

## Corporate Social Responsibility policy

### Policy brief & purpose

Corporate Social Responsibility is strongly connected with the principles of Sustainability; an organization should make decisions based not only on financial factors, but also on the social and environmental consequences. Therefore, it is the core corporate responsibility of Safpro to practice its corporate values through its commitment to grow in a socially and environmentally responsible way, while meeting the interests of its stakeholders.

Safpro recognizes that its business activities have a wider impact on the societies in which it operates, and therefore an effective practice is required giving due consideration to the interests of its stakeholders including shareholders, customers, employees, suppliers, business partners, local communities and other organizations. Safpro endeavours to make CSR a key business process for sustainable development and is responsible to continuously enhance shareholders wealth; it is also committed to its other stakeholders to conduct its business in an accountable manner that creates a sustained positive impact on society. Our Company is committed towards aligning with nature; and has adopted eco-friendly practices.

As a corporate entity, Safpro is committed towards sustainability. Ongoing dialogues with shareholders provide valuable approach with an objective that each business decision considers its social and environmental impacts and plans.

### Scope

This policy applies to our company and its staff where we expect the following: -

- Integrity: Acting with honesty, professionalism, and respecting company policies.
- Collaboration: Working with colleagues, teams and suppliers to meet joint goals.
- Accountability: Taking responsibility for actions and decisions both in team and individual projects.
- Social responsibility: Integrating social and environmental solutions to business operations.
- Innovation: Implementing new ideas to improve the business.
- Customer orientation: Maximizing and maintaining customer satisfaction.

Our remit does not stop there, we also have in place a supplier code of conduct which our suppliers are required to sign up to before enabling them to work with us.

### Policy elements

We want to be a responsible business that meets the highest standards of ethics and professionalism.

Our company's social responsibility falls under two categories: compliance and proactiveness. Compliance refers to our company's commitment to legality and willingness to observe community values including the communities relating to our supply chain. Proactiveness is every initiative to promote human rights, help communities and protect the natural environment.

### Compliance

#### Legality

Our company will:

- Respect the law
- Honour its internal policies
- Ensure that all its business operations are legitimate
- Keep every partnership and collaboration open and transparent

## **Business ethics**

We'll always conduct business with integrity and respect to human rights. We'll promote:

- Safety and fair-trading
- Respect toward the consumer
- Anti-bribery and anti-corruption practices

## **Protecting the environment**

Our company recognizes the need to protect the natural environment. Keeping our environment clean and unpolluted is a benefit to all. We'll always ensure that we and our supply chain follow best practices when disposing garbage and using chemical substances. Stewardship will also play an important role.

## **Protecting people**

We'll ensure that we:

Don't risk the health and safety of our employees and community. Avoid harming the lives of local and indigenous people.  
Support diversity and inclusion.

## **Human rights**

Our company is dedicated to protecting human rights. We are a committed equal opportunity employer and will abide by all fair labour practices. We'll ensure that our activities do not directly or indirectly violate human rights in any country (e.g. forced labour).

## **Supply Chain Management**

We are very stringent in our selection of suppliers and have processes in place to ensure that they are evaluated effectively to meet both legal compliance and that of our business ethics.

Policies we have in place

- Health & Safety
- Equality & Diversity
- Modern Slavery
- Sustainable Procurement
- Supplier Code of Conduct

## **Proactiveness**

Donations and aid

Our company will preserve a budget to make monetary donations. These donations will aim to:

Advance the arts, education and community events. Alleviate those in need.

## **Volunteering**

Our company will encourage its employees to volunteer. They can volunteer through programs organized internally or externally. Our company may sponsor volunteering events from other organizations.

## **Preserving the environment**

Apart from legal obligations, our company will proactively protect the environment. Examples of relevant activities include:

- Recycling
- Conserving energy
- Organizing reforestation excursions
- Using environmentally-friendly technologies

## **Supporting the community**

Our company initiates and supports community investment and educational programs. For example, it may begin partnerships with vendors for constructing public buildings. It can provide support to non-profit organizations or movements to promote cultural and economic development of global and local communities.

We currently operate a system whereby clients earn points from their spend with us, which accrues over quarterly periods and is taken in the form of free product for our clients to use in their own community support activities.

## **Learning**

We will continue to actively invest in R&D. We will be open to suggestions and listen carefully to ideas. Our company will try to continuously improve the way it operates.

Our company is committed to the United Nations Global Compact. We'll readily act to promote our identity as a socially aware and responsible business. Management must communicate this policy on all levels. Managers are also responsible for resolving any CSR issues.

## **Monitoring**

A CSR Committee made up of Safpro personnel will be responsible for the monitoring of various CSR projects, programs or activities undertaken by the Company directly or indirectly. The CSR Committee shall ensure that;

- Safpro undertakes the CSR activities as provided in the CSR policy
- The budget allocated for each of the project is utilized for the projects as per the approved plans.
- The objective of the project/program/activities is achieved as per the plans
- Wherever projects/programs/activities are undertaken in partnership with one or more organizations, the part of the project or program undertaken by Safpro shall be distinguishable and necessary supporting documents in respect of the same shall be obtained from the other partners / implementing agency on an annual basis.

The CSR Committee may appoint officers to undertake, supervise and monitor the CSR activities and expenditures who will submit periodical report to the CSR Committee.

Safpro shall provide necessary resources and human capital for implementation and the effective monitoring of the CSR projects and programs as may be directed by the CSR Committee. The services of any external agencies or persons who have experience in the same or similar projects or programs undertaken or proposed to be undertaken by Safpro may also be made available for successful implementation and monitoring of the project.

## **Non-conformance**

Where Safpro carries out audits on our supply chain and non-conformance occurs the supplier is provided:

- The opportunity to explain how the non-conformance has occurred
- An allotted time to rectify the cause of the non-conformance to prevent re-occurrence
- A level of support in rectifying should it be required, be it someone to consult and review their process or financial support in gaining an accreditation required

All non-conformances are recorded and reviewed on an annual basis.

## **Disclaimer**

In case of any doubt regarding any provision of the policy and also in respect of matters not covered herein, a reference to be made to CSR Committee. In all such matters, the interpretation & decision of the CSR Committee shall be final.

Any or all provisions of the CSR Policy would be subject to revision / amendment in accordance with the guidelines on the subject as may be issued from Government, from time to time.

The CSR Committee reserves the right to modify, add, or amend any of provisions of this Policy subject to approval of the Board.