



Corporate Social Responsibility Policy

Purpose

The purpose of this policy is to document Gillett, Preston and Associates Inc. (GPA) commitment to conducting all activities in a socially responsible manner.

Scope

This policy applies to GPA business decision making processes and the planning and delivery of GPA operations and projects.

Policy Statement

Corporate Social Responsibility (CSR) aims to contribute to societal goals of a philanthropic, activist or charitable nature or by engaging in or supporting ethically oriented practices.

While we run our business based on the expectations of our diverse stakeholders, we also understand the importance of contributing to making the world a better place. At Gillett, Preston and Associates Inc. we strongly believe in the Triple Bottom Line concept wherein the company contributes to building economic, social and environmental imperatives.

This Policy aims to the betterment of a sustainable society and this commitment is ingrained in our core values. We aim to demonstrate these through our actions governed by this policy. This policy applies to our Company and its subsidiaries and may also refer to our suppliers and partners.

At GPA, we define CSR as:

- Conducting business in a socially responsible and ethical manner.
- Protecting the environment and safety of the people.
- Supporting human rights.
- Engaging, learning from, respecting and supporting the communities and cultures within which we function.

Business Ethics and Transparency

- We will conduct our operations in an open, honest and ethical manner.
- We will ensure that all our operations are legitimate.
- We undertake to keep every partnership and collaboration open and transparent.
- We recognise the importance of protecting all our human, financial, physical, informational, social, environmental and reputational assets.
- We will advise our partners, contractors and suppliers of our CSR Policy and will work with them to achieve consistency with the policy.
- We are committed to measuring, auditing and tracking the performance of our CSR programs.

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. We will ensure that our activities do not directly or indirectly violate human rights in any country.

Protecting People

- Do not risk the health and safety of our employees and community.
- Promote an active and healthy lifestyle, including food and snacks offered in work-related situations.
- Avoid harming the lives of local people.
- Support equality, diversity and inclusion.

Environment

- We recognise that environmental pollution prevention, biodiversity and resource conservation are key to a sustainable environment and will integrate the same into our business practices.
- All employees and contractors are responsible and accountable for contributing to a safe working environment, and for operating in an environmentally responsible manner.

Selection of suppliers and business partners

We can affect the world around us not just by how we act and react, but also by the demands that we put on our suppliers and business partners. We choose them based on:

- Legal compliance.
- Business and labour ethics, fairness and transparency.
- High quality and deep knowledge.
- Environmental efforts.
- Community support.

Stakeholder Relations

- At GPA we are proud to apply fair labour practices, while respecting the local laws.
- We do not engage or tolerate unlawful workplace conduct, including intimidation, discrimination or harassment.
- We do not tolerate abuse of Human Rights nor conduct activities that can be labelled as abuse.

Learning

GPA is focused on developing the best possible future-proof solution for our industry and projects. We are open to suggestions and listen carefully to ideas. Our company always tries to improve the way it operates continuously, learns from past experience and to create a non-judgmental learning environment.

Review

GPA:

- Ensures this policy and its associated procedures align with legislation, government policies and the corporate goals and values of GPA.
- Ensures this policy and its associated procedures are implemented, monitored and reporting is provided on the policy commitments.

- Ensures this policy and its associated procedures are reviewed regularly to make sure they continue to be relevant and are achieving what they are intended to achieve.

Definitions

Nil

References

Nil

Procedures

Procedure 01 Strategic Planning

Procedure 02 Business Planning

Procedure 03 Operational Planning

Procedure 04 Sustainability

Communication

GPA ensures communication of this policy statement to employees, members, partners, contractors and visitors through digital communication, induction processes and training activities.

Version Control

Updates to this document are managed using the Microsoft Word, *Review*, *Tracking*, and *Changes* tools. That is, document review is done via digital copies of the document only with archived versions stored with changes highlighted. Printed copies of this document are considered uncontrolled.