



Practical eLearning
for Procurement
and Supply Chain Teams



ESG, Sustainability and Corporate Citizenship Policy

OVERVIEW

We were founded in 2011 when an experienced group of international procurement leaders noticed a gap in the market for online practical-based education, made by professionals with real-world experience.

We embarked on creating unique, high-impact and personalized learning journeys created to improve core skills needed in these roles – efficiency, resourcefulness, and overall performance.

Since then we've educated employees from both large companies to corporations, becoming the global standard for effective procurement and supply chain training with presence in the US, Europe, Middle East, and China. We are particularly proud to have helped these companies reach their ESG targets through procurement and supply chain efficiencies which directly drive down carbon output.

- 350,000+ learners around the world
- 520+ corporate clients
- 100 countries

Our staff are diverse, and so are our clients. It is crucial for us to engage firmly with and support environmental, social, and governance matters in all regions where we operate. Such commitment is manifested internally and when we provide solutions for our clients who are increasingly focused on decision-making regarding sustainability matters. This policy outlines our sustainability focus areas and how we wish to engage them.

ENVIRONMENTAL IMPACT

Skill Dynamics commits to reducing its environmental footprint, conserving natural resources, and minimizing its impact on climate change. Skill Dynamics offices will recycle as much waste as possible and will consider employees to work from home when appropriate to avoid using personal polluting vehicles, or utilize public transport when attending offices. Business travel must be approved by a Company Director and wherever appropriate virtual meetings will be used instead.

DIVERSITY, EQUALITY AND INCLUSION

We operate in various parts of the world. As a result, our employees hold many ethnic and national identities with multiple beliefs and backgrounds. This is a core strength of our business.

Therefore, we will:

- Ensure equity, fairness, and respect for all in our employment, whether temporary, full time or part time.
- Protect characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex and sexual orientation. Ensuring

these characteristics do not factor into employment practices or progression within the business.

- Prevent all forms of discrimination. Discrimination is the unjust or prejudicial treatment of different categories of people, especially regarding race, age, sex or disability. Other types of discrimination can include religious discrimination, national origin, status as a parent, or pregnancy.
- Skill Dynamics will oppose discrimination, including in pay and benefits, terms and conditions of employment, dealing with grievances and discipline, dismissal, redundancy, leave for parents, requests for flexible working, and selection for employment, promotion, training, or other developmental opportunities.
- Complaints of bullying, harassment, victimization, and unlawful discrimination by fellow employees, customers, suppliers, visitors, the public during the organizations work activities are taken seriously by Skill Dynamics, and we always act on any reports.
- Monitor the make up of the workforce regarding information such as age and gender to encourage equality, diversity and inclusion.

Skill Dynamics will:

- Ensure that anyone who raises concerns or highlights potential or actual breaches receives support and respect and that there is no retaliation against them.
- Ensure that concerns raised are taken seriously and addressed promptly, treating related information with discretion and discussing them with the Human Resources department as soon as possible to determine the appropriate course of action including whom else to inform.

EMPLOYEE ENGAGEMENT

At Skill Dynamics, we are aware that engaging with our employees and supporting their development increases employee satisfaction. Satisfied employees improve our competitive advantage through higher productivity and performance. High employee satisfaction also attracts talent and keeps Skill Dynamics at the forefront of the competitive environment. Failing to engage with employees adequately increases the risks of data breaches and other ethical violations whilst also discouraging talent from joining us.

To maximize our employee engagement and satisfaction, we will work to:

- Ensure that decisions concerning staff are based on merit.
- Review employment practices and procedures on an ongoing basis where necessary to ensure fairness.

We understand that sustainability and diversity and inclusion need to be approached in different ways depending on the national context. We will work with our employees and clients to maximize potential positive impact.

CODE OF CONDUCT

This section outlines the requirements expected of all Skill Dynamics staff. The Code is a brief statement of the standards of conduct which should guide the everyday decisions of our staff. The Company recognizes that maintaining the trust, confidence and respect of workers, employees, customers and suppliers is crucial to the Company's continued growth and success.

The Company follows and encourages fair and non-discriminatory employment practices and offers equal opportunities to all workers. All of us must work and relate with each other in a professional manner on the basis of mutual trust, respect, cooperation and individual dignity. We must avoid actions and words that could be considered discriminatory, hostile, improper or offensive in any situation.

In order to inspire employees to fulfil their potential, the Company appreciates that employees need to understand expectations on work performance and key objectives. All roles at Skill Dynamics will have a job description and performance objectives.

Staff are expected to undertake their work with due regard for the health and safety, well-being and property of other employees, business contacts and members of the public. Any employee who is found to be generally negligent of their duty of care or who disregards laid down standards, policies and procedures resulting in a threat to the health, well-being or property of others, may be subject to disciplinary action in accordance with the Company's Disciplinary Procedure.

In order to discharge responsibilities safely, efficiently and effectively, employees are expected to be fit for work and to commence work at the designated time. Staff must not report for duty under the influence of alcohol, drugs or other substances to the extent that it may affect their own performance or safety, or the safety of others.

ANTI-BRIBERY AND CORRUPTION

The Company is committed to ensuring adherence to the highest legal and ethical standards and will apply a "zero tolerance" approach to acts of bribery and corruption by any member of staff. Acts of bribery or corruption are designed to influence the individual in the performance of their duty and incline them to act dishonestly.

No gifts should be given to customers apart from promotional items authorized by the Company. Similarly, accepting gifts, favors or other benefits from customers/suppliers or potential customers/suppliers is not allowed, unless what is offered is of nominal value and not connected in any way with performance of duties nor a bribe or inducement in connection with business. If in any doubt, you should seek the advice of your Line Manager, or the HR department.

Any breach of the Anti-Bribery and Corruption Policy will be regarded as a serious matter by the Company and is likely to result in disciplinary action in accordance with the

Company's Disciplinary Procedure and which may result in dismissal, or a termination of the business relationship.

MODERN SLAVERY

Modern Slavery is a heinous crime and a morally reprehensible act that deprives a person's liberty and dignity for another person's gain. At Skill Dynamics we have a zero tolerance approach to modern slavery and are fully committed to preventing slavery and human trafficking in our operation and supply chain in compliance with Modern Slavery acts including but not limited to the UK Modern Slavery Act 2015.

We establish a relationship of trust and integrity with all our suppliers and Business Partners. We haven't been made aware of any allegations of human trafficking/slavery activities against any of our suppliers, but if we were, then we would act immediately against the supplier and report it to the authorities.

IMPLEMENTATION

We are committed to establishing relevant key performance indicators (KPIs) related to our material sustainability focus areas and report on our performance and progress annually.

Signature on behalf of Skill Dynamics:



Sam W Pemberton
CEO, Skill Dynamics

Date: 10th November 2023