WELCOME MEETING

“You have just joined Amaris team and we are delighted to welcome you!”
AGENDA

- Amaris Group
- Amaris departments
- Internal procedures
- The Amaris Foundation
OUR KEY FIGURES
AMARIS AT A GLANCE – 2016

WE OPEN
105
COMPANIES

65
OFFICES IN

48
COUNTRIES

WE ARE TODAY EMPLOYING
2650 GREAT PEOPLE
OF
75 NATIONALITIES
AMARIS AT A GLANCE – 2016

WE ARE SERVING MORE THAN 700 COSTUMERS IN THE WORLD FOR A TOTAL TURNOVER OF 140m€

WE ARE COVERING 5 BUSINESS LINES
REVENUE & WORKFORCE EVOLUTION

Revenue evolution

Workforce evolution
OUR ORGANIZATION
OUR INTERNATIONAL EXPANSION
OPENINGS – 2016

COUNTRY OPENINGS

AUSTRALIA

Melbourne

MOROCCO

Casablanca

JAPAN

Tokyo

IVORY COAST

Abidjan

SWEDEN

Stockholm

SOUTH AFRICA

Cape Town

OFFICE OPENINGS

BRAZIL

Sao Paulo
OUR CORPORATE SERVICES
IT, PURCHASING & OFFICE MANAGEMENT

Goal

“Focus on your activity, we take care of the rest!”

Actions

Unified communication  
In-house ERP & reporting

Purchasing  
Collaboration & file sharing

Optimization  
Office management

Network

Interaction with you

- reporting@Amaris.com to kick-off reporting & dashboard projects
- 911@amaris.com during Europe & Vietnam business hours

Olivier DELATTRE
ADMINISTRATION & FINANCE

Goal

"Inspire new business decisions & transform dreams into reality"

Actions

- Forecast
- Group compliance
- Travel Agency
- Consolidation
- Collaboration & file sharing
- Cash solver

Interaction with you

- Work together to improve & implement processes
- Provide precise financial statements on time
- You have some dreams; share them with us
HUMAN RESOURCES

Goal
“Care and Develop our People throughout their Amaris work experience”

Actions
- Training & Competencies
- Spread Amaris Spirit in-house
- Daily business support
- Career Management
- HR Risk management
- International Mobility

Interaction with you
- Promote HR involvement in Business topics
- Amaris Training Program - atp@amaris.com
- Any change in your employee life? Your HRO together with Corp HR will support you
RECRUITMENT & SCHOOLS PARTNERSHIPS

Goal

“Attract and keep the best talents!”

Actions

Recruitment  Head hunting  ATS (Amaris Talent Services)

Translation Center  CFM Center  School relationship

Interaction with you

- ATS => Expertise Sector, Client, Techno (Pharma, Java, Automotive..)
- Build a network through school relationships schools@amaris.com
- Cooptation: cooptation@amaris.com
- Translation & proofreading of documents: translation@amaris.com
- Rate your experience with our recruitment team in the survey dedicated! *this survey will be sent by email during your first week in Amaris
COMMUNICATION & MARKETING

Goal

“Increase our brand visibility and strengthen our corporate culture”

Actions

- Event Management
- Graphic Design & Media
- Press relationship
- Internal Communication
- External communication
- Digital Marketing

Interaction with you

- Give us information on competitors (brochures, leaflets,…) marketing@amaris.com
- Press & Media press@amaris.com
- Design of documents design@amaris.com
- Newsletter newsletter@amaris.com
- Event event@amaris.com
DEVELOPMENT

Goal

“Create, facilitate and foster future business growth opportunities”

Actions

- Gather data for identification & analysis of market opportunities
- Increase the group’s footprint through new countries - new offers - new brand creations
- Anticipate & monitor competition and market trends
- Launch & develop our startup accelerator “Amaris Inspire”
- Identify and build external growth through strategic partnerships
- Roll out implementation & integration of those initiatives inside the group

Interaction with you

- Share information on competition competitor@amaris.com
- Spot information on potential companies for acquisitions/strategic partnerships/inspire acquisition@amaris.com
- Through our applications:
  - PACMAN
  - Country Strategy
GLOBAL ACCOUNT AND CUSTOMERS

Goal

“
To develop revenues with existing and future key customers.
”

Actions / Challenges

Win, develop and maintain preferred suppliers positions

Increase the company “commercial” maturity while remaining flexible and entrepreneurs

Deploy our global account management organization (including roles & incentives)

Improve our ARP business process integration (from opportunities to projects and invoices)

Get everyone’s commitment to be patient and determined to make it work

Interaction with you

- Monitoring tool from leads to projects
  - Opportunity Management application

- Customer Relationship Management (CRM) tool
  - ABC application
OPERATIONAL EXCELLENCE

Goal

“Giving you the possibility to monitor your department’s in the most effective way”

Actions / Challenges

- Monitoring of the performance
- Support implementation of tools to identify best practices as well as processes to improve
- Imperove data reliability and communication to enable effective analysis at all operational decision making levels
- Driving continuous improvement marked by the definition of relevant KPIs and training program

Interaction with you

- Monitoring tools of your department performance
- Synergies with the SPOCs of the different departments
  - MARS application
  - Needs management application
- One SPOC by department will work hand to hand with you to collect your insights and translate them into measurable data
DELIVERY & OFFERS

Goal

"Ensure high performance delivery of unified offers on a global scale"

Actions / Challenges

- Offer incubation
- Bid support
- Global Delivery
- Tools development

Interaction with you

- Map current offers in Service Catalog
- Provide platform and go-to-market for new offers
- Support in bid phase of large offers
- Support in run phase if required
ANTICIPATE, ADAPT, INSPIRE CHANGE
INTERNAL PROCEDURES
MY PROFILE

Staff: https://arp.amaris.com/dna/employee
Consultant: https://portal.amaris.com/dna/employee

Forward Amaris e-mails to your personal e-mail address?

Live DNA Profile check!

Complete your Profile
Fill in your Profile and change your picture

Upload your documents
Upload the following scanned documents (format “NAME.Firstname_documenttitle”)
- Copy of ID card or passport
- Copy of driver’s license
- Criminal record
- Bank account details
- Copy of degrees
- ID photo
- Confidentiality agreement
- Image copyright convention: agreement of the employee to use pictures of her/him
- And all other documents relating to your country
TIMESHEET

Staff: https://arp.amaris.com/TimeSheet
Consultant: https://portal.amaris.com/TimeSheet

Fill in your Opinion Survey

- Satisfaction survey when opening your Timesheet
  For statistical purposes and definition of improvement actions

Complete your Timesheet (1)

- Fill it in before the 20th of every month at noon* (forecast)

- If any change, update it by the last day of the month at midnight at the latest - click on “Save changes” before sending for validation!

- As a manager: validate your managees’ timesheets before the 23rd of every month at noon at the latest*

- Careful: timesheet of previous month is not editable after the 10th of the month!
  Use the Guided Tour for colour codes! For any question, contact your Manager
ABSENCE (1)

Sickness

- When you are sick, 4 steps:
  1. Go to Declare Sickness in Absence Request to inform your manager and HRO
  2. Send an email to inform your Client
  3. Go within 48 hours to My History to upload a medical certificate and update your sick leave end date if necessary
  4. Automatically your TimeSheet will be updated taking into account this sickness period

Any absence must be subject to a request via the Absence Request application
Any absence must be subject to a request via the Absence Request application.

### ABSENCE (2)

**Staff:**
- [https://arp.amaris.com/TimeSheet/AbsenceRequest/Create](https://arp.amaris.com/TimeSheet/AbsenceRequest/Create)

**Consultant:**
- [https://portal.amaris.com/TimeSheet/AbsenceRequest/Create](https://portal.amaris.com/TimeSheet/AbsenceRequest/Create)

#### Holiday Request

- **Fill it in:**
  - Leave < 3 days: request at least 1 week before
  - Leave ≥ 3 days: request at least 3 weeks before

- **Requirements:**
  - Manager’s validation
  - No disturbance of the department (continuity of service)

- **Complete again your Timesheet each time you request an absence!**
FOR CONSULTANT : MONTHLY PROJECT REVIEW (MPR)

Staff: https://arp.amaris.com/TimeSheet
Consultant: https://portal.amaris.com/TimeSheet

Complete your MPR:
1. Go to your TimeSheet
2. Once your TimeSheet is Sent for Validation or Validated, at the top left corner the button becomes accessible
3. Click on this button to access your MPR Data
4. On your MPR Data page:

You see as many lines as Projects (P1, P2, P3) you have in the month
Fill in each field to be able to download a complete MPR

Comment (not displayed on MPR): these comments are MANDATORY if the “Nb Days Worked” and the “Nb to Invoice” are different: so you can indicate to your manager why they are different.
MONTHLY PROJECT REVIEW (MPR)

Staff: https://arp.amaris.com/TimeSheet
Consultant: https://portal.amaris.com/TimeSheet

- Once all data are completed,
  
o Click on 📞 to download your MPR
o Print it
o Have it signed by your manager and your client
o Upload it by clicking on 🔄

The symbol ✔️ informs you when you have already uploaded a MPR for this project for this month

- Have it signed by your client and your manager

- Upload your MPR before the last day of every month
  
  ➤ From 11th: MPR button only available for the on-going month
  ➤ Until 10th: MPR button available on your Timesheet of the previous month

- Upload as many MPR as many projects you work on (P1/P2/P3 in Timesheet application)
  
  Ex: P1 = MPR1

- It is used for invoicing

Monthly duty
If Timesheet sent late: quality bonus automatically impacted!
FOR CONSULTANT: MANAGE YOUR CAREER WITH AMARIS!

https://portal.amaris.com/TalentManagement

Update your profile & increase the possibilities to get the project of your dreams!

Work closely with Amaris. Be pro-active on your Projects & Environment!

What are your competencies & achievements so far? Decide what you want to highlight for clients / prospects!

How can you develop your competencies?
➔ Use the Application Talent Management on your portal!

Get connected to the App’ every time needed!
End of projects, new trainings / certifications, MAAP, etc.
EXPENSES REPORT (1)

Staff: https://arp.amaris.com/expenses
Consultant: https://portal.amaris.com/expenses

Fill in your Expenses in the application

⚠️ Only expenses allowed by your Manager will be taken into consideration

By the 5th of the following month at the latest create your expenses report in the application:

1. Upload your receipt(s) to start to create an expense
   If you want to upload your receipt(s) all at once

Choose a receipt to upload or drag it here.

Or create them manually:
- Normal expense
- Short Inordinaries or Daily Allowances

- Click on “normal expenses” to enter the expenses details
- You have to select the currency of the receipt when filling the details
- For each receipt you will arrive on a new window
- Each expense has to be supported by a receipt uploaded
- Reminder: your manager has to validate it online!

Do not forget to clearly distinguish billable / not billable expenses report!
EXPENSES REPORT (2)

Please don’t forget:

- Make only 1 expenses report per month with **only expenses for the specific month**
- Every restaurant bill shall mention every person present for meal

**Send it by post**

- Send it to your Amaris offices (accountant) **by the 5th of the following month at the latest**
  by ordinary post (non-registered) with the original receipts/invoices **(mandatory)**

- 1 month deferred payment if sent late or incomplete

**When will you be paid?**

Around the 15th of the following month

Staff: [https://arp.amaris.com/expenses](https://arp.amaris.com/expenses)
Consultant: [https://portal.amaris.com/expenses](https://portal.amaris.com/expenses)

**Do not forget to clearly distinguish billable / not billable expenses report!**
CONSULT YOUR INCENTIVE POLICY ONLINE!

All the incentive criteria & description are available online on your DNA profile, in the section “Contract & Remuneration :

Some key points:

- **Referral Incentive**
  - Send CVs to referral@amaris.com
  - If your active participation leads to a new recruitment, you will get a bonus 3 months after the entry of the referred person

- **Company Acquisition Incentive**

- **Business development Incentive**
**TO SUMP UP:**

**I am sick**
I declare my sick leave in absence request and upload a copy of my medical certificate online.

**I want to take a day off**
I fill in my request through the Absence Request application.

**I want to make an expenses report**
By the 5th of the following month: I fill in my expenses in the Expenses application and I upload the scanned receipts/invoices. Then I send the original ones by post.

**I have an IT issue (computer, phone, access, printer...)**
Call 911 or send an email to 911@amaris.com (the e-mail must be written in English)!

**My personal information have changed**
I update my Profile.

**I want to see the bonus related to my work contract**
I consult the incentive policy online.

**Any other issue...**
First, I contact my manager.
In various fields
The future is in everyone and in every field.

A worldwide action
Let's support good initiatives and projects all around the world.

This is the beginning!
This is the first year of the foundation and we have already 250k€ to fund projects.

All together we are stronger
You donate, you choose projects, we finance them.

Discover us in video
Just scan this QR Code!

Contact us!
foundation@amaris.com
Amaris Foundation commits to support projects and associations dedicated to using innovative solutions and technologies to help foster independence in various fields of action: Energy, Healthcare, Education, Employment, Food self sufficiency...
SOME OF OUR AXIS OF ACTION

Energy Independence
Promote renewable energies and sustainable initiatives.

Physical Independence
Help people with disabilities to be autonomous and achieve life goals.

Intellectual Independence
Enable access to education and literacy around the World

Health Independence
Ensure access all around the World to health care and facilities.

Food Independence
Foster initiative to reach food self sufficiency in rural and isolated places.

Financial Independence
Facilitate access to employment and continuous training for All.
In addition to funding projects on the long-run, the Amaris Foundation also organises every year a vote where all donators are invited to submit projects and vote for the ones we will be financing.

Our commitment:

All employees can become donators with no cost

The Amaris foundation finances projects employees care about
BE AN AMARIS AMBASSADOR!

Business cards
To be given without moderation! You should receive your business card right after your arrival. Ask your Manager if you didn’t receive it.

Social networks: 2 golden rules

Company name: AMARIS and just... AMARIS
For Group internal coherence reasons, please do not mention “Amaris Consulting”, “Amaris SARL”, “Amaris Group” etc.

No mention of clients names
For confidentiality reasons, please you cannot mention clients names on your different profiles

Also feel free to get in touch with Amaris on the Web!
Find the links towards our social networks on Amaris website: www.amaris.com