

## Corporate Social Responsibility Policy

### Policy Statement

The company wants to be a responsible business that meets the highest standards of professionalism and ethics. It will consider all aspects and interested parties before deciding on its actions. The company's actions concerning its social responsibility fall under two categories: compliance and proactiveness. Compliance refers to the company's commitment to legality and willingness to observe the values of community while conducting its business. Proactiveness is every initiative we may take in order to help the community or natural environment and to promote human rights.

When it comes to compliance the company considers several aspects:

*Legality.* The company will adhere to legal guidelines in terms of procedures, fair dealing and safety. Every partnership or collaboration with external parties or organizations will be open and transparent. Corporate value and financial benefits will result only from legitimate business operations and activities. It will always respect the Law including anti-bribery and anti-corruption practices. The company is also committed to always honour its own self-regulatory policies.

*Business Ethics.* The company will always conduct business with integrity and respect to human rights and justice. It will establish appropriate policies and procedures that indicate several aspects of business ethics such as respect towards the consumer, moral corporate governance, anti-corruption practices etc. The company will observe the values that dominate its surroundings and will comply with the moral expectations of society.

*Anti-tax Evasion Policy.* The company will always conduct all of our business dealings in an honest and ethical manner. Employees and sub-contractors of the Company must not undertake any transactions which cause the Company to commit a tax evasion offence; or facilitate a tax evasion offence by a third party who is not an associate of the Company. We are committed to acting professionally, fairly and with integrity in all our business dealings and relationships wherever we operate and implementing and enforcing effective systems to counter tax evasion facilitation.

*Protecting the environment.* The company recognizes the need to protect the natural environment. Despite its being a business oriented organization, keeping the environment clean and unpolluted is a benefit to all of us. Actions such as disposing toxic waste and garbage, use of chemical substances etc. will always be governed by best practices to avoid contamination and pollution. Stewardship will also play an important role.

*Protecting People.* The company will ensure all employees and the external community will not be put to risk from health and safety hazards resulting from the company's actions.

*Human Rights.* The company is dedicated to protecting human rights. It will remain a committed equal opportunity employer and will incorporate all fair labour practices in employee relations. These include no forced labour, child labour, and maintenance of freedom of association and the right to collective bargaining.

Proactiveness includes a variety of actions:

*Donations and Aid.* The company may preserve a budget to make monetary donations to charitable foundations and other organisations not related to our operations and business.

*Supporting the community.* The company may initiate or support several community investment programs when and if it sees fit. It may begin partnerships with local vendors it remains constantly mindful that local content is key in diversifying our workforce, engaging with the local community and developing local networks. The company may also provide support and expertise to non-profit organizations or local and international movements that promote cultural and economic development of global and local communities.

Our company is committed to:

- the United Nations Global Compact (<https://www.unglobalcompact.org/>)
- ETI (Ethical Trading initiative) Base Code (<http://www.ethicaltrade.org/eti-base-code>)
- ICC Rules of Conduct to Combat Extortion and Bribery (<http://www.iccwbo.org/>)
- WEF Partnering against corruption initiative for Countering Bribery (<https://www.weforum.org/communities/partnering-against-corruption-initiative>)

and will readily undertake any action that will promote its identity as a socially aware and responsible business.

Management and leadership in the organization must ensure that this policy is communicated at all internal levels. They are also accountable for resolving any issues of corporate social responsibility management.

## Scope

This policy applies to all employees and sub-contractors of the Company.



Jack Willis

Director

19 June 2018