

SUPPLIER SELECTION AND COLLABORATION POLICY

At Human4Human Recruitment, we execute a strategy of responsible entrepreneurship that implements our vision of changing the world for the better, in part, by maintaining high standards in cooperation with our Suppliers, as outlined in this Policy.

I. GOAL

We are determined to achieve a balance between business success and social responsibility. Within this Policy, we commit to selecting and collaborating only with those Suppliers who share our values and business approach.

II. PRINCIPLES

1. Every Supplier of Human4Human must familiarize themselves with the CSR Policy adopted by Human4Human Recruitment and act in accordance with the defined organizational strategy:
 - 1.1. **H**onorable and honest treatment – business operations compliant with legal requirements and high ethical standards;;
 - 1.2. **U**nique partnership – proactive support of business partners in developing their companies;
 - 1.3. **M**easurable and significant changes – social engagement, education, and advising in groups at risk of social exclusion;
 - 1.4. **A**cceleration of personal development and maintaining balance – strengthening the position of Employees;
 - 1.5. **N**everending efforts for the future – cooperation for the natural environment and social surroundings.

III. MANAGEMENT STANDARDS

1. Every Supplier must conduct their business in accordance with the law and exhibit high ethical standards. We expect every Supplier to adhere to regulations regarding labor law, environmental protection, social justice, and other business ethics issues.
2. Every Supplier commits to act honestly and responsibly, ensuring the confidentiality and protection of data entrusted by Human4Human, our Partners, and all individuals involved in the services provided by Human4Human.
3. We refuse to cooperate with entities acting against ethical, moral principles, or contrary to the law. Human4Human excludes all forms of bribery, corruption, etc., conducting business transactions transparently.
4. Every Supplier must voluntarily undergo an objective selection and nomination process.
5. We do not collaborate with Suppliers who disrespect employees and violate their rights. We note that every Human4Human Supplier has successfully passed a rigorous selection based on an analysis of company activity, management style, intra- and inter-team relations, and organizational values.
6. We ensure that these standards are known, understood, developed, and adhered to by all Human4Human Suppliers.
7. Human4Human work standards are cascaded to Suppliers during the initial stages of collaboration to develop a common understanding of key social and business responsibility principles.

IV. SUSTAINABLE PRACTICES

1. We guarantee our Suppliers confidentiality and data security, for which we have implemented:
2. 1.1. Data encoding software,
3. 1.2. Antivirus protection and firewalls used in every company computer,
4. 1.3. Guidelines for handling external documents,
5. 1.4. Confidentiality agreements with every Employee and Collaborator of Human4Human.
6. We strive to support equality and diversity in the workplace. Therefore, we prefer Suppliers who also engage in promoting 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 value suppliers who actively engage in the local community and social initiatives. Suppliers who take action to support education, health, local community development, or other socially significant issues will be given priority in selection.
2. We encourage our suppliers to participate in volunteering and engage in social activities.
3. We build long-term relationships with our suppliers based on mutual respect and benefits.
4. We invite our suppliers to co-organize educational and training initiatives, including those for youth, students, and job seekers.
5. Together with our suppliers, we actively engage in collaboration with non-profit organizations to support disadvantaged social groups.
6. We collaborate with suppliers to promote professional skills and career counseling for youth.

V. SUSTAINABLE DEVELOPMENT

1. We aim to minimize our impact on the natural environment by implementing sustainable development practices, such as:
 - 1.1. Reducing paper consumption through the "Save Trees" initiative – all communication with suppliers is conducted electronically, and the saved resources are allocated to a tree planting campaign.
 - 1.2. Reducing carbon footprint, including conducting all supplier meetings online.
 - 1.3. Limiting energy and water consumption (Green Life Initiative).
 - 1.4. Optimizing material usage ("Zero Waste Policy").
2. We encourage our suppliers to undertake pro-environmental actions promoting the protection of the natural environment.

VI. MONITORING AND CONTROL

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

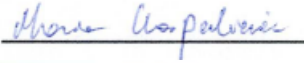
VII. COOPERATION

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

sustainable business relationships.

VIII. COMMITMENT

By implementing a supplier selection policy in line with CSR principles, the recruitment agency aims to promote corporate social responsibility and environmental protection in both its operations and throughout the supply chain.



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