

Corporate Social Responsibility Policy (CSR)

Operating in a responsible and sustainable manner is important to Whizdom Pty Ltd (Whizdom Recruitment). While we run our business in line with the expectations of our clients, we also see corporate responsibility as a discipline that helps us manage risks and maximize on the opportunities available to us in a changing world. Our Corporate Governance Policies are intended to provide a framework for the governance of Whizdom and adherence to our policies and related operating procedures is the responsibility of every Whizdom Director, Employee and Contractor. We are committed to understanding, monitoring, and managing our social, environmental, and economic impact to enable us to contribute to society's wider goal of sustainable development. This commitment is deeply ingrained in our core values, and we aim to demonstrate these responsibilities through our actions and within our corporate policies. At Whizdom, we define Corporate Social Responsibility as follows:

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

In alignment with our Ethics and Anti-Corruption Agreement, we will ensure that all matters of Corporate Social Responsibility are considered and supported in our operations and administrative matters and are consistent with our stakeholders' best interests. Whizdom is committed to being recognised in the field of Corporate Social Responsibility and recognises that in doing so, we will add significant value for our community. This Policy applies to activities undertaken by or on behalf of Whizdom. All Whizdom employees, suppliers and contractors 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 leaders are to ensure that appropriate organisational structures are in place to effectively identify, monitor, and manage Corporate Social Responsibility issues and performance relevant to our business. This Policy is built on the following areas that reflect existing and emerging standards of Corporate Social Responsibility:

People

Whizdom employees are our great assets and should be treated justly and fairly and rewarded for their achievements. Our employment policies commit us to:

- Providing a safe working environment through best practice in health and safety management in all our businesses.
- Being an equal opportunities employer, committed to developing a diverse workforce where everyone is treated fairly irrespective of race, sex, colour, nationality or national origin, class, religion, age, disability, marital status, sexual orientation or gender identification, political opinion, or any other status protected by applicable law.
- Creating an environment where everyone is encouraged to give their best and realise their full potential, through the provision of learning and development opportunities.

- Ensuring that employees can discuss any problem connected with their work confident that they will receive a fair, impartial and confidential review of the issue. We respect the individual's right to freedom of association. We relate to our employees through both collective and individual agreements, according to local law, custom and practice.

Business Ethics and Transparency

Whizdom is committed to maintaining the highest standards of integrity and corporate governance practices in order to maintain excellence in its daily operations, and to promote confidence in its governance systems. Whizdom will conduct its business in an open, honest, and ethical manner. Whizdom recognizes the importance of protecting all of our human, financial, physical, informational, social, environmental, and reputational assets.

Whizdom will advise its partners, contractors, and suppliers of its Corporate Social Responsibility Policy, and will work with them to achieve consistency with this policy. Whizdom is committed to measuring, auditing, and tracking the performance of its Corporate Social Responsibility programs.

- All business should be conducted in accordance with the laws and regulations of the countries and states in which the business is located.
- 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. They may raise their concerns with their line manager, or any member of the Exec Team. Their concerns will be properly investigated, and any necessary action taken.
- Whizdom does not make political donations

Environment Health & Safety

Whizdom is committed to protecting the health and safety of all individuals affected by our activities, including our employees, contractors, and the public. Whizdom will provide 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 mitigate impacts on the environment by working with our stakeholders, peers, and others to promote responsible environmental practices and continuous improvement.

Whizdom is committed to environmental protection and stewardship. Whizdom recognises that pollution prevention, biodiversity and resource conservation are key to a sustainable environment and will effectively integrate these concepts into its business decision-making. 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. Being a socially and environmentally conscious company, operating in full compliance with the local laws and regulations regarding the ethical, corporate governance, labour, health and safety, and environmental compliance of the countries/states/ locations within which we conduct business.

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

Stakeholder Relations and Human Rights

We are proud of our commitment to apply fair labour practices, while respecting the national and local laws of the countries/states/locations and communities where we operate and are committed to providing equal opportunity in all aspects of employment. We do not engage in or tolerate unlawful workplace conduct, including discrimination, intimidation, or harassment. Whizdom works with our suppliers to help them treat their workers and employees fairly and with dignity and respect, and maintain safe working conditions. We do not tolerate human rights abuses, human trafficking and/or slavery, and will not engage or be complicit in any activity that solicits or encourages human rights abuse.

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.

We aim to make a positive contribution to the communities in which we operate and to be a responsible neighbour. 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.

Responsibility for the Success of this Policy

The Whizdom Exec team has overall responsibility for this CSR Policy. The Operations Manager has day-to-day operational responsibility for this policy and should ensure that all employees receive regular and appropriate training. The Whizdom Exec team will review this policy through standard formal policy review processes yearly. This policy does not form a part of any employee's contract, or otherwise create one, and it may be amended from time to time. Employees are invited to comment on this policy and suggest ways in which it might be improved. Comments or suggestions should be addressed to the Whizdom Exec team. All employees are responsible for the success of this policy. Whizdom creates workplaces in which open and honest communications among all employees are valued and respected. If you have any questions about this CSR Policy, or if you would like to report a potential violation of it, please speak to your line manager or any member of the Exec Team. Consistent with our Whistle Blower Policy there will be no reprisal or retribution taken against any employee 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.

This policy will be reviewed from time to time and updated as necessary to reflect developments in our businesses and in best practice.

A handwritten signature in black ink, appearing to read 'John McCluskey'.

John McCluskey
Managing Director
Whizdom Recruitment
Date: 04/06/2021