

Specialist Office Services Limited Corporate Social Responsibility Policy

At Specialist Office Services Limited, we define Corporate Social Responsibility as follows:

- Conducting business in a socially responsible and ethical manner;
- Protecting the environment and the safety of people;
- Supporting human rights; and
- Engaging, learning from, respecting and supporting the communities and cultures with which we work.

Specialist Office Services Limited will ensure that all matters of Corporate Social Responsibility are considered and supported in our operations and administrative matters.

This Policy applies to activities undertaken by or on behalf of Specialist Office Services Limited and its controlled contractors anywhere in the world.

All Specialist Office Services Limited employees and contractors will adopt the Corporate Social Responsibility considerations described in this policy into their day-to-day work activities. Specialist Office Services Limited directors will act as role models by incorporating those considerations into decision-making in all business activities. Specialist Office Services Limited directors will ensure that appropriate organizational structures are in place to effectively identify, monitor, and manage corporate social responsibility issues and performance relevant to our businesses.

This Policy is built on the following areas that reflect existing and emerging standards of Corporate Social Responsibility:

Business Ethics and Transparency

Specialist Office Services Limited is committed to maintaining the highest standards of integrity and corporate governance practices in order to maintain excellence in its daily operations, and to promote confidence in our company.

Specialist Office Services Limited directors will conduct its business in an open, honest, and ethical manner.

Specialist Office Services Limited recognizes the importance of protecting all of our human, financial, physical, informational, social, environmental, and reputational assets.

Specialist Office Services Limited will advise our partners, contractors, and suppliers of our Corporate Social Responsibility Policy, and will work with them to achieve consistency with this policy.

Environment Health & Safety

Specialist Office Services Limited is committed to protecting the health and safety of all individuals affected by our activities, including our employees, contractors and the public. Specialist Office Services Limited will provide a safe and healthy working environment, and will not compromise the health and safety of any individual. Our goal is to have no accidents and mitigate impacts on the environment by working with our stakeholders, peers and others to promote responsible environmental practices and continuous improvement.

Specialist Office Services Limited is committed to environmental protection and stewardship.

Specialist Office Services Limited directors recognizes that pollution prevention, biodiversity and resource conservation are key to a sustainable environment, and will effectively integrate these concepts into our business decision-making.

All employees are responsible and accountable for contributing to a safe working environment, for fostering safe working attitudes, and for operating in an environmentally responsible manner.

Stakeholder Relations

Specialist Office Services Limited will engage stakeholders clearly, honestly, and respectfully. Specialist Office Services Limited is committed to timely and meaningful dialogue with all stakeholders, including shareholders, customers, and employees, indigenous peoples, governments, regulators, and landowners, among others.

Employee Relations

Specialist Office Services Limited will ensure that employees are treated fairly and with dignity and consideration for their goals and aspirations and that diversity in the workplace is embraced. Specialist Office Services Limited will apply fair labour practices, while respecting the national and local laws of the countries and communities where we operate. Specialist Office Services Limited is committed to providing equal opportunity in all aspects of employment and will not engage in or tolerate unlawful workplace conduct, including discrimination, intimidation, or harassment.

Human Rights

Specialist Office Services Limited recognizes that governments have the primary responsibility to promote and protect human rights.

Specialist Office Services Limited will not tolerate human rights abuses, and will not engage or be complicit in any activity that solicits or encourages human rights abuse.

Specialist Office Services Limited will always strive to build trust, deliver mutual advantage and demonstrate respect for human dignity and rights in all relationships it enters into, including respect for cultures, customs and values of individuals and groups.

Community Investment

Specialist Office Services Limited stresses collaborative, consultative, and partnership approaches in our community investment programs.

Specialist Office Services Limited will integrate Community Investment considerations into decision-making and business practices, and will assist in local capacity building to develop mutually beneficial relationships with communities.

