

Adcorp Group

Corporate Citizenship Policy

This policy consists of four pillars:

1. Sustainability and ESG,
2. Stakeholder Management,
3. Community Social Responsibility, and
4. Diversity, Inclusion & Belonging

adcorp

Connecting Human Potential



The Adcorp Group is committed to using its capabilities and market position to improve socio-economic conditions in our communities by increasing employability and connecting people with opportunities

GROUP CORPORATE CITIZENSHIP POLICY

Process Area	Human Resources – Corporate Citizenship	Policy Owner:	Head: Sustainability
Policy Title:	Corporate Citizenship Policy	Revision No.:	0
Policy No.:	HR-POL-028	Approved by	SESCoM
Effective Date:	Feb 2024	Next Revision Date:	Feb 2025

Summary

The Corporate Citizenship Policy has been developed to enable the Group Corporate Citizenship Strategy and ensure that Adcorp remains a responsible business aligned to global best practices. The policy covers the Corporate Citizenship functions, namely: 1. Sustainability and ESG, 2. Stakeholder Management, 3. Community Social Responsibility (CSR), and 4. Diversity, Inclusion & Belonging (DIB). The policy is expanded and supported by statements that demonstrate our commitment to important ESG factors. In this policy we outline the principles for integrating Corporate Citizenship practices into our operations and decision-making.

Approved by

<p>Prepared By:</p> <p>Brandon Urdang</p> <p>Head: Sustainability</p>	<hr style="width: 80%; margin: 0 auto;"/> <p>Date</p>
<p>Approved on behalf of SESCoM:</p> <p>Ronel Van Dijk</p> <p>Chairperson SESCoM</p>	<hr style="width: 80%; margin: 0 auto;"/> <p>Date</p>

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1. Scope

This policy applies to all Adcorp operations globally and must be adhered to by all employees. The scope includes the management of physical offices, all Adcorp employees and any suppliers or service providers providing services to Adcorp.

The level of detail with which the policy's principles apply to areas of the business should be in proportion to the nature, scope, complexity, and risks associated.

2. Introduction

The Adcorp Group is a workforce solutions provider that seeks to connect and develop human potential. We have a footprint in Africa and Australia. We focus on creating value for society by living our purpose of enabling agile, focused and skilled workforces for the future. We provide dignified employment and offer training for future-focused skills, creating a positive socio-economic impact. We collaborate with leading brands, seamlessly integrating into their operations and supply chain, improving efficiencies and ultimately leading to reduced environmental impacts.

Corporate Citizenship enables us to play a meaningful role in society, while being a responsible business. It makes business sense, when we build trust we build success. We are driven by responsible sustainability practices and hence believe in meeting our own needs without compromising the ability of future generations to meet their needs.

We are committed to fostering robust sustainability management capabilities. This will ensure responsible business practices and standardised environmental, social, and governance (ESG) risk management processes, and improvement in long-term value creation.

3. Purpose

The purpose of this policy is to establish the management principles and responsibilities for Corporate Citizenship activities across the group to support responsible business practices, aligned to the Corporate Citizenship Strategy. The Policy sets out the guiding principles behind our approach to ESG incorporation and the processes to ensure effective implementation. The policy has been put in place to:

- Adhere to applicable regulations and best-practice voluntary standards
- Apply the principles of good corporate governance
- Ensure that interventions are relevant, measurable and impactful
- Protect our brand and reputation
- Support our social licence to operate

4. Policy Statements

4.1 Policy Statement 1: As a socially responsible business, integrate ESG factors into our operations to uphold sustainability and ethical standards in our business practices

We take sustainability and ESG seriously and have implemented key governance processes to embed sustainable practices in the business. We aim to promote a culture of sustainability within the organisation through awareness and embedding practices in relevant parts of the business. We believe that strong governance, ethical business practices and prudent risk management are critical constituents to long term value creation.

- **Governance:** Ensure that Adcorp has adequate governance practices in place to embed ESG into decision making and business processes
- **Accountability through transparency:** annually report publicly on our non-financial performance in the integrated annual report. Transparently respond to our customers' supply chain requests, stakeholder requests and evaluate our supply chain with a focus on ESG practices
- **Ethics and integrity:** We are committed to responsible business practices underpinned by ethical behaviour and a commitment to anti-corruption principles
- **Remuneration practices:** embed fair remuneration practices and policies
- **Frameworks and standards:** align to global best practices, including:
 - AA1000SES Stakeholder Engagement Standards
 - Business for Societal Impact (B4SI) Monitoring and Evaluation Processes
 - GRI Standards
 - IFRS S1 Sustainability Standards
 - JSE Sustainability and Climate Disclosure Guidance
 - King IV™ Code of Corporate Governance
 - SASB Industry Standard for "Professional & Commercial Services"
 - Sustainable Development Goals
 - United Nations Global Compact

4.2 Policy Statement 2: Embed sustainability and ESG practices in our business activities to foster long-term resilience and responsible corporate citizenship

We believe that incorporating ESG practices into our business activities differentiates our services in the competitive markets where we operate. Our **sustainability vision** is to *"foster fair and efficient labour markets by providing decent and dignified work. Creating value for our customers and employees, ultimately contributing to a sustainable future."*

- **ESG performance:** Manage our ESG data in line with global best practices
- **Dignified and decent work:** Provide decent and dignified employment opportunities
- **Education and training:** Uplift livelihoods through quality education and training, improving the earning potential and opportunities for individuals
- **Human rights:** Protect human rights in all of our activities
- **Environmental stewardship:** As a low environmental impact business our greatest impact lies within our clients operations, where we place employees. We are committed to contributing within our influence to our client's sustainability commitments

4.3 Policy Statement 3: Build and sustain relationships with our stakeholders to enhance our reputation through effective engagement and collaboration

Adcorp has adopted a decentralised stakeholder management approach, in which individual business units, legal entities and corporate functions manage their own stakeholder engagement and are responsible for identifying and addressing stakeholder concerns. We understand that it's important for our stakeholders to have consistent experiences no matter who they deal with internally and that they will receive the most value when interacting directly with the relevant person. We engage with our stakeholders according to our values as a business and expect that our stakeholders will engage with a mutual respect.

- **Reputation management:** We conduct business in a socially and ethically responsible manner, fostering trust with our stakeholders
- **Engagement:** We engage with our key stakeholders to proactively address their concerns and prevent them from evolving into issues
- **Engagement standards:** Ensuring stakeholder engagement aligns with our values

4.4 Policy Statement 4: Contribute to societal progress by providing decent and dignified work, leveraging our resources and expertise to support individuals and communities

We are committed to making a meaningful contribution to the societies where we operate. Our focus is on leveraging our businesses resources and expertise for “low cost | high impact” CSR opportunities. Adcorp is proud of its core business of providing workforce solutions and the positive socio-economic impact that we make.

- **Resources and expertise:** Leverage our core resources and expertise to give back to society, with a specific focus on initiatives related to recruitment and education opportunities
- **Youth development:** Concentrate on supporting youth to enhance their employability, recognising them as the future workforce
- **Socio-economic and enterprise development:** Provide support to previously disadvantaged groups or underrepresented groups to facilitate meaningful employment, education or support the economic growth of communities
- **Volunteerism:** Promote volunteer opportunities for our employees to contribute to social impact organisations, while also serving as team-building and mental wellness activities

4.5 Policy Statement 5: Contribute to meaningful Diversity, Inclusion & Belonging, fostering the wellbeing of our employees

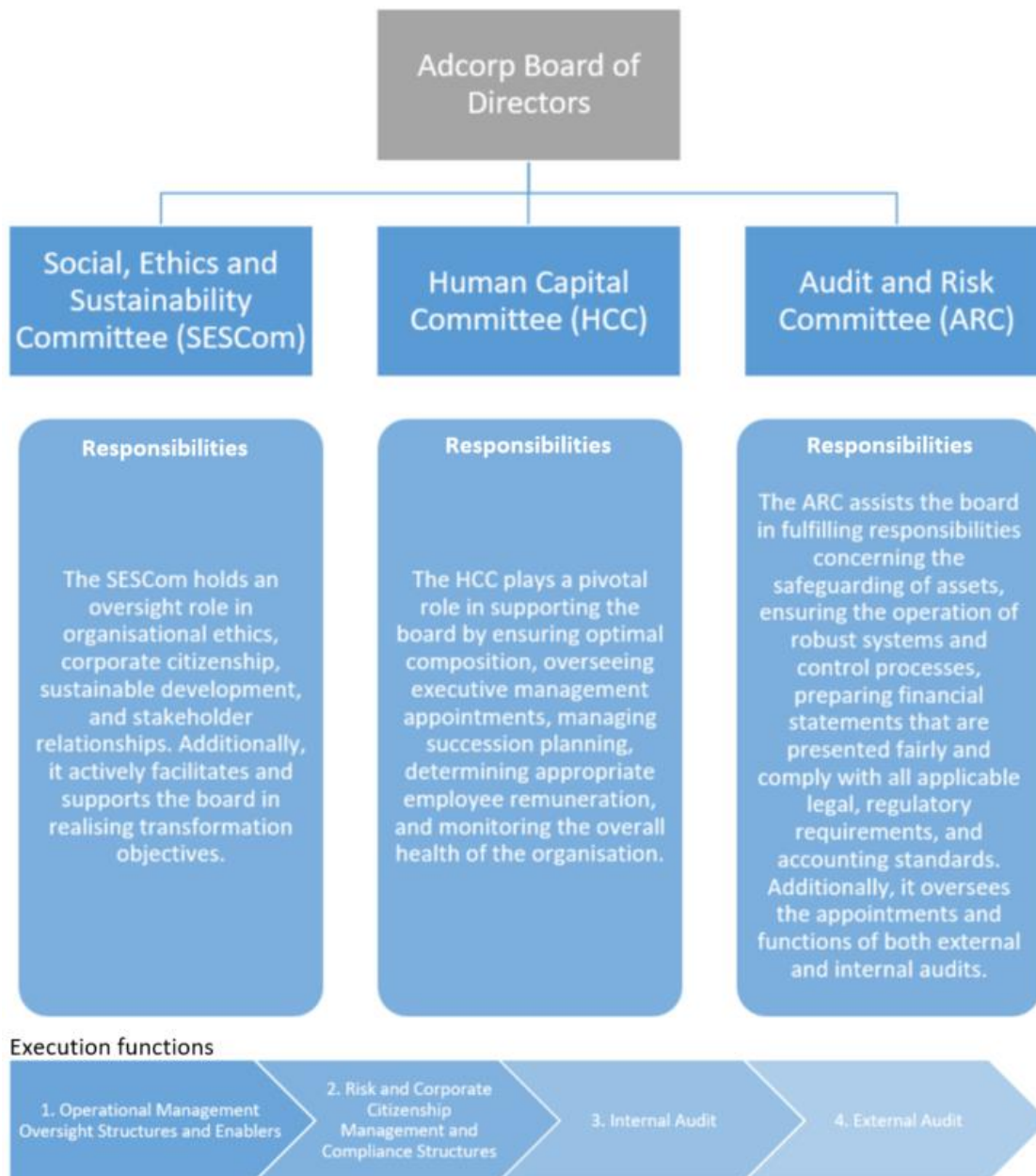
We value diversity and recognise the importance of creating an inclusive environment. Fostering psychological safety is key to belonging – encouraging employees not just to be present, but to wholeheartedly bring their authentic selves to the workplace. We protect our employees by providing safe working conditions and supporting their wellbeing.

- **Diversity and inclusion:** Embrace diversity, recognising the unique cultural contexts of the markets in which we operate. We strive to create an inclusive and fair environment that respects cultural differences and diversity in terms of race, gender, under-represented social groups, age, experience, competencies and other protected characteristics

- **Inclusion and belonging:** Encourage open and honest communication, creating a space where employees feel heard and understood. By fostering a culture of open dialogue, we aim to build bridges between diverse perspectives and strengthen the sense of belonging for all
- **Health and wellness:** Supporting our employees to thrive by recognising the importance of work-life balance and mental wellness as part of overall wellbeing. We are committed to providing safe working conditions, fair labour practices and maintaining a zero tolerance policy against workplace harassment

5. Governance Framework

This policy has received approval from the Social, Ethics, and Sustainability Committee (SESCoM), which serves as the sub-board committee accountable for Corporate Citizenship. The Human Capital Committee (HCC) and Audit and Risk Committee (ARC) each have responsibilities related to ESG factors and are accountable to the board within the scope of their respective duties. The implementation of this policy aligns with the following governance framework:



6. Accountabilities and Responsibilities

6.1 Social, Ethics & Sustainability Committee (SESCoM)

The board delegates its oversight of Corporate Citizenship governance activities to the SESCOm, which:

- Approves the Corporate Citizenship Policy that enables the Corporate Citizenship Strategy, Initiatives, and Performance
- Oversees the Corporate Citizenship Strategy, Initiatives, and Performance
- Monitors Sustainability and ESG risks, considering potential legal, reputational, and operational risks associated with unethical behaviour or concerns raised by stakeholders
- Fosters a culture of responsibility and accountability by integrating ESG factors into the overall governance structure of the organisation
- Reports instances of material non-compliance with this policy to the Board

6.2 Human Capital Committee (HCC)

The board delegates its oversight of human capital governance activities to the HCC, which:

- Promotes diversity, inclusion, and belonging initiatives for the workforce
- Oversees initiatives that enhance employee well-being
- Monitors learning and development programs, ensuring alignment with the long-term sustainability and growth goals of the organisation
- Monitors and promotes fair labour practices, ensuring compliance with local labour laws and standards
- Reports instances of material non-compliance with this policy to the Board

6.3 Audit and Risk Committee (ARC)

The board delegates its oversight of audit and risk governance activities to the ARC, which:

- Oversees the management of ESG factors, including identifying and assessing ESG risks that could impact the business strategy and operations
- Oversees the organisation's compliance with ESG regulations and reporting requirements
- Monitors and evaluates ESG performance, recommending ESG audits if necessary
- Monitors the implementation of the corporate citizenship strategy to ensure best practice standards are upheld
- Reports instances of material non-compliance with this policy to the Board

7. Related standards, policies and procedures

- Anti-Bribery Corruption and Fraud Policy
- Code of Ethics
- Employee Handbook and Related Policies
- Human Rights Statement
- Occupational Safety, Health, Environment, Risk and Quality Policy
- Procurement Policy & Supplier Code of Conduct
- Risk Management Framework
- The Prevention and Elimination of Harassment in the Workplace Policy
- Transformation Policy
- Whistleblowing Policy and Procedures
- Youth Scholarship Policy

8. Changes to the policy

Adcorp reserves the authority, at their discretion and in compliance with applicable laws, to modify the content of this policy document without prior notice. Minor revisions may require approval from the Chief People Officer, while significant changes will necessitate approval from the SESCom.

9. Document History

The following table lists the changes made to this document:

Version	Date	Author	Change
1.0	November 2023	Brandon Urdang	Original Document
1.0	November 2023	Vinolia Singh	Review Document
1.0	February 2024	SESCom	Final Approval