

Date: 01.07.2023.

H4H CSR POLICY FOR EMPLOYEES

At Human4Human Recruitment, we strive to foster a culture of social responsibility through various initiatives that contribute to a more just and sustainable society. Employees of the recruitment agency are key participants in these initiatives, which promote inclusion, support individuals in their career paths, and care for their well-being. Below we present the policy for the implementation of CSR initiatives by our employees, which simultaneously brings our vision to life – **changing the world for the better**:

I. GOAL

We are determined to achieve a balance between business success and social responsibility. As part of this Policy, we engage only with Employees who share our values and business approach.

II. PRINCIPLES

1. Every Human4Human Employee must familiarize themselves with the CSR Policy adopted by Human4Human Recruitment and act in accordance with the organizational strategy defined as follows:
 - 1.1. **H**onorable and honest treatment – Employees' actions must comply with legal requirements and high ethical standards;
 - 1.2. **U**nique partnership – Employees proactively support H4H Partners in developing their companies;
 - 1.3. **M**easurable and significant changes – H4H Employees engage in the implementation of projects aimed at positive changes for business partners' organizations and communities;
 - 1.4. **A**cceleration of personal development and maintaining balance – strengthening the position of H4H Employees;
 - 1.5. **N**everending efforts for the future – cooperation for the natural environment and social surroundings.

III. OPERATIONAL STANDARDS

1. Every Employee must act in accordance with the law and demonstrate high ethical standards. We expect every Employee to comply with regulations regarding labor law, environmental protection, social justice, and other issues related to business ethics.
2. Every Employee commits to acting honestly and responsibly, ensuring confidentiality and the protection of data entrusted by Human4Human, our Partners, and all individuals involved in the services provided by Human4Human.
3. Individuals acting against ethical, moral principles or contrary to the law or the H4H Code of Good Practices cannot remain in a relationship with H4H. If non-compliance is detected, the contract is terminated immediately.
4. Every Employee must voluntarily submit to an objective recruitment and selection process.
5. We do not cooperate with Employees who do not respect Candidates or/and Business Partners of H4H and violate their rights. At the same time, we note that every Human4Human Employee has successfully undergone a rigorous selection process based on an analysis of the company's

operations, management style, intra- and inter-team relationships, and the values of the organization.

6. We ensure that these standards are known, understood, developed, and adhered to by all Human4Human Employees.
7. Human4Human work standards are communicated to Employees during the initial stages of recruitment to develop a common understanding of the key principles concerning social and business responsibility.

IV. SUSTAINABLE PRACTICES

1. We guarantee confidentiality and data security for our Employees, therefore, we have implemented:
 - 1.1. Data encoding software,
 - 1.2. Antivirus protection and firewalls used on every company computer,
 - 1.3. Guidelines for handling external documents,
 - 1.4. Confidentiality agreements made with every Employee and Collaborator of Human4Human.
2. We strive to support equality and diversity in the workplace, aiming for equal opportunities and eliminating any form of discrimination based on gender, race, ethnic origin, sexual orientation, disability, or other factors.

IV. SOCIAL ENGAGEMENT

1. We appreciate Employees who actively engage in local communities and social initiatives.
2. We encourage our Employees to participate in volunteering and engage in social activities.
3. We build long-lasting relationships with our Employees, based on mutual respect and benefits.
4. We invite our Employees to co-organize educational and training initiatives, including for youth, students, and job seekers.
5. Along with our Employees, we actively engage in collaboration with non-profit organizations to support needy social groups.
6. We cooperate with Employees to promote professional skills as well as career counselling and vocational guidance for youth.

V. SUSTAINABLE DEVELOPMENT

1. We aim to minimize our impact on the natural environment through the implementation of sustainable development practices such as:
 - 1.1. Reducing paper consumption through the "Save Trees" initiative – all document circulation with Suppliers is conducted electronically, and the saved resources are allocated to an autumn tree planting campaign;
 - 1.2. Reducing our carbon footprint, for instance, most meetings with Employees are held online, document circulation is electronic, we do not print Candidates' CVs, and business partner servicing is done remotely.
 - 1.3. Reducing energy and water consumption (the "Green Life" initiative)
 - 1.4. Optimizing the use of materials ("Zero Waste Policy").
2. We encourage our Employees to undertake environmentally friendly actions that promote the protection of the natural environment.

VI. COLLABORATION WITHIN INITIATIVES

1. All Employees are encouraged and expected to actively participate in CSR initiatives conducted by H4H, such as career counselling sessions, workshops for youth, social volunteering, etc. Employees are expected to engage in these initiatives using their skills, time, and knowledge to create a positive impact on the community.
2. Employees are encouraged to actively support social initiatives, both for charitable organizations and local communities. The recruitment agency organizes regular campaigns in which employees can participate to support needy individuals, schools, and non-profit organizations. Employees are encouraged to get involved in the community and engage in projects with high social potential.
3. The recruitment agency provides flexible working hours for working parents. Employees have the opportunity to adjust their work schedules to their parental duties, which allows them to effectively manage their professional and personal lives. Flexible working hours help maintain a healthy balance between work and private life, contributing to increased satisfaction and well-being of employees.
4. Employees have the opportunity to take unlimited leaves to prevent professional burnout and care for their well-being. The almost unlimited possibility of taking time off when an employee feels the need helps them recharge, relax, and return to work with new energy. The recruitment agency recognizes the importance of rest and allows employees to make decisions regarding their free time.
5. Employees are encouraged to support inclusion and people with disabilities. The recruitment agency actively promotes equal opportunities and participation of people with various abilities. Employees are encouraged to participate in recruitment programs and employ people with disabilities, as well as to provide them with appropriate accommodations at the workplace.
6. Employees are encouraged to engage in environmental activities such as tree planting, caring for green spaces, and promoting sustainable practices. The recruitment agency has created a "Green Oasis" at its headquarters, which is a place of rest and relaxation for employees. Employees are encouraged to use this space and act in favour of the environment.
7. The recruitment agency promotes a culture of mutual support and understanding among employees. Employees are encouraged to build positive relationships, share knowledge and experience, and provide mutual support in the implementation of CSR initiatives. Employees are encouraged to create a work environment that fosters growth and meets the needs of every employee.

VI. MONITORING AND CONTROL

1. We regularly monitor our Employees' activities for compliance with CSR principles and environmental protection.
2. We ensure that Employees meet our established requirements, adhere to current standards, and continue practices in line with the CSR policy of the recruitment agency.
3. In case of detecting non-compliance, we take corrective actions and work together to resolve issues.

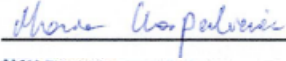
VII. COLLABORATION

1. We support our Employees in developing and implementing CSR practices.
2. We share knowledge and best practices in social responsibility and ecology.
3. We strive to collaborate with Employees to refine our common CSR goals and create lasting and

sustainable business relationships.

VIII. COMMITMENT

By implementing this policy aligned with CSR principles, the recruitment agency aims to promote corporate social responsibility and environmental protection both in its operations and throughout the entire value chain.



H4H Recruitment Maria Kasperkiewicz
ul. B. Limanowskiego 6 / 17
02-943 Warszawa
NIP: 6681901255; REGON: 384727865
tel.: 693 949 172