



## *Corporate Social Responsibility Policy*

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## Revision History

Revision Date	Summary of Changes	Version	Updated By	Changes marked
3/1/2024	Initial document created	1.0	pdeeley	N
2/4/2025	Updated History and Properties	1.1	mchatzopoulos	N
2/4/2025	Annual review	1.1	pdeeley	N
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## Document Properties

Status	Check Sharepoint for Status
Document Owner	VP, HR
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Approval	CFO
Distribution	All employees

ProcessUnity reviews all policies annually per the Policy Management Policy. Below is an excerpt from the Policy Management Policy regarding policy review, distribution, and acknowledgement.

### Annual Review

All policies are reviewed annually by the executive management team for accuracy and required changes. All information security policies must be reviewed by the Vice President of Information Security or the Chief Technology Officer to identify and make any changes required to ensure that the policies remain consistent with business objectives and emerging threats and best practices. Following the annual review, the policies must be re-approved by the Vice President of Information Security, even if no changes are required.

### Distribution and Acknowledgement

Applicable policies, along with any associated Standards, Guidelines, Processes, and Procedures, must be made available to all ProcessUnity Workers. ProcessUnity Workers will be informed of any policy changes. ProcessUnity Workers will be required to acknowledge, read, and agree to abide by each Policy as defined by the executive management team:

- Upon hire
- Upon policy change
- Annually

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## 1. Overview and Purpose

The Corporate Social Responsibility Policy (the “CSRP”) outlines the goal of ProcessUnity, Inc. (“ProcessUnity” or “the Company”) to be a responsible corporate citizen with commitments to serve and protect its employees, investors, customers, local and global communities, the environment, and to promote an ethical and diverse and inclusive culture adhering to all laws and regulations and a demonstrated respect and integrity for human rights.

## 2. Scope

This policy applies to all company and third-party personnel, including but not limited to employees, contractors, consultants, temporaries, and other workers.

## 3. Policy Statement

### 3.1. *Respect for Human Rights*

Respect for human rights is a fundamental value of ProcessUnity, Inc. (“ProcessUnity” or the “Company”). Human rights are generally defined as the basic freedoms believed to be inherent to all people. In our relationships with our employees, customers, suppliers and vendors we strive to respect and promote human rights in accordance with the [UN Guiding Principles on Business and Human Rights](#). Our aim is to help increase the enjoyment of human rights within the communities in which we operate.

This Policy is guided by international human rights principles encompassed by the [Universal Declaration of Human Rights](#), including those contained within the International Bill of Rights and the International Labor Organization’s 1998 Declaration on Fundamental Principles and Rights at Work.

This policy applies to ProcessUnity, the entities that we own, and the facilities that we manage. The Company also expects suppliers and vendors to uphold these principles as demonstrated in the ProcessUnity Vendor Code of Conduct and urges them to adopt similar policies within their own businesses.

We use due diligence as a means to identify and prevent human rights risks to people in our business and supply chain. Where we have identified adverse human rights impacts resulting from or caused by our business activities, we are committed to provide for or cooperate in, their fair and equitable remediation. We seek to promote access to remediation where we are linked to or involved in those adverse impacts through our relationships with third parties.

The Human Rights Policy is overseen by the Company’s Board of Directors, including the Chief Executive Officer.

### 3.2. *Community and Stakeholder Engagement*

We recognize that we are part of the communities in which we operate. We engage with communities on human rights matters that are important to them such as land rights, access to water and health when appropriate. Our aim is to ensure through dialogue that

we are listening to, learning from, and considering their views as we conduct our business. We believe that local issues are most appropriately addressed at the local level. Where appropriate, we engage with a wide range of civil society and stakeholders on human rights issues related to our business. This includes issues in our Company and across our supply chain.

### **3.3. *Diversity and Inclusion***

We value and advance the diversity and inclusion of the people with whom we work. We are committed to equal opportunity and are intolerant of discrimination and harassment. We work to maintain workplaces that are free from discrimination or harassment on the basis of race, sex, color, national or social origin, ethnicity, religion, age, disability, sexual orientation, gender identification or expression, political opinion or any other status protected by applicable law. The basis for recruitment, hiring, placement, development, training, compensation, and advancement at the Company is qualifications, performance, skills and experience. We do not tolerate disrespectful or inappropriate behavior, unfair treatment, or retaliation of any kind. Harassment is not tolerated in the workplace and in any work-related circumstance outside the workplace.

### **3.4. *Freedom of Association and Collective Bargaining***

We respect our employees' right to join, form or not to join a labor union, a works council, or any other lawful organization, without fear of reprisal, intimidation, or harassment. Where employees are represented by a legally recognized union or works council, we are committed to establishing a constructive dialogue with their freely chosen representatives. The Company is committed to bargaining in good faith with such representatives.

### **3.5. *Employee Privacy***

We take seriously our employees' privacy rights, and we strive to respect our employees' privacy rights by embedding protections for them in our internal policies. Likewise, we try to ensure that our employees are supported in maintaining their own privacy and that of others through training and awareness of the importance of careful handling of their own data and that of our customers. Education on maintaining awareness of the ever-changing and growing privacy threats features strongly in our commitment to privacy.

### **3.6. *Safe and Healthy Workplace***

The safety and health of our employees is of paramount importance. Our policy is to provide a safe and healthy workplace and comply with applicable safety and health laws and regulations, as well as internal requirements. We work to provide and maintain a safe, healthy, and productive workplace, in consultation with our employees, by addressing and remediating identified risks of accidents, injury and health impacts.

### 3.7. *Environmental Considerations and Sustainability*

ProcessUnity believes that socially responsible investing -- an investment approach that takes into consideration environmental, social, governance and resilience ("ESG+R") criteria -- can positively impact long-term performance. ProcessUnity's journey to ESG+R includes integrating investment processes designed to help mitigate the risks of climate change, promote sound governance, embrace social responsibility, and support the transition to a lower carbon economy.

ProcessUnity is committed to a vision of property stewardship that includes identification and implementation or enhancement of sustainability measures. This includes implementing processes to reduce energy consumption, greenhouse gases and carbon emissions, water usage and waste generation through conscientious management and innovative practices. We will endeavor to promote a corporate culture in which we are accountable to our communities and the environment. ProcessUnity is committed to compliance with environmental laws and regulations as the minimum level of acceptable performance. We encourage vendors to share our commitment to sustainability and adhere to similar environmental efforts as appropriate to their business and aligned with best practices in the regions in which they operate.

### 3.8. *Waste Management*

We are committed to the protection of the environment through the implementation of an effective waste management program that meets or exceeds all legislative and regulatory requirements placed on us. We are committed to minimizing waste production by employing Reduction, Re-use, Recycle and Risk Management techniques at every stage of our operation.

- *Reduction* - Wherever possible, reduce the purchase and use of single use items, examples include non-rechargeable batteries, and catering disposables.
- *Re-use* - Before discarding an item ensure that it is at the end of its useful life and that someone else cannot make use of it, examples include furniture, computers and peripherals, books.
- *Recycling*--All employees are advised to be aware of any Company initiatives; support them and encourage other members of the Company to adopt good practice. Where practical, buy products made from recycled material in preference to first generation materials thereby helping to sustain a market, and
- *Risk Minimization* - As applicable, minimize risks of immediate and future pollution or harm to human health.

### 3.9. *Workplace Security*

We are committed to maintaining a workplace that is free from violence, harassment, intimidation and other unsafe or disruptive conditions due to internal and external threats. Security safeguards for employees are provided, as needed, and are maintained with respect for employee privacy and dignity.

### 3.10. *Forced Labor, Modern Slavery and Human Trafficking*

ProcessUnity does not tolerate any form of abusive or illegal labor in our supply chain such as forced labor, slavery, or human trafficking. ProcessUnity requires that all labor in its supply chain be voluntary and that workers are allowed freedom of movement. All forms of forced labor and human trafficking are prohibited including but not limited to any form of prison, slave, bonded or forced indentured or uncompensated labor.

- The recruitment, transportation, transfer, harboring, or receipt of persons, by means of threat or use of force, coercion, or other means, for the purpose of exploiting them is prohibited.
- In advance of employment, workers are provided accurate and understandable information about the basic terms of their employment clearly stating their rights and responsibilities as well as information on wages, hours, and holidays.
- Workers are free to leave work and terminate their employment upon reasonable notice without penalty and employers must not retain any personal identification, travel documents or wages as conditions of employment.
- Job seekers and current employees are not charged or required to pay fees or deposits in order to gain or maintain their employment.
- Any individual who has questions, concerns, or a complaint related to forced labor, modern slavery or human tracking should follow the steps set out below in the section titled: *Complaint Procedure - Guidance and Reporting for Employees*

### 3.11. *Child Labor*

ProcessUnity does not tolerate any form of child labor in our supply chain. We are committed to the elimination of the worst forms of child labor, as defined by. The Company expects our Suppliers to prevent child labor in their operations and encourages our Suppliers to participate in industry efforts aimed at the elimination of such practices wherever they exist in the supply chain.

- No individuals are hired under 15 years of age, or 14 years of age where local law allows, and such exception is consistent with [International Labour Organization Convention No. 138 & 182](#), or under the legal minimum age for employment in the country, whichever is greatest.
- Any employment of workers under the age of 18 does not interfere with schooling or vocational education or expose children to risks that can harm physical, mental, or emotional development.

### ***3.12. Work Hours, Wage and Benefits***

We compensate employees competitively relative to the industry and local labor market, and in accordance with terms of applicable collective bargaining agreements. We work to ensure full compliance with applicable wage, work hours, overtime and benefits laws.

### ***3.13. Complaint Procedure – Guidance and Reporting for Employees***

We strive to create workplaces in which open and honest communications among all employees are valued and respected. The Company is committed to complying with applicable labor and employment laws wherever we operate. Any employee who believes a conflict arises between the language of the policy and the laws, customs, and practices of the place where he or she works, or who has questions about any aspect of this Corporate Social Responsibility Policy or would like to confidentially report a potential violation of any aspect of the Policy, should raise those questions and concerns with local management, Human Resources, or the Legal Department. Employees can also report suspected policy violations. No reprisal or retaliatory action will be taken against any employee for raising concerns under this policy. The Company will investigate, address, and respond to the concerns of employees and will take appropriate corrective action in response to any violation.

The Company reserves the right to amend this policy at any time. Nothing in this policy says or implies that a contract exists between the Company and its employees or that participation in this program is a guarantee of continued employment.