

## **Business Management System**

## Ethical Corporate Social Responsibility

Policy

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## DOCUMENT REVISION CONTROL AND AMENDMENT RECORD

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## Statement

Since our founding in 2012, SPC has embodied the true spirit of corporate social responsibility, and we are committed to the highest standards of corporate citizenship. Our culture and values are rooted in service, integrity, and taking personal responsibility for our actions, outcomes, and reputation. As a leading recruitment agency, we connect people with employment opportunities and make a difference in the communities in which we live and work.

- Employees & People We take seriously our responsibilities to protect, support, and prepare workers for successful careers, and to advocate on their behalf. Our efforts are focused on providing career opportunities and resources to the global workforce, and leading by example in areas such as workplace safety, health and wellness, diversity and inclusion, and training and development. We believe in opportunity for all and are steadfast in our commitment to equal employment opportunity, the protection of human rights, and the prevention of human trafficking.
- Ethics SPC is committed to doing the right thing, conducting ourselves in a legal, ethical, and trustworthy manner, upholding our regulatory obligations, and complying with both the letter and spirit of our business policies.
- Engagement SPC understands that it takes all of us working together to truly have an impact. As such, we partner with organizations in the communities where we live and work to improve lives and society as a whole by engaging in activities such as community service, philanthropy, and support for local charities. We also seek to engage with partner suppliers who operate using socially responsible business practices and adhere to the professional code of conduct outlined by the World Employment Confederation.

- Environment SPC recognizes a shared responsibility to protect our planet. Although our facilities and operations have a small ecological footprint, we reduce the environmental impact of our business through preservation, conservation, and waste reduction practices.
- Code of Business Conduct and Ethics SPC Code of Conduct provides mechanisms to
  prevent dishonest or unethical conduct, and fosters a culture of honesty and accountability.
  This policy outlines the responsibilities of our employees, including ensuring that our suppliers
  are aware of their obligation to conduct themselves in a legal and ethical way.

SPC treat all employees with dignity and respect and follow all applicable laws and legislation related to labour and human rights. Below are examples of initiatives we have in place:

Equal Employment Opportunity – It is the policy of SPC to protect the employment rights of qualified applicants and employees regardless of an individual's race, colour, sex, age, religion, national origin, genetics, sexual orientation, gender identity/expression, disability, and/or other protected categories under applicable laws.

Affirmative Action – SPC is committed to taking affirmative action to employ and advance women, minorities, qualified disabled individuals, disabled veterans, recently separated veterans, and other protected veterans.

Underlying our corporate social responsibility program is a set of core policies that outline our approach and guide our activities

Accommodations Policy – It is the policy of SPC Services to comply with all applicable laws concerning the employment of persons with disabilities. Consistent with that commitment, it is SPC policy not to discriminate against qualified individuals with disabilities regarding application procedures, hiring, advancement, discharge, compensation, training, or other terms, conditions, and privileges of employment.

Anti-Harassment Policy – SPC is committed to maintaining a work environment that is free from harassment. As such, SPC will not tolerate harassment of, or by, its employees.

We are individually and collectively accountable for upholding our corporate social responsibility commitments. We encourage participation across our organisation, and we will work with external stakeholders to continually advocate on behalf of the global workforce, improve our workplaces,

contribute to the communities we serve, and ensure our actions are socially, ethically, and environmentally responsible.					