



2023 Digital Accessibility Annual Action Plan TotalEnergies

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This document presents TotalEnergies' annual action plan for digital accessibility, linked to the Multiannual Digital Accessibility Scheme for 2021 - 2023

Digital accessibility

Digital accessibility means that websites, tools and technologies are designed and developed so that everyone can use them, regardless of how they access them and regardless of their disability.

As provided for in Article 47 of Law No. 2005-102 of 11 February 2005 on equal rights and opportunities, participation and citizenship for people with disabilities, TotalEnergies is concerned by the obligation of accessibility of its online public communication services¹.

According to Article 1 of Law No. 2004-575 of 21 June 2004 on confidence in the digital economy, online public communication services are defined as "any provision to the public or categories of the public, by means of an electronic communication process, of signs, signals, writings, images, sounds or messages of any kind which do not have the character of private correspondence".

In accordance with II of Article 47 of the previously mentioned law of 11 February 2005, they include in particular:

- Internet, intranet and extranet websites; software packages, where they constitute applications used through a web browser or mobile application;
- Mobile applications, which are defined as any application software designed and developed for use on mobile devices, such as smartphones and tablets, regardless of operating system or hardware; and
- Digital furniture.

The Multiannual Scheme

The law requires the publication of a three-year plan.

It sets out TotalEnergies' commitment to the digital accessibility of its online public communication services for all users, whether disabled or not. TotalEnergies' multiannual plan was drafted on the basis of the General Accessibility Guidelines (RGAA)², published by the French Interministerial Digital Directorate. It is available for consultation.

¹ In the case of a company whose annual turnover exceeds the threshold of 250,000 euros provided for in Article 2 of Decree No. 2019-768 of 24 July 2019 on the accessibility of online public communication services for the disabled.

² Link to the RGAA : <https://accessibilite.numerique.gouv.fr/>

The 2023 action plan

The year 2021 has been a real milestone for the company in terms of digital accessibility. In fact, the Company has set itself the ambition to improve digital accessibility everywhere for all, by becoming proactive rather than reactive on the subject. This ambition is supported by an action plan based on 3 areas: acculturation, training and integration

In 2021, the priority was acculturation.

In 2022, the priority was the integration of digital accessibility in good practices and new digital platforms .

In 2023, the priority will focus on the integration of digital accessibility on the IS perimeter and the new Web Factory.

Acculturation

Carrying out numerous general awareness-raising initiatives on digital accessibility (webinars, sharing of communication materials, etc.). These actions are primarily aimed at TotalEnergies employees, working on digital topics.

- Activities organized by and for the working group dedicated to the topic with volunteers from the Company, who commit themselves as much as possible. It relies on other thematic working groups that have also been set up to provide rapid and lasting solutions for users with hearing or visual disabilities, etc., identified within TotalEnergies.
- Sharing of the internal "Demonstrator" website aimed at communicating good practices on content accessibility for employees. The website is updated regularly;
- Supporting website managers and contributors in the creation of a new website/application by proposing service offers;
- Participation in external activities aiming at promoting Digital Accessibility such as the working group of the Manifesto for inclusion
- Creation of a dedicated SharePoint site in order to centralize and share all the information regarding Digital accessibility

Training

- Update of the digital accessibility e-learning in order to better engage our different types of population (project managers, employees...)
- Offering dedicated training to employees with disabilities and to employees likely to be concerned by digital accessibility in their jobs (developers, designers).
- Meetings and exchanges with external training organizations (Simplon, Webforce 3, Avencode, etc.) to welcome trainees into the Company's digital and IT teams.

Integration

- Pursue audits of online communication services followed by publication of the accessibility declaration on the associated Accessibility pages. The audits will be carried out in priority on the most used websites;
- Implementation, for internal use, of a mapping of websites, IS tools and mobile applications to monitor developments (audit, compliance rate, etc.) with priority targeting on the most used interfaces;
- Implementation of inclusive communication best practices (Use of colors from the TotalEnergies graphic charter, double AA compliant; Use of a "User Interface" (UI) kit with an accessible base) on the Company's websites and application platforms
- Implementation of a compliance strategy for all sites developed through the Web Factory of the Company (worldwide perimeter);
- Development of the new Web Factory with the support of an expert company in digital accessibility to ensure compliance with the RGAA criteria;

- Maintain the partnership with the Human Resources and IT teams and the VIP Unit to provide immediate assistance to people with disabilities, i.e. a "top of the range" service modelled on that provided to the Company's senior executives;
- Implementation of a rule within the Architecture framework; integration of Digital Accessibility in the IS Projects methodology and Products developed by the Total Digital Factory;
- Hackathon to make three digital products accessible with the contribution of the Total Digital Factory developers.

Contacts

If you have any specific need or wish to know more about TotalEnergies' digital accessibility approach, a dedicated channel is available: digital.accessibility@totalenergies.com

The approach launched is a continuous improvement process, which is not set in stone. Ideas and feedbacks from employees are essential to progress in the most agile way possible.