



Corporate Social Responsibility Policy

Extrastaff's Corporate Social Responsibility (CSR) company policy refers to our responsibility towards our environment. This policy applies to our company and its subsidiaries. It may also refer to suppliers and partners.

Extrastaff prides itself in continuing to be a responsible business that meets the highest standards of ethics and professionalism.

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

Compliance

Legality

Our company will:

- Respect the law
- Honour its internal policies
- Ensure that all its business operations are legitimate
- Keep every partnership and collaboration open and transparent
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Business ethics

Extrastaff will always conduct business with integrity and respect to human rights ensuring:

- Safety and fair dealing
- Respect toward the consumer
- Anti-bribery and anti-corruption practices
- Examples of Corporate Social Responsibility

Protecting the environment

Our company recognises the need to protect the natural environment. Keeping our environment clean and unpolluted is a benefit to all. Extrastaff will always comply with best practices when disposing of waste and recycling. Stewardship will also play an important role. Extrastaff also promotes the use of electric cars or cars with low Co2 emissions where possible to contribute towards the reduction of pollution.

Protecting people

Extrastaff ensures that we:

- Do not risk the health and safety of our employees and community
- Avoid harming the lives of local and indigenous people
- Support diversity and inclusion
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Human rights

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

Proactiveness

Donations and aid

Our company may preserve a budget to make monetary donations. These donations will aim to:

- Advance the arts, education and community events
- Alleviate those in need

Volunteering

Our company will encourage its employees to volunteer. They can volunteer through programs organised internally or externally. Our company may sponsor volunteering events from other organisations.

Preserving the environment

Apart from legal obligations, our company will proactively protect the environment. Examples of relevant activities include:

- Recycling
- Conserving energy
- Using environmentally-friendly technologies

Supporting the community

Our company may initiate and support community investment and educational programs. It can provide support to non profit organizations or movements to promote cultural and economic development of global and local communities. Extrastaff sponsors and donates money to a variety of local clubs and charities assisting in improving local services to the community.

Learning

Extrastaff actively invest in research and development. Our company will try to continuously improve the way it operates.

Extrastaff readily act to promote our identity as a socially aware and responsible business. Management must communicate this policy on all levels. Managers are also responsible for resolving any CSR issues.