

Qwarie Corporate and Social Responsibility Policy

Introduction

Qwarie Ltd recognises that our corporate and social responsibility is crucial to our values and operations and in expressing our commitment to our stakeholders. They include customers, employees, directors, contractors, consultants, investors, shareholders, suppliers, regulators, public authorities, unions, the community and the environment.

We are committed to understanding, monitoring and managing our social, environmental and economic impact to enable us to contribute to society's wider goal of sustainable development.

At Qwarie, we define Corporate and Social Responsibility as follows:-

- conducting business in a socially responsible and ethical manner, and;
- protecting the environment and the safety of people, and;
- supporting human rights, and;
- engaging, learning from, respecting and supporting the communities and cultures within which we work.

Policy Statement

Qwarie takes account of its economic, social and environmental impact in the way it operates as a business. By demonstrating our commitment to Corporate and Social Responsibility, we aim to align our business values, purpose and strategy with the needs of our stakeholders, whilst embedding responsible and ethical principles into everything we do.

This policy applies to activities undertaken by or on behalf of Qwarie.

Responsibility for the Policy

Management, as well as each employee, is responsible for the implementation of our Corporate and Social Responsibility principles.

The ultimate responsibility for the commitment to our Corporate and Social Responsibility principles lie with the Executive, although Qwarie stakeholders shall adopt the Corporate and Social Responsibility matters described in this policy, into their day-to-day work activities.

Business Ethics and Transparency

Qwarie adheres to the high standards of integrity and corporate governance practices in order to maintain excellence in its daily operations, and to promote confidence in its governance systems.

Qwarie shall conduct and promote its business in an open, honest, and ethical manner.

Qwarie recognizes the importance of protecting all our assets, that are human, financial, physical, social, information, environmental and reputational.

Mission Statement

Qwarie supplies premier services and solutions, delivering unrivalled quality and exceptional productivity.

Customers

Qwarie seeks to ensure that it deals responsibly, openly and fairly with existing and potential customers with a service hallmarked by integrity, quality and care by:

- ensuring that all our advertising and documentation about the business and its activities are clear, informative, legal, decent and truthful, and;
- being open and honest about our products and services and telling customers what they want to know, including what we do to be socially responsible, and;
- ensuring that we register and resolve complaints in compliance with our Complaints Policy and Procedure, and;
- listening to feedback provided by our customers, so that we might improve communications and the products and services we offer, and;
- publishing contracts with terms and conditions that are equitable and reasonable, so that they safeguard against unfair business practices.

Environmental Health and Safety

Protection of the environment in which we live and operate is part of our values and principles and we consider it to be sound business practice. Care for the environment is one of our key responsibilities and an important part of the way in which we do business.

The nature of our work means that we do not inherently have a high environmental impact, however we shall take consideration of environmental issues in the professional services we provide and endeavour to reduce our environmental impact to an absolute minimum.

Stakeholders should be mindful of the carbon footprint that they might be creating in the course of their business activity.

Where possible, we minimise travel that incurs a carbon footprint. As a priority, travel is performed on public transport, and so that public transport is used as a last resort, unless it is a bicycle.

Also, where we select a supplier, a supplier that has adopted a responsible environmental policy and has implemented processes and that make a real difference, shall be considered more favourably than a supplier with no apparent environmental policy.

Qwarie reduces the environmental impact by:-

- when available, complying with government initiatives for the offset of carbon footprint in travel, and;
- providing online webinars, as opposed to face to face training, and;
- conducting company board meetings on-line, and;
- using public transport in preference to private transport, and;
- employing people who live in close proximity of the facility, or who work from home, and;
- ensuring that all lights and equipment is switched off when not required, and;
- printing documents only where required by law, and;
- saving and appropriately disposing of spent batteries, and;
- ensuring that water is used efficiently, and;
- using scrap paper for drafts and notes.

Local Community

Qwarie strives to understand and respect the cultural values and laws where we operate, so that we might develop mutually beneficial relationships with communities. We actively support initiatives in the communities where our employees live and work. We encourage our employees to contribute time and energy in leadership and other roles in community organizations.

Qwarie shall will strive to build trust, deliver mutual advantage and demonstrate respect for cultures, customs and values of individuals and groups.

We take direct action in local environmental matters, leading with new initiatives that seek to raise awareness of environment by directly addressing issues that are harmful to the environment.

Human and Animal Rights

Qwarie recognises that governments have a responsibility to promote and protect human rights policies and that everyone is responsible for the implementation of those policies.

Qwarie shall not engage or be complicit in any activity that solicits or encourages the abuse of human rights, and shall not tolerate the abuse of human rights within our sphere of influence.

Qwarie believes that the way we treat animals is a reflection of the way we, as humans, occupy space in our ecosystem. We promote awareness of the plight of endangered species, support initiatives to protect endangered species. Where there is evidence of abuse of animals in our immediate environment, we take responsible and appropriate action that might include notification to a public authority.

Stakeholders are encouraged to adopt a similar policy towards human and animal rights.

Communication and Awareness of this Policy

Qwarie shall notify its stakeholders of this Corporate and Social Responsibility Policy, and collaborate to achieve satisfactory adoption.

Review of this Policy

The effectiveness of this policy shall be monitored and reviewed every six months to ensure our continuing compliance with any relevant legislation, to meet new corporate and social obligations and to identify any matter that requires inclusion or improvement.

Board Approval

This policy has been approved by the Executive of Qwarie.



Richard Smith – Chief Executive Officer

12 August 2019