



Responsible Business Policies

9 April 2024

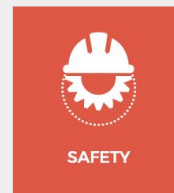


Together for a Better Tomorrow

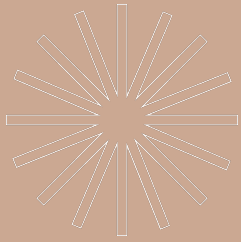
What we do

ESG &
Sustainability
Advisory

Four Practices



Five Solution Areas



Our Values

Our values guide us in everything we do and they are non-negotiable.

INTEGRITY | EXCELLENCE

CUSTOMER | PEOPLE | PROFIT



Vision

Our vision is enabling impact **together for a better tomorrow.**

Mission

As a **trusted improvement partner**, we support organisations & the society **to achieve a sustainable future** by **application of knowledge & innovation.**

Consultivo Group Responsible Business Policies: A Summary

Consultivo Group, encompassing Consultivo and Slate of Swan, demonstrates its commitment to responsible business practices through a comprehensive policy framework.

These policies support ethical operations, environmental stewardship, and contribute to achieving the company's long-term vision.

Our policy framework rests on four key pillars:

1. SHE Policy (Safety, Health & Environment) Policy:

- Promotes a safe, healthy & environment friendly work environment for employees.

2. Quality Policy:

- Ensures the delivery of high-quality services that meet client expectations.

3. Business Ethics Policy:

- **Management of Impartiality, Confidentiality, and Information Security:**
 - Ensures fair and unbiased decision-making & protects sensitive information
- **Ethical Procurement:**
- **Anti-corruption:**
 - Prohibits bribery and other corrupt practices.
- **Gifts, Benefits, Reimbursements, and Entertainment:**
 - Maintains transparency in financial dealings and avoids conflicts of interest.

4. People Policy:

- **Capacity Development & Talent Management:**
 - Invests in employee training and development fostering a learning culture
- **Free Choice of Employment:**
 - Respects employee rights to choose and leave employment freely.
- **Non-employment of Child Labour:**
 - Prohibits any form of child labor within the company.
- **Prohibit Discrimination:**
 - Creates a workplace free from discrimination and harassment.
- **Equal Employment Opportunity:**
 - Provides equal opportunities for individuals regardless of background.
- **Respect to People & Community:**
 - Promotes a positive work environment & values the company's role within the community.



SHE - SAFETY, HEALTH AND ENVIRONMENTAL POLICY

We ensure a safe and healthy workplace for each employee and consider 'Care' and 'No Harm' as part of our value system. We are committed to preventing injury, ill-health and pollution.

All employees are accountable for ensuring safe and environment-friendly work practices in all stages of our advisory and consulting business. They shall be consulted regularly.

We abide by all applicable SHE legal and other requirements.

This policy is approved by the CEO and is reviewed periodically.

The SHE policy is communicated, understood and applied within the organization and made available to the relevant interested parties.

We aim at eliminating OHS hazards & environmental impacts resulting from our business operations.

We shall

- Use the '3-R' (Reduce, Reuse and Recycle) philosophy for use of natural resources and waste management
- Integrate SHE and energy-efficient considerations in the design of infrastructural facilities
- Create SHE awareness among all our stakeholders
- Aim for continual improvement

Quality Policy

We support our customers to meet their evolving business requirements and manage their business risk. We aspire to be a long term and trustworthy business partner to our customers.

To achieve this we aim to:

- Continually improve our process & service level through innovative approaches
- Invest in human capital to enhance the competence of our resource persons
- Remain a preferred partner of our customers and stakeholders by focusing on quality and value addition in all our deliverables
- Provide factual & unbiased customer communication and fair contractual practices

Business Ethics Policy

Management of Impartiality

Impartiality is one of the cornerstones of audit, advisory, assurance & verification services, and the management of impartiality is imperative in Consultivo. Our values also include that we never compromise on quality and integrity, and indeed our independence has been one of our strongest assets.

Consultivo is organised in such a way as to ensure that impartiality is not compromised by commercial, financial, or other pressures. We respect fair practice and ethical trade in all our operations and transactions across the processes. Our employees disclose situations or transactions that reasonably would be expected to give rise to a conflict of interest.

Consultivo has internal operational and managerial controls in place to ensure impartiality in every delivery. The organizational, service, and employee responsibilities are defined.

Business Ethics Policy

Confidentiality and Information Security

We are committed to

- Protect organisation and customer data and information against unauthorized access
- Effectively communicate the need for information security to all stakeholders
- Ensure confidentiality, integrity, and availability of our information assets in accordance with relevant legal requirements

No member of Consultivo, will disclose confidential information belonging to, or obtained through their affiliation with Consultivo to any person, including business and professional associates unless Consultivo has authorized disclosure or required by law.

Consultivo shall be responsible, for the management of all relevant information obtained or created during the performance of all activities. Consultivo shall inform the client, in advance, of the information it intends to place in the public domain.

Except for information that the client makes publicly available, or when agreed between Consultivo and the client (e.g. for the purpose of responding to complaints), all other information shall be regarded as confidential.

Business Ethics Policy

Anti-corruption

Corruption is the abuse of entrusted power for private gain. Corruption can take many forms and include bribery (soliciting, offering or accepting a bribe in money or in-kind), conflict of interest, concealment, and obstruction of justice, and trading in influence. To prevent corruption we shall:

- Identify the risks of corruption
- Support and train our people in their efforts to eradicate bribery and corruption
- Demonstrate visible leadership
- Encourage our people to report violations of the organization's policies and unethical and unfair treatment

Gifts, Benefits, Reimbursements, and Entertainment

Consultivo employee shall not offer or accept gifts, benefits, reimbursements or entertainment to or from a third party that would constitute a violation of laws or that could affect, or appear to affect, the professional judgment in the performance of the respective work or duties for Consultivo or a third party.

Business Ethics Policy

Ethical Procurement

- Consultivo Business Solutions Pvt Ltd requires suppliers to adhere to ethical standards, including fair labor practices, compliance with laws, and environmental responsibility.
- Our green procurement policy prioritizes sourcing from environmentally sustainable suppliers and promoting eco-friendly products and services.

Business Ethics Policy

People Policy

People are the key resource of our business. Consultivo is committed to fair employment process, protecting human rights and conditions, ensuring people benefit & development and supporting the community. We ensure this through:

Capacity Development & Talent Management

We believe in capacity development of our employees and ensure this through our competence management process. Talent engagement, management and development are important for the success of our business.

We are committed to fair and equitable HR practices, fostering a diverse and inclusive work environment, ensuring compliance with labor laws, and supporting employee growth through continuous learning and development opportunities.

Free choice of employment

Employees are free to join and leave the organisation with prior notice as per terms and conditions of employment.

Non-employment of child labour

We do not employ and will not employ below the legal age.

Business Ethics Policy

People Policy

Equal Employment Opportunity

Consultivo is an equal employment opportunity company and is committed to creating a healthy working environment that enables employees to work without fear of prejudice, gender bias and sexual harassment.

Respect to people

All employees and stakeholders of the company have the right to be treated with dignity. Consultivo is committed to creating a healthy working environment that enables employees to work without fear of prejudice, gender bias and sexual harassment. Sexual harassment at the workplace or other than workplace if involving employees is a grave offence and is, therefore, punishable. The workplace is defined as any place related to work that includes business travel.

Whistle blowing is encouraged and we allow employees to report any suspected wrongdoing in good faith and without fear of retaliation.

Community

Our Community Policy is based on our respect for the need and interest of the people among whom we live and work. We support community involvement & development through

- Building long-term strategic partnerships with local communities and not for profit initiatives in the areas of human empowerment & child health
- Contributing in the form of financial aid and livelihood support

These policies are approved by the CEO and are reviewed at a regular interval. The last review was made on 9 April 2024.

By adhering to these responsible business policies, Consultivo Group demonstrates its commitment to ethical conduct, environmental stewardship, and creating a positive work environment for its employees. This approach fosters long-term success and builds trust with clients, stakeholders, and the community.