

## **SOCIAL RESPONSIBILITY & CODE OF CONDUCT POLICY**

Our Corporate Social Responsibility (CSR) company policy refers to our responsibility towards company work environment and our stakeholders. Our activities involve and have an impact on our employees, customers and our local communities at a national level as well as internationally through our global agent network. Our services also involve our overseas agents who are members of industry associations who will be compliant with our policy beliefs, we also engage with a wider group of vendors which range from large corporate identities such as airline/shipping lines, through to small owner operators. We have an inclusive vision and we consider that the Company has a certain responsibility towards all his stakeholders. Our stakeholders are those who will impact and/or can be affected by the objectives of our organization, they have been mentioned here above. It is important for our company to maintain an ethic management of all parties concerned.

**Scope** - This policy applies to the company and its subsidiaries regardless of location. It may also refer to all his stakeholders.

**Policy elements** - Our company aims to be a responsible business that meets the highest standards of ethics and professionalism. It will consider all aspects and interested parties before acting and observe all laws. We provide a safe working environment that in addition to legal compliance with physical health and safety issues also provides protection against workplace harassment. Formula Global Mobility has a separate "Work Place Harassment policy" which should be referred to.

**Legality** - We will adhere to legal guidelines for safety and fair dealing. Every partnership and collaboration will be open and transparent. Business value and financial benefits should result only from legitimate business operations. We will always respect the Law including anti-bribery and anti-corruption practices. We also comply with all laws and best practice with regards to anti-competitive activities in our vendors. Formula Global Mobility has detailed policies for Anti-Bribery and Anti- Corruption which should be referred to. Our company is also committed to always honor its internal policies. The company does not discriminate based on race, colour, sex, gender identity or expression, pregnancy, sexual orientation, civil status, age except as provided by law, religion, political convictions, language, ethnic or national origin, social condition, a handicap or the use of any means to palliate a handicap.

**Business Ethics** - We will always conduct business with integrity and in respect to human rights and establish appropriate policies and procedures to promote good business ethics. For example: respect towards the consumer, ethical corporate governance and anti-corruption practices. Our company will follow society's ethical expectations.

**Protecting and Preserving the Environment** - Our company recognizes the need to protect the natural environment. Keeping our environment clean and unpolluted is a benefit to all. Apart from legal obligations, our company may be proactive in protecting the environment. Examples of corporate social responsibility activities include conserving energy and recycling. We always follow best practices when disposing of garbage and office equipment, as well as recycling of packaging materials and ink printer cartridges.

**Protecting People** - We ensure not to put at risk the health and safety of our employees and sustain a high awareness of the community's needs as well as the needs of local and indigenous people.

**Human Rights** - Our company is dedicated to protecting human rights. We are a committed equal opportunity employer and will incorporate all fair labour practices to ensure that our activities do not directly or indirectly violate human rights in any country for example child labour/forced labour.

**Supporting the community** - Our company may initiate and support community and charity programs. For example, it may begin partnerships with vendors for constructing public buildings. It can provide support to non-profit organizations or movements to promote the cultural and economic development of global and local communities.

**Learning** - We support training through in company training, formal Industry Association training programs and certification as well as recognized external training bodies and associations such as the Canadian Employee Relocation Council. Our company will try to continuously improve its operations.

**The management of the company is responsible for our CSR responsibility and suggestions or issues should be brought to their attention either through a supervisor or directly.**