees (CSSCT), face coverings were reintroduced for a period of two weeks when there was a peak in infections in the company. Preventive measures - use of hand sanitiser, face coverings, home testing, etc. were generally very well followed by our employees. They proved effective because we had few cases of infection among our staff. This is further proof that our wish to adopt sustainable practices and social relations in a spirit of mutual trust and respect is to everyone's benefit.

Environment

Principle n°7: Companies are asked to support a precautionary approach to environmental issues.
Principle n°8: Companies are asked to undertake initiatives to promote greater environmental responsibility.
Principle n°9: Companies are asked to encourage the development and diffusion of environmentally friendly technologies.

In a context of scarcity of resources and global warming, SOLYSTIC acts to limit its impact on the environment by involving all of its stakeholders: employees, customers, partners, suppliers, local residents...It sets its strategy and its governance in a sustainable development approach and relies for the environmental aspect on the ISO 14001 standard. The environmental objectives and risk analysis are reviewed each year. Actions are then defined and carried out with the stakeholders. Finally, indicators are used to measure the progress made.

Reducing the energy consumption of our machines

Since 2021, SOLYSTIC has been making sorting machines using IE3 motors, which are even more energy efficient. That same year, the company innovated and offered a sleep mode on its products, with a view to meeting customers' energy saving expectations. For example, we invented a sleep mode for our Soly mobile robotics solution. Robots used to manoeuvre trolleys and parcels in sorting centres or to prepare orders can now be fitted with this function. It saves energy when robots are on standby, thereby increasing their autonomy and reducing downtime while batteries are being charged or replaced. It also reduces the number of charges, thereby increasing battery life. Similarly, an automatic sleep mode is now available on the parcel sorting systems designed by SOLYSTIC. The function is activated when no parcel is detected on the conveyors.



Extending machine lifetime

To extend its customers' existing machine lifetime, SOLYSTIC offers solutions to replace obsolete parts and systems. Lists of systems and parts are monitored regularly and ranked by importance. When suppliers declare vital systems and parts obsolete, they are replaced until obsolescence management plans can be implemented. Several customers are already benefiting from this type of obsolescence management plan, meaning they can continue to use their equipment over the coming years.

Reducing packaging

In 2018, SOLYSTIC began using reusable wooden shuttle crates instead of plastic crates for transporting high-volume subassemblies. In 2021, new sizes of shuttle crate were purpose built for the latest machines supplied by SOLYSTIC. This more sustainable solution saves the need for wedging, taping, plastic protection, strapping and overwrapping materials, and optimises space during transport. SOLYSTIC also reuses packaging material that is in good condition to reduce its use and purchase of new products and, wherever possible, uses packaging made out of recycled paper, plant starch, and bio-sourced or recycled cardboard.

Owner/tenant cooperation at Bagneux headquarters

SOLYSTIC's head office in Bagneux (Hautsde-Seine, France) is in a HQE (High Quality Environmental) standard building shared with other companies.

The building's owner, Primonial, through its

technical property manager SEFAL Property,

organises a quarterly meeting with all tenants

to discuss potential modifications in line with

a cooperative and sustainable management

approach. This initiative led us to turn an

interior patio into a garden, and to install

electricity meters on each floor so that each

tenant is responsible for their own electricity

consumption, the price of which is negotiated

by the property's owner. SEFAL Property

provides tenants with the information they

need to monitor, and ultimately reduce, their

energy consumption. SOLYSTIC is also

proactive: it has installed LED lighting and

presence sensors in its own part of the

building. In 2021, the company also worked

with the property owner to install a secure

bike shed in the building, as well as four fast-

charge electric car chargers in the part of the

car park reserved for SOLYSTIC.

"By working with our customers to step up the energy transition, we are also making headway with our CSR policy."

Szymon ZWONIARKIEWICZ

Sustainable Property Manager at SEFAL Property



Interview with Frédéric SANDT, Chief Operating Officer

Feedback on the environmental management system of SOLYSTIC.

SOLYSTIC's environmental policy focuses on three key areas: our employees and our buildings; our customers; our suppliers and partners.

Concerning the first, we are working to reduce all forms of pollution, waste production and water consumption, and helping to fight climate change by reducing transport and energy consumption.

For our customers, we are designing materials and technologies to reduce environmental risks throughout the product's lifecycle.

And thirdly, we favour suppliers and partners located close to our operations and include sustainable development criteria in our procurement practices.

Since 2007, our approach has been centred on and certified by the ISO 14001 standard and by the Northrop Grumman group's "GreenNG2.0" plan. It translates into actions such as joining the Global Compact initiative in 2009, our first carbon balance in 2010 and a responsible procurement charter in 2011. We have also introduced programmes to help our customers manage obsolescence and reduce consumables, moved our headquarters in Bagneux to HQE offices in 2013 and, in 2020, opened a new low-energy production plant in Alixan, with facilities that exceed the RT2012 standard.

These actions are resulting in tangible progress: a continuous reduction of our buildings' energy consumption for over ten years, locally-based suppliers, an increase in our proportion of maritime freight, with a subsequent reduction in our use of air transport, etc.

And tomorrow? SOLYSTIC means to continue to reduce its impact by opting for green energy sources and short supply channels, with suppliers located as close as possible to our operations, and by complying with the new group plan for "Net Zero emissions by 2035". We want to take action on employee mobility, by encouraging the use of public transport and facilitating work from home. We also want to help streamline and improve urban logistics, which have a huge environmental impact, by providing our customers with innovative solutions for organising and automating their logistics.

Reduction of energy consumption of SOLYSTIC's buildings



Business ethics

Principle n°10: Companies are asked to work against corruption in all its forms, including extortion and bribery.

SOLYSTIC has very high standards when it comes to business ethics. These standards determine the rules of business conduct and guiding principles of its parent company, the American group Northorp Grumman, by adapting them to the specific challenges of its own business activities. This position has enabled SOLYSTIC to meet the expectations of large groups such as international postal organisations for many years. At the instigation of its management board, which recognises the importance of ethics, SOLYSTIC raises awareness of ethics and compliance by providing training for all employees, at all levels of the company, particularly in matters of corruption and conflicts of interest for those most at risk. Ethics and compliance training undertaken by **99,5 %** of SOLYSTIC's employees in 2021

A conscious approach to corruption

SOLYSTIC has been committed to fighting corruption and conflicts of interest for many years. This conscious approach is in line with our company values, which comply with Northrop Grumman group directives in our own field of business and in the many countries in which we operate. Because integrity lies at the heart of SOLYSTIC's processes, the company respects international anti-corruption regulations, particularly those in force in the United States (Foreign Corrupt Practices Act – FCPA) and the UK (UK Bribery Act 2010 – UKBA).

Ethical commitment regarding requests for proposals

Some of SOLYSTIC's customers include ethics and CSR requirements in their requests for proposals. They regularly assess us through questionnaires or specialized CSR platforms (Ecovadis, Acesia) and we commit to their sustainable procurement charters. Upstream in our value chain, our suppliers fill out a questionnaire assessing their compliance with our CSR requirements, through a certain number of criteria they must respect. Depending on their questionnaire feedback, we may also carry out a CSR audit.

Respecting personal data

In order to apply GDPR, SOLYSTIC quickly made adjustments to relevant paragraphs in work contracts and website terms and conditions. SOLYSTIC now uses the European Commission's standard contractual clauses. The company complies with applicable legal requirements by protecting its employees' personal data when it is sent to countries outside the European Economic Area, the United Kingdom or Switzerland, whose level of data protection is not deemed sufficient by the European Commission.

Tools used to implement the company's ethics policy: a comprehensive system

Supported by the Northrop Grumman group's renowned expertise in business ethics, SOLYSTIC uses a comprehensive system of tools and regulations to adopt and adapt the policy within its own field of operations.

"To encourage reports of any non-compliance with our ethical standards, the group protect the whistleblowers, in accordance with its code of ethics."

Richard NACHMAN

Contract Manager and Business Conduct Advisor

All employees undertake annual training in business ethics and those exposed to external risks receive special training in matters of corruption and conflicts of interest.

Our whistleblowing mechanism includes an ethics representative, an OpenLine (in French) and an online form. Posters displayed in our meeting rooms explain the procedure to follow. Any information is reported at group level and processed by the legal or HR department, depending on the nature of the report. The system also covers export controls.

Although SOLYSTIC only operates in the civil domain, it is extremely cautious when it comes to this issue, complying with the regulatory commitments of its American parent company, which operates in the Defence sector. **Interview with Richard NACHMAN,** Contract Manager and Business Conduct Advisor

Feedback on the ethical management system in force at SOLYSTIC.

As a subsidiary of the Northrop Grumman group, SOLYSTIC has adopted a strong tradition of vigilance when it comes to ethical principles.

We have been implementing the rules of business conduct and guiding principles of our parent company for many years. Through communication and training, we ensure our employees are aware of good commercial practices and correct business conduct. All our employees follow an annual 20-minute online training programme in business ethics. Employees exposed to external risks (business development, program management, supply chain, etc.) receive special training in prevention of corruption and conflicts of interest.

Although it can sometimes be difficult for new arrivals to understand the importance of these rules, our compliance culture is instilled over the long term and we make sure that every employee is fully aware of our ethical rules, our anti-corruption measures, and the right behaviour to adopt. SOLYSTIC's business ethics policy covers three key areas: what (we sell), where and to whom.

Our policies and action plans focus on each of these distinct points. The "what" is fairly easy when it comes to ethics, because we work exclusively for customers in the civil sector, to whom we provide automated sorting and distribution preparation solutions for parcels and mail.

The "where" covers all countries in which we operate, excluding those subject to embargo or experiencing international geopolitical tension.

Finally, the "to whom" is our customers - both private and public entities. In every case, we ensure that our customers have not been involved in matters of corruption, conflicts of interest, financial fraud, etc.

As a reflection of our ethical practices, our whistleblowing mechanism enables anybody to report any irregular activity. Reports are filed by category for all group entities. They may lead to corrective action or special communication campaigns to raise employee awareness.



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