

## Corporate Social Responsibility Policy (CSR)

### Review:

This document was:

<b>Reviewed by:</b>	Operations Team	<b>Review/Revise Date:</b>	April 2024
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At Whizdom we recognise the importance of conducting our business in a socially responsible manner. We understand the impact our operations can have on society, the environment, and the well-being of our employees, contractors, clients, and all other stakeholders. Therefore, we are committed to integrating corporate and social responsibility (CSR) principles into all aspects of business operations.

### Our Commitment

Whizdom's commitment to CSR extends beyond meeting client expectations; it serves as a cornerstone for risk management and leveraging opportunities. This policy outlines Whizdom's commitment to conducting business in an ethical, sustainable, and socially responsible manner. It serves as a guiding framework for Whizdom's activities and interactions with various stakeholders, including employees, customers, suppliers, communities, and the environment. This commitment is deeply ingrained in our core values, and we aim to demonstrate these responsibilities through our actions and within our corporate policies.

### Our Approach

At Whizdom, we embrace CSR as integral to our ethos. We define CSR as follows:

- **Conducting Business Responsibly:** We operate ethically and socially responsible in all aspects of our business.
- **Environmental Protection and Safety:** We prioritise environmental protection and ensure the safety of all individuals involved in our operations.
- **Supporting Human Rights:** We uphold human rights principles and foster a culture of respect and dignity.
- **Engaging with Communities:** We engage, learn from, and support the communities and cultures of where we operate.

### Responsibilities

This Policy applies to activities undertaken by or on behalf of Whizdom. All Whizdom employees, contractors and other stakeholders are to adopt the Corporate Social Responsibility considerations described in this policy into their day-to-day work activities.

Our leaders are to act as role models by incorporating these considerations into decision making in all business activities. Our Executive team are to ensure that appropriate organisational structures are in place to effectively identify, monitor, and manage CSR issues and performance relevant to our business. This Policy is built on the following areas that reflect existing and emerging standards of CSR.

### Ethics and Transparency

Whizdom maintains the highest standards of business integrity, governance, and transparency in our operations. We conduct business openly, honestly, and ethically, and we adhere to all relevant laws and regulations. We do not tolerate corrupt practices or conflicts of interest and encourage a culture of transparency, collaboration, and accountability.

### Health, Safety, and the Environment

Whizdom is committed to protecting the health, safety, and well-being of our employees and

contractors. We strive for a safe and healthy working environment and will not compromise the health and safety of any individual. Our goal is to have no accidents and eliminate or minimise risk as far as reasonably practicable. We will work with clients and other stakeholders to ensure the work environment for contractors is safe and without risks to health and safety.

Whizdom is committed to minimising our environmental impact and promoting sustainability in all aspects of our operations. All employees and contractors are responsible and accountable for contributing to a safe working environment, for fostering safe working attitudes, and for operating in an environmentally responsible manner. Whizdom is a socially and environmentally conscious company, operating in full compliance with the local laws and regulations of the countries, states, and territories within which we conduct business.

Whizdom seeks out suppliers who have a proactive approach to environmental risk management and who manage natural resources responsibly.

### **Human Rights and Fair Employment Practices**

Whizdom respect fundamental human rights and the dignity of people. We do not tolerate human rights abuse in any capacity and will not engage or be complicit in any activity that solicits or encourages human rights abuse. We are committed to providing fair employment practices and equal opportunities for all individuals, regardless of age, impairment, mental, intellectual, psychiatric, and physical disability, marital status, nationality, political opinion, race, colour, social origin, religion, sex, sexual orientation, or any other status protected by applicable law. All employment decisions will be based on merit, qualifications, and business requirements. Whizdom has created an environment where everyone is encouraged to give their best and realise their full potential, through the provision of learning and development opportunities.

### **Stakeholder Relations**

Whizdom recognise the importance of engaging and collaborating with our stakeholders including clients, suppliers, and business partners to effectively address CSR and incorporate their perspectives into our initiatives. We hold all stakeholders to the same high standards of ethical conduct and CSR that we adhere to. We do not engage in or tolerate unlawful workplace conduct, including discrimination, intimidation, or harassment. Whizdom strives to collaborate with stakeholders who share our commitment to sustainability, fair employment practices, and promote responsible sourcing, transparency, and continuous improvement throughout our supply chain.

### **Supporting Social Enterprises and Not for Profit**

Whizdom, where possible, will support social enterprises that are in alignment with the core values and objectives of this policy. A social enterprise will be defined as a business with social objectives that are aligned with positive social community outcomes and where profits are not the primary goal and revenues fund their social causes.

### **Community Involvement**

Whizdom strives to understand and respect the cultural values and laws wherever we operate. We actively support initiatives in those communities where our employees live and work. This commitment is visible in our contributions of financial, equipment and volunteer support. We encourage our employees to contribute time and energy in leadership and other roles in community organisations. Our business will determine its community investment priorities to suit the needs of the local communities. Whizdom encourages our employees to be active in the community, allows reasonable requests for volunteering time and provides financial support for community projects.

### **CSR Management**

To ensure Whizdom's commitment to high standards of ethical, sustainable, and socially responsible

business conduct, we strive for continuous improvement by:

- Gathering feedback from all stakeholders and implementing adjustments where appropriate.
- Staying on top of compliance and governance with applicable industry association memberships and learnings.
- Periodically measuring, auditing, and tracking the performance of CSR initiatives.

As part of day-to-day business operations:

- All business must be conducted in accordance with the laws and regulations of the states and territories in which we operate.
- We compete fairly in the markets in which we operate.
- Corrupt practices are unacceptable. No bribes, kickbacks, or similar payments will be made to, or accepted from, any party.
- Employees must not engage in activities that involve, or could appear to involve, a conflict between their personal interests and the interests of Whizdom.
- Employees who come forward when they have genuine suspicions of wrongdoing anywhere in the organisation will be taken seriously and will not be victimised. Their concerns will be properly investigated, and any necessary action taken.
- Whizdom does not make political donations

### Reporting and non-retaliation

Consistent with our Whistle Blower Policy there will be no reprisal or retribution taken against any employee, contractor, or any other stakeholder for raising concerns under this policy. Whizdom is committed to investigating, addressing, and responding to concerns of employees and to taking appropriate corrective action in response to any violation. All incidents should be reported in writing via the [Issues and Complaints form](#).

This policy will be reviewed as part of our annual document review process and updated as necessary to reflect developments in our businesses and in best practice.



John McCluskey  
Managing Director

Related Whizdom policy documents:

- EEO Policy
- Environmental Policy and Statement
- Environmental Action plan
- Ethical Sourcing Policy
- Issues and Complaints Procedure
- Modern Slavery Statement
- Whistle-Blower Policy
- WHS Policy
- Cyber Security Policy
- Business Risk Management Plan
- Recruitment Policy
- Quality Policy
- Privacy Policy – Procedures
- Diversity and Inclusion Policy