

Corporate Social Responsibility policy

Our Corporate Social Responsibility (CSR) company policy refers to our responsibility toward our staff, stakeholders, customers, suppliers, the world around us, and the planet. Our existence is the part of a larger system of people, values, other organizations and nature. The social responsibility of a business is to give back to the world just as it provides to us.

Our CSR policy applies to our business, and refer to our suppliers and partners.

We continuously improve our CSR strategy by:

- Continually improving our performance and meeting all applicable legislation.
- Informing our staff to be mindful of the effect of their actions on non-renewable resources.
- Introducing procedures to assist with implementing CSR.
- Encouraging our business partners to implement CSR.

Corporate Social Responsibility Policy elements

We want to be a responsible business that meets the highest standards of ethics and professionalism. Our company's social responsibility falls into two categories: compliance and proactiveness.

Compliance: our commitment to legality and willingness to observe community values.

Proactiveness: our initiatives in promoting human rights, helping communities and protecting environment.

Corporate Social Responsibility Compliance

In our everyday activities we are:

- Respecting the law and internal policies
- Ensuring that our business operations are legitimate
- Keeping our partnership and collaboration open and transparent

CSR Business ethics

We conduct business with integrity and respect for human rights. We promote:

- Safety and fair dealing
- Respect toward each client and user
- Anti-bribery and anti-corruption practices

Protecting the environment

In our work, we promote paperless office, sustainable growth and green technologies. IT solutions, hardware, services and know-how are being offered and delivered without adversely affecting the environment. In addition to that, management of the company supports initiatives to further enhance internal procedures and processes according to the principles of sustainable growth and environment protection

Furthermore, we recycle printer toners, paper, PET bottles and we take care to recycle IT equipment in environmentally friendly manner. We also monitor energy consumption. In cooperation with our suppliers we promote „old for new“ equipment swap campaigns. Whenever possible, we advise our customers to recycle the old equipment.

Care is being taken on finding ways to lower energy consumption. We encourage our employees to be mindful of excess energy consumption and possible energy savings at the workplace.

Regarding the savings resulting in indirect energy consumption, employees are being encouraged to share vehicle when going to a customer site, we plan shipments for optimal cargo services, saving on cargo expenses and contributing to the lowering of the carbon footprint. We encourage electronic communication (using telephone, mobile phones, work from home, learning through webinars, web meetings) thereby lowering the need for business

trips. Conscious effort is being made towards using low fuel consumption cars, and we do encourage employees to lead healthy lifestyles, like cycling and trekking.

Protecting people

We ensure that we:

- Do not risk the health and safety of our employees and community.
- Encourage employees to lead healthy lifestyles.
- Do not harm the lives of people.
- Support equality, diversity and inclusion.

Human rights

We are dedicated to protecting human rights and are committed to equal opportunity and following the fair labor practices. We ensure that our activities do not directly or indirectly violate human rights.

Corporate Social Responsibility Proactiveness

Donations and aid

We make monetary donations. These donations aim to:

- Advance the education of people.
- Alleviate those in need.
- Promote environmental protection

Also, we encourage our employees to volunteer and we sponsor volunteering events from other organizations.

Selection of suppliers and business partners

We aim to affect the world around us not just by our actions and reactions but also by the demands that we put on our suppliers and business partners. We choose them based on:

- Legal compliance
- Business and labor ethics, fairness and transparency
- High quality and deep knowledge including R&D
- Environmental efforts
- Community support

Preserving the environment

We proactively protect the environment through:

- Promotions of practical ideas to minimize resource use and a switch to more environmentally friendly technologies
- Recycling
- Conserving energy
- Using public transport and other environmentally-friendly technologies

Supporting the community

We initiate and promote community investment and educational programs.

Learning

Our primary focus is to promote the best possible future-proof solutions for our customers. We are open to suggestions and listen carefully to ideas. We always tries to improve the way it operates continuously, learns from past experience and to create a non-judgmental learning environment.

We act to promote our identity as a socially aware and responsible business. Management communicates this policy on all levels and are responsible for resolving any CSR issues.