

## How Air Liquide employees can get involved in local initiatives, a guide

INTRODUCTION: ENCOURAGING AIR LIQUIDE EMPLOYEES TO GET INVOLVED IN LOCAL INITIATIVES
<p><b>This inspirational and non-exhaustive guide is aimed at associations to suggest them missions compatible with the availability of Air Liquide employees, ...but also intended for Air Liquide entities to mobilise their employees.</b></p> <p>The Air Liquide Group employees represent a remarkable pool of talent, energy and willingness to give back to communities. They have the opportunity to get involved in projects supported by the Air Liquide Foundation.</p> <p>Air Liquide employees can get involved with the non-profit organisations supported by the Air Liquide Foundation, in four complementary ways:</p> <ul style="list-style-type: none"> <li>- <b>as part of the Citizen at Work program*</b> (during working hours)</li> <li>- <b>during working hours, with the agreement of their manager</b> (during working hours)</li> <li>- <b>during a team building</b> (during working hours)</li> <li>- <b>by volunteering</b> (on their free time)</li> </ul> <p><i>*Citizen at Work is an engaging program created by the Air Liquide Group to enable employees to dedicate a portion of their working hours to lend a helping hand to their local communities.</i></p>

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POSSIBLE VOLUNTEERING ROLES FOR AIR LIQUIDE EMPLOYEES	
<p><b>Air Liquide employees have the opportunity to get involved</b> and support an association:</p> <ul style="list-style-type: none"> <li>- Individually or as part of a team</li> <li>- Through their human or professional skills</li> <li>- Temporarily (half a day) or permanently (for example: 2 hours every 2 months; 2 times a day, etc.)</li> <li>- Close to their place of work or home</li> <li>- On site or remotely</li> </ul> <p>Here are a few examples of missions in which employees are already involved for non-profit organisations supported by the Air Liquide Foundation:</p>	

### For non-profit organisations

CATEGORY	MISSION	USUAL DURATION
Furnishing of premises/external areas	Painting association premises	Half day
	Assembling furniture	Half day
	Assembling a chicken coop	Half day
	Creating and planting a vegetable garden	Half day
Beneficiary coaching and support	CV Proofreading	Half day
	Job interview training	Half day
	Help with dissertations	Half day
	Attending rehearsals and being a member of a jury	1 day
	Job coaching	2 days (several 1-hour sessions)
	Language tutoring	2 days (weekly meetings of 1 hour)
	Salary negotiation workshop	2 hours
	Job fairs	Half day
	Leadership and management Training	Half day
	Air Liquide sites	Half day
Discover Air Liquide's businesses, jobs and company	Job and work environment	Half day
	Workshop to discover cylinder packaging	Half day
	Introduction to the techniques used at Air Liquide: welding, electricity, maintenance, etc.	Half day
	Introduction to the fundamentals of production (5S, QRQC, Kaizen, etc.)	Half day
	Safety awareness	Half day
Events and charitable activities	Organising Climate Fresk or 2-tonnes workshops	Half day
	Taking part in clothing and toy collections	Half day
	Sorting food at food banks	1 day
	Preparing community sales	1 day
	Participation in an informal sport meeting	Half day
	Do a "Live my life"	Half day
	Reverse interviews	Half day
Logistics and handling	Sorting clothes	Half day
	Reception, redistribution and refurbishment of equipment	1 day
Mentoring	Mentoring	2 days

### For Air Liquide employees

JOB INTEGRATION PROJECTS	POSSIBILITY OF TEAM BUILDING
	X
	X
	X
	X
X	X
X	X
X	
X	
X	
X	
X	
X	
X	
X	
X	
X	
	X
	X
	X
	X
X	X
X	
	X
	X
X	

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### EXAMPLES

Below you will find examples of employee engagement plans that combine engagement at work with engagement in their free time.

Type of mission // ASSOCIATION NEEDS	MENTORING (16 sessions in 3 months)	JOB INTEGRATION MISSIONS	PARTICIPATION IN A CLOTHING COLLECTION (for a team of 4 employees)
Length of commitment to the Citizen at Work program	2 days training on mentoring by the association	Half a day of CV Proofreading Half a day of job interview training 1 day visit to an Air Liquide site	N/A
Length of commitment approved by manager	N/A	N/A	N/A
Length of commitment during a team building	N/A	N/A	1 day to collect clothing
Length of time spent volunteering (in free time)	4 days as a mentor (2h x 16 sessions)	N/A	N/A
<b>ESTIMATED TOTAL DURATION</b>	<b>6 days x 1 employee</b>	<b>2 days x 1 employee</b>	<b>1 day x 4 employees</b>