

## **Daleba Electronics Limited Corporate Social Responsibility Policy**

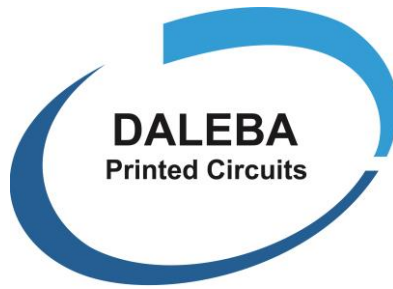
### **1. PURPOSE**

We acknowledge that our company's activities affect the environment and our local community. We understand our duty to act as a responsible neighbour, employer, and conscientious resource consumer. To fulfil these responsibilities, we commit to the following actions aimed at benefiting our community and minimizing our environmental footprint:

### **2. SCOPE**

Our Responsibilities to Our Employees:

- We are committed to supporting and encouraging our employees' participation in charitable activities within the local community.
- We ensure that our employees have ample opportunities to realise their full potential and provide them with the necessary tools for development and growth through both mandatory and optional training.
- We maintain an open-door policy, allowing employees to raise concerns with their line managers and HR, ensuring that they are not subjected to victimisation for doing so.
- We respect and value each employee's traditions and beliefs, actively promoting diversity throughout our organization.
- We maintain continuous communication with our employees to ensure the active implementation of this and all other policies.
- We encourage employees to think creatively and suggest improvements to policies or processes, and we reward their hard work and innovative thinking when their ideas contribute to the betterment of our business operations.
- We take measures to protect our employees and suppliers from abusive behaviour by third parties, including customers, suppliers, and the general public.
- We ensure that employees use company assets responsibly and do not misuse them, adhering to the terms outlined in their employment contracts.
- We ensure that all employees are aware of the impact that both our business and they as individuals have on the external environment.



- We actively support and understand employee well-being, promoting an appropriate work-life balance for our staff.

#### Our Business Responsibilities:

- We are committed to minimising our electricity usage by ensuring that all electrical appliances, whenever possible, are switched off at the end of each day.
- We adhere to all relevant legislation governing our industry and, when necessary, seek legal advice to ensure fair and ethical trade practices.
- We support charitable initiatives that align with our company values, regularly reviewing them through our Corporate Social Responsibility (CSR) strategy.
- We uphold fair competition within our industry.

### **3. BRIBERY**

- To ensure compliance with the Bribery Act 2010 and any subsequent amendments to such laws and regulations.
- To guarantee that no employee representing the Company engages in bribery, either accepting or offering bribes.
- To establish and implement the requisite procedures to uphold compliance with the Bribery Act 2010, as detailed in our Anti-Bribery and Corruption Policy.

### **4. GIFTS**

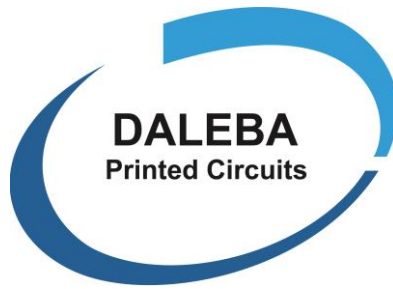
- To uphold the principle that employees should not accept personal gifts from customers or suppliers. In cases where an employee is uncertain whether an offer qualifies as a gift, they should ask their line manager.

### **5. CONFLICTS OF INTEREST**

- To emphasise to our employees the importance of respecting the privacy of every company member and to encourage them to avoid any actions that may create conflicts with their company responsibilities.

### **6. CONFIDENTIALITY**

- To guarantee that all employees strictly follow the regulations outlined in the Data Protection Act 1998 and its associated legislation. For comprehensive guidance, please refer to the company's Data Protection Policy.
- To uphold a secure working environment for all employees and provide a safe consulting environment for our clients. Additional guidance can be found in the company's Health and Safety policy.



## **7. ENVIRONMENTAL**

- To maintain a distinct Environmental Policy that comprehensively addresses all aspects within this domain. We are dedicated to achieving all of our specific objectives in this regard.
- To leverage technology across our operations to decrease our paper consumption and reduce reliance on natural materials and resources.
- To decrease our energy consumption by minimising case duration and optimising operational processes.

## **9. CUSTOMERS**

- To continuously endeavour to deliver efficient, cost-effective, high-quality, and reliable services to all our customers.
- To guarantee that all employees consistently conduct themselves in an honest and professional manner when interacting with customers.
- To maintain a keen awareness among all employees that they are entrusted with highly sensitive information and must not compromise the trust placed in them by our customers, suppliers, and the company.

## **10. SUPPLY CHAIN**

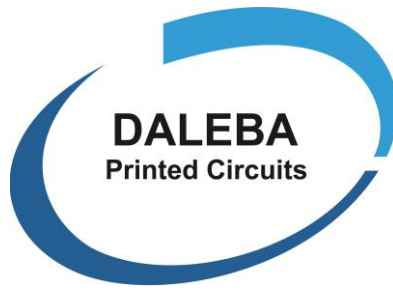
- To nurture our working relationships, recognising their fundamental importance to our business's success.
- To verify that our outsourced partners adhere to all relevant legislation pertaining to their profession and our industry, avoiding any breaches.

## **11. THE LOCAL COMMUNITY**

- To generate employment opportunities within the local community.
- To acknowledge that our business has an impact on both our local and broader community, whether through employment, customer interactions, or supplier relationships. Consequently, we are committed to proactively forming partnerships to drive positive change.

## **12. SECURITY**

- To maintain the safety of our premises at all times to safeguard both data and staff.
- To implement robust security measures to protect our IT systems and ensure data security.
- To furnish a secure working environment for all employees and a safe meeting environment for all visiting customers.



### 13. Employment

- To establish equal opportunities for all employees, as outlined in the company's Equal Opportunities policy.
- To ensure that all members of the company refrain from discriminating against colleagues or employees based on protected characteristics, as specified in the Equality Act 2010. Any violation of this policy, as detailed in section 13.2, will be treated seriously and will not be tolerated.
- To guarantee that all recruitment processes are conducted fairly and consistently for every candidate, in accordance with the company's Recruitment policy.
- To provide a means for any employee with a legitimate complaint to follow the company's grievance procedure, which is accessible to all.

Matthew Chesterman

Managing Director

11<sup>th</sup> September 2023