



CORPORATE SOCIAL RESPONSIBILITY POLICY

C.Scope international Ltd strives to be responsible corporate entity.

This policy is to help translate the company's principles into a set of guidelines and standards that provide guidance for our managers and employees in the company.

Each manager is responsible for ensuring that the principles set out in this policy are communicated, understood, and observed by all employees. Each manager is responsibility for ensuring compliance in their area of responsibility.

Our Basic Standards

We will

- maintain the highest standards of integrity.
- conduct all aspects of our business with honesty, integrity and open-ness.
- respect human rights and the interests of our employees, customers and third parties.

Compliance with Laws and Regulations

All employees are required to comply with the laws and regulations applicable in the territory wherever they do business.

Customers

By aiming for excellence and helping each other, we can deliver the highest levels of product performance and service and give greater customer and employee satisfaction. We will do everything we can to ensure that we:

- act in accordance with fair business, marketing and advertising practices and take all reasonable steps to ensure the safety of our products and services
- provide transparent and effective procedures that address customer complaints and contribute to fair and timely resolution of disputes
- not make representations or omissions nor engage in any other practices that are deceptive, misleading, fraudulent or unfair
- respect customer privacy and provide protection for personal data in accordance with the relevant local law.

Colleagues

We are an employer committed to creating and maintaining a safe and healthy working environment for its employees. We will strive to create a workplace in which there is mutual trust and respect and where every person feels responsible for the performance and reputation of our company. We will respect the individual and each other's rights, customs and traditions including the right to freedom of association and the right to decide whether or not to join a trade union and will negotiate in good faith with the properly elected representatives of its employees. Furthermore we will work towards achieving a diverse workforce, employing employees only on a fair basis taking into account objective criteria and the qualifications and abilities required to carry out the task. We will endeavour to maintain good communications with employees.

Partners and Stakeholders

We endeavour to develop strong relationships with our stakeholders (eg suppliers) and others with whom we have dealings, based on mutual trust, understanding and respect. We expect and encourage our partners to adhere to business principles consistent with our own. We will conduct operations in accordance with the principles of fair competition and all applicable regulations. We will conduct operations in accordance with standards of good corporate governance.

Integrity

Our employees shall not offer, give, seek or receive, either directly or indirectly, inducements or other improper advantages for business or financial gain. If an employee is in any doubt about accepting an offer then that employee should discuss the issue with a Director.

No undisclosed or unrecorded account, fund or asset will be established or maintained.

The company will not support, tolerate or condone any form of money laundering.

Community

The company endeavours to be a good corporate citizen and to fulfil our responsibilities to the community in which we operate.

Conflicts of Interest

Employees must not misuse their positions or company property to facilitate gains for themselves or others. The company respects the privacy of its employees, however, all employees are expected to avoid activities or financial interests which conflict with company interests. Any actual or potential conflicts should be disclosed and discussed with the employee's manager. Information received by an employee in the course of employment must not be used for personal gain.

Equal Opportunities and Diversity Policy

The Directors of the company are committed to equality of opportunity as an employer. This policy sets out the company's commitment to treat equally and with fairness at all times its employees, customers, contractors and third parties. We are committed to seeking continuous improvement and compliance with legislation based on:-

- that everyone has the right to be treated with dignity and respect.
- we will not discriminate on the grounds of race, gender, disability, nationality, religion, philosophical belief, political belief, age, sexual orientation, family status, trade union activity or any other factor
- we will adopt fair and inclusive practices throughout our operations and will seek to eliminate all prejudice, discrimination, bullying and harassment. All employees have the personal responsibility for the practical application of this policy in their activities and must adhere to the policy.

The Directors use their best endeavours to ensure:

- there is a productive and safe working environment, promoting diversity and inclusion in their workforce.
- the company can demonstrate continuous improvement in practices to promote diversity and equal opportunities for all.

We will put in place practices and procedures to ensure the commitments in this policy are applied and implemented. We are committed to actively working with partner organisations to ensure our policies, procedures and practices are in line with best practice. We will comply with and exceed where possible, current national and international legislation and relevant codes of practice in the UK.

We take all reasonable steps to ensure that our buildings and premises are accessible to disabled employees, customers and visitors as required by the Disability Discrimination Act. We provide our staff with the necessary guidance and training to ensure the effective implementation of this policy and to ensure we are an inclusive employer.

Employees are encouraged to notify a Director in relation to bullying, discrimination, harassment or victimisation via grievance procedures.

The company supports the principles of the United Nations Universal Declaration of Human Rights and the International Labour Organisation Declaration on Fundamental Principles and Rights at Work. We will adhere to the following principles in respect of our staff.

- We will treat all employees fairly and honestly, regardless of where they work. All staff will have agreed terms and conditions in accordance with local law or practice and will be given appropriate job skills training.
- We will pay a fair wage reflecting local markets and conditions. We will always meet any national minimum wage.
- Working hours shall not be excessive. They shall comply with industry guidelines and national standards where they exist.
- We will not employ illegal child labour, forced or bonded labour, forced overtime or condone illegal child labour.
- Employees have the rights of freedom of association and collective bargaining. We respect the right of our employees to choose whether or not to join a trade union without influence or interference from management. Furthermore we support the right of our employees to exercise that right through a secret ballot.
- We will negotiate in good faith with the properly elected representatives of our employees.
- We will abide by the non-discrimination laws in every country where we operate.

- We will not use or condone the use of corporal punishment, mental or physical coercion or verbal abuse. We have disciplinary procedures for any member of staff whose conduct falls below the required standard.
- We have formal grievance procedures through which staff can raise personal and work related issues.
- All staff will be given reasonable access to bathroom and rest facilities.

Anti-Slavery and Human Trafficking Policy

This policy applies to all persons working for us or on our behalf in any capacity, including employees at all levels, directors, officers, agency workers, seconded workers, volunteers, agents, contractors and suppliers.

The company strictly prohibits the use of modern slavery and human trafficking in our operations and supply chain. We have and will continue to be committed to implementing systems and controls aimed at ensuring that modern slavery is not taking place anywhere within our organisation or in any of our supply chains.

We expect that our suppliers will hold their own suppliers to the same high standards.

Modern Slavery and Human Trafficking Modern slavery is a term used to encompass slavery, servitude, forced and compulsory labour, bonded and child labour and human trafficking. Human trafficking is where a person arranges or facilitates the travel of another person with a view to that person being exploited. Modern slavery is a crime and a violation of fundamental human rights.

Our commitments:

We are a company that expects everyone working with us or on our behalf to support and uphold the following measures to safeguard against modern slavery:

- We have a zero-tolerance approach to modern slavery in our organisation and our supply chains.
- The prevention, detection and reporting of modern slavery in any part of our organisation or supply chain is the responsibility of all those working for us or on our behalf. Employees must not engage in, facilitate or fail to report any activity that might lead to, or suggest, a breach of this policy.
- We are committed to engaging with our stakeholders and suppliers to address the risk of modern slavery in our operations and supply chain.
- We continually seek to improve our contracting processes and keep them under review. We assess whether the circumstances warrant the inclusion of specific prohibitions against the use of modern slavery and trafficked labour in our contracts with third parties. We will also assess the merits of writing to suppliers requiring them to comply with our Corporate Social Responsibility policy, which sets out the minimum standards required to combat modern slavery and trafficking.

- We may require:
 - employment and recruitment agencies and other third parties supplying workers to our organisation to confirm their compliance with our Corporate Social Responsibility policy.
 - Suppliers engaging workers through a third party to obtain that third parties' agreement to adhere to the same standards.
 - As part of our ongoing risk assessment and due diligence processes we will consider whether circumstances warrant us carrying out audits of suppliers for their compliance with our Corporate Social Responsibility policy.
 - If we find that other individuals or organisations working on our behalf have breached this policy we will ensure that we take appropriate action.

Data Protection

We have policies and procedures in place to ensure that we comply with the General Data Protection Regulation 2018 and other relevant legislation governing data protection in any territories in which we operate.

Our Purchasing Policy

We purchase a wide range of goods and services required in the operation of our business and we also rely heavily on a number of key suppliers. Good working relationships with our suppliers are therefore central to the success of our business. For this reason, we clearly state our purchasing policy as part of ensuring that our business standards are integrated throughout the supply chain. The company specify that approved suppliers complete approval forms that detail our requirements. We are committed to obtaining and retaining competitive goods and services while at the same time ensuring they are from sources which have not jeopardised human rights, safety or the environment. We aim to develop strong relationships with our suppliers, based on mutual trust, understanding and respect.

We encourage our suppliers to:

- adhere to business principles consistent with our own.
- ensure that their products and services are produced and delivered to comply with all legislation relevant to their business.
- to adopt and implement acceptable safety, environmental, product quality, product stewardship, labour, human rights, social and legal standards in line with our own code and to ensure these issues are acceptably managed within the supply chain for any products supplied to us.
- improve the quality, environmental performance and sustainability of goods and services.

Community Relations

Our relationships with the local community is very important to us and are an essential part in the growth of our business. Through our community strategy, we therefore engage with the community at a range of levels as customers, neighbours, potential employees, businesses and residents. Through our community strategy, we seek to play our part in promoting socially inclusive policies, encouraging the young and disadvantaged and helping older members of the community and the disabled. In line with our core values, our community strategy incorporates engagement with the local communities

in which we operate on the quality of our products and services; offering employment opportunities to all sectors of the community through non-discriminatory policies and promoting opportunities to disadvantaged and vulnerable groups; supporting local community groups and charities; improving the environment in and around our operations; promoting broader opportunities for workplace learning and we encourage and support donations to local charities.

Safety Policy

The health and safety of our employees and customers is our paramount concern.

The Directors of the company are committed to ensuring the health, safety and welfare of all of its employees at work and also the safety of customers through the use of our products. We seek continuous improvement and compliance with legislation, having proper regard to the protection of people, premises, property and the environment.

There are detailed specific policy arrangements and organisation for health and safety in place. Responsibilities for carrying out these arrangements are clearly allocated. All staff are given appropriate information, instruction and training. Supervision is provided to ensure compliance with policies and safe systems of work and resources are allocated and competent persons are appointed to ensure we achieve this policy.

We continually monitor the health and safety performance of our operations which will be subjected to periodic safety audits to assess performance.

Contractors are required to comply with this policy whilst they are working at our facility.

Environmental Policy

The company is committed to making continuous improvement and reduction in our environmental impact. We work with our partners to promote environmental care and increase understanding of environmental issues.

We have a detailed Environmental Management Policy and an Environmental Responsibilities document that provide more information.

Biodiversity Policy

Our policy in respect of conserving and promoting biodiversity reflects our commitment to furthering the aims of sustainable development in harmony with our natural surroundings. We have a detailed Biodiversity Policy which supplements our Environmental Management Policy.

Climate Change Policy

Climate change is acknowledged as an international issue with national governments committed to taking action to reduce greenhouse emissions. We have a separate Climate Change Policy which includes targets to reduce greenhouse gases from our operations.