



## Corporate and Social Responsibility Policy

Digimock Limited Corporate Social Responsibility (CSR) policy refers to our responsibility toward our environment. Our company's existence is not lonely. It's part of a bigger system of people, values, other organizations and nature. The social responsibility of a business is to give back to the world just as it gives to us. We are a responsible business that meets the highest standards of ethics and professionalism.

Digimock's responsibility falls under two categories: **compliance** and **proactiveness**. Compliance refers to our company's commitment to legality and willingness to observe community values and laws. Proactiveness is every initiative to promote human rights, help communities and protect our natural environment.

### COMPLIANCE

#### Our company will:

- ✓ Promote this policy to all its employees and contractors
- ✓ Respect the law
- ✓ Honour its internal policies
- ✓ Ensure all business operations are legitimate
- ✓ Keep every partnership and collaboration open and transparent

#### Business ethics

- ✓ We conduct business with integrity and respect to human rights.

We promote:

- Safety and fair dealing
- Respect toward our clients
- Anti-bribery and anti-corruption practices

#### Protecting the environment

We recognize the need to protect the natural environment and follow best practices when disposing of waste. We endeavour to identify and promote sustainable packaging alternatives to our clients as art of our business strategy.

#### Protecting people

We ensure we:

- ✓ Don't risk the health and safety of our employees and community.
- ✓ Avoid harming the lives of local and indigenous people.
- ✓ Support diversity and inclusion.

#### Human rights

We are dedicated to protecting human rights and are a committed equal opportunity employer and will abide by all fair labour practices and laws. We ensure our activities do not directly or indirectly violate human rights in any country (e.g. forced labour).

## **PROACTIVENESS**

### **Donations and aid**

We preserve a budget to make monetary donations. These donations are intended to:

- ✓ Advance chosen charities

### **Preserving the environment**

Apart from legal obligations, we proactively protect the environment through:

- ✓ Recycling
- ✓ Conserving energy
- ✓ Using and promoting where practicable, environmentally-friendly technologies in the manufacture and use of packaging

### **Supporting the community**

We support community investment and educational programs where practical and create learning and work experience opportunities to local educational establishments.

### **Learning**

We actively promote and offer learning opportunities within our organisation.

We are open to suggestions from both our internal staff and our clients and listen carefully to ideas to continuously improve the way we carry out our operations.

08.01.2018