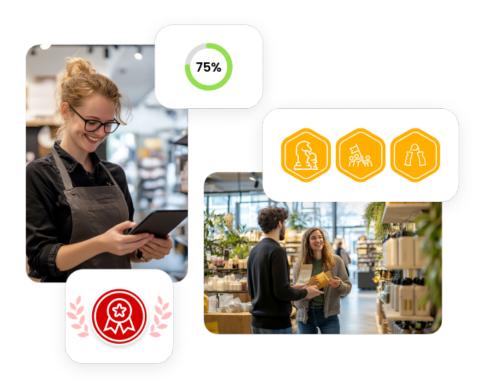**tinQwise**

TinQwise Policy

001.1

Corporate Social Responsibility

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VALIDITY AND DOCUMENT MANAGEMENT

Version	Date	Author	Description
00	20/06/2022	Simon Kennedy	Document creation
00	01/07/2022	Emil de Valk	Document revision
01	09/03/2023	Reinoud van Dommelen	Complete document revision. And update to align with standard customer contract set. Renumbering.
02	02/11/2023	Simon Kennedy en Reinoud van Dommelen	Yearly review and update. Adjusted wording, aligned more closely with ISO 27001:2023 norm. Add articles in TinQwise Staff Handbook. Update TinQwise Terminology. Edit some typos and wording. Add some Reference Documents. Checked availability and update of TinQwise standard training Module on CSR in the TinQwise Academy Changed info@tinqwise.nl into info@tinqwise.com.
03	11-12-2024	Emil de Valk, Theo Brejaart	Annual review and update based on progress in 2024

This document is valid as of January 1st, 2025

The owner of this document is the C.E.O., who must check and, if necessary, update the document at least once a year.

TinQwise reserves the right to update this Policy to reflect changes in our practices and regulatory requirements. Data subjects will be informed of material changes. Previous versions of this procedure will be stored for a period of 5 years, unless specified otherwise by legal or contractual requirement.

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1. Relevant to

Management	Finance / Legal	HR	Office Management	Marketing, Sales and Account Management	Professional services	IT Support	Product & Engineering	DevOps	Support & Maintenance
X	X	X	X	X	X	X	X	X	X

2. Purpose

The purpose of this document is to define TinQwise's approach to its corporate social responsibility.

At TinQwise and our subsidiaries, we are committed to conduct our business with integrity, honesty and fairness with regards to people, society and our environment. We recognize that our operations have an impact on society and the environment. To this end, we have developed our Corporate Social Responsibility Policy (CSR Policy), aligned with the achievement of the United Nations' 17 Sustainable Development Goals (SDGs). Our CSR Policy outlines our commitments and objectives in the areas of social responsibility, environmental sustainability, and ethical business practices, i.e. to be good stewards of the environment and the social landscapes in which we operate.

TinQwise wants to be a responsible company. Not only in word, but especially in our behaviour. The Corporate Social Responsibility Policy takes account of the interests of our various stakeholders. They include employees, shareholders and financial institutions, suppliers, clients, government bodies, educational and knowledge institutes, industry and society associations (including NGOs) and the communities in which TinQwise operates.

3. Scope

The Corporate Social Responsibility Policy applies to TinQwise Staff (see definition in "000 Roles & Definitions") performing work for TinQwise. This includes current employees and persons working for TinQwise through an employment agreement, as a (statutory) director, worker through an employment agency, worker through a supplier or as an intern. Any reference to 'we' and 'you' in The Corporate Social Responsibility Policy refers to persons in this group.

Sustainability is a fundamental part of the way we do business, and we promote the same principles in our relationships with customers, suppliers and other business partners.

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4.   The basis of OUR ENVIRONMENTAL AND SOCIAL PRINCIPLES

Our CSR Policy aligns with many of the UN SDGs, including:

- **Quality Education (Goal 4)** - We believe in the power of education to promote social and economic development. We are committed to promoting education and training opportunities for our employees and the employees of our clients and contributing to educational initiatives in our local communities.
- **Gender Equality (Goal 5)** - We believe in promoting gender equality and empowering women in our workplace and in society. We are committed to creating a diverse and inclusive workplace that promotes equal opportunities for all.
- **Decent Work and Economic Growth (Goal 8)** - We believe in promoting sustainable economic growth and creating decent work opportunities for all. We are committed to creating a fair and inclusive workplace that promotes job satisfaction and professional development.
- **Industry, innovation and infrastructure (Goal 9)**: TinQwise supports this goal by investing in innovative technologies and infrastructure that promote sustainable development. This includes developing and implementing environmentally friendly technologies, improving energy efficiency, and using sustainable materials in its products and services.
- **Reduced Inequalities (Goal 10)**: TinQwise supports this goal by promoting diversity and inclusion in its workplace and in society. This includes implementing policies and programs to reduce gender, racial, and other inequalities in its workplace, and partnering with non-profit organizations to support marginalized communities.
- **Responsible Consumption and Production (Goal 12)** - We recognize the importance of promoting sustainable consumption and production practices. We are committed to reducing our environmental footprint and promoting sustainable practices throughout our operations.
- **Peace, Justice and strong institutions (Goal 16)**: TinQwise is committed to promoting ethical business practices and responsible governance. We have established a transparent and accountable governance structures, promote anti-corruption measures, and support human rights and the rule of law in our operations and in the communities where we operate.
- **Partnerships for the Goals (Goal 17)** - We believe in the power of partnerships to achieve sustainable development. We are committed to collaborating with our stakeholders to promote sustainable practices and make a positive impact on society and the environment.

In line with our CSR Policy, we are committed to promoting social responsibility in our operations and in the wider community. We have created a diverse and inclusive workplace that promotes respect, equality, and fair treatment for all. We also seek to contribute to the well-being of our local communities through philanthropic activities and volunteerism.

We recognize the impact that our business activities can have on the environment. As such, we are committed to reducing our environmental footprint and promoting sustainable practices

throughout our operations. This includes minimizing our use of natural resources, reducing waste and emissions, and promoting environmentally friendly practices among our employees, partners, and suppliers.

We believe in conducting our business with integrity and transparency. We adhere to the highest ethical standards in all our dealings with customers, partners, and suppliers. We will also work to prevent corruption, bribery, and other unethical practices in our operations.

In summary, TinQwise is committed to contributing to the achievement of the United Nations' Sustainable Development Goals through our CSR Policy and practices. We believe that by working together, we can make a positive impact on the world and create a sustainable future for generations to come.

5. The translation of principles into behaviour and actions

The following actions have been defined to follow-up on our principles:

- **Education and Training**: To promote quality education and training opportunities for our employees, we develop and implement a training and onboarding programme for all employees. The program covers topics such as sustainability, social responsibility, diversity and inclusion, and ethical business practices. We also partner with educational institutions and non-profit organizations to support educational initiatives in our local communities.
- **Gender Equality**: To promote gender equality in our workplace and in society, we have established a diversity and inclusion committee that will develop and implement strategies to promote gender equality and diversity in our workplace. We also work with our suppliers and partners to ensure that they share our commitment to promoting gender equality.
- **Decent Work and Economic Growth**: To promote sustainable economic growth and create decent work opportunities for all, we have established a fair and inclusive workplace that promotes job satisfaction and professional development. We also develop and implement policies and programs to promote work-life balance and support the well-being of our employees.
- **Responsible Consumption and Production**: To promote responsible consumption and production practices, we have implemented measures to reduce our environmental footprint, including reducing our use of natural resources, minimizing waste and emissions, and promoting environmentally friendly practices among our employees, partners, and suppliers.
- **Partnerships for the Goals**: To promote partnerships for sustainable development, we collaborate with our stakeholders, including customers, suppliers, partners, and non-profit organizations, to promote sustainable practices and make a positive impact on society and the environment.

With these actions, TinQwise contributes to the achievement of the United Nations' Sustainable Development Goals. We are committed to continuous improvement and will regularly review and update our action plan to ensure that we are meeting our objectives and making a positive impact on society and the environment.

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TinQwise is committed to promoting sustainability including environmental and social principles as an integral part of our business. This commitment is founded in our ambition to contribute to the United Nations Sustainable Development Goals (SDGs). We align our business practices with the United Nations Guiding Principles on Business and Human Rights and the OECD Guidelines for Multinational Enterprises. We comply with the applicable environmental and social Dutch and international laws. In the future, we will optimize this Policy in accordance with the requirements of the ISO 14001 standard, with the aim of achieving continuous improvement in our environmental and social behaviour.

6. ACCOUNTABILITY AND GOVERNANCE

The C.E.O. and the Company Counsellor review the content of this policy on a yearly basis.

The responsibility for the Corporate Social Responsibility Policy and the management of environmental and social risks sits ultimately with the M.T..

Compliance of the Corporate Social Responsibility Policy is monitored by M.T. and the Company Counsellor.

The C.E.O. is responsible for verifying compliance to this policy through various methods, including but not limited to, business tool reports, internal and external audits. Any exception to the policy is subject to the Information security exceptions management process.

An employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

7. HOW TO REPORT (SUSPECTED) MISCONDUCT

If you are an employee of TinQwise and you believe that anyone who is involved in the business of TinQwise is attempting to breach or has breached the The Corporate Social Responsibility Policy, you are expected to report this to your Team Lead or to the TinQwise Counsellor.

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