


## ESG

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## 1.0 INTRODUCTION

The Jeev Lifeworks Environmental, Social, and Governance (ESG) Policy commits to embedding sustainability, ethical governance, and social responsibility in all operations. It provides a framework for reducing greenhouse gas emissions, optimizing energy use, and promoting employee well-being. Jeev Lifeworks upholds fair labor practices, diversity, and inclusion, respects human rights, and enforces anti-corruption standards. Strong cybersecurity safeguards data and systems, while rigorous governance ensures accountability and ethical conduct. This policy guides employees, stakeholders, and partners to positively impact both the organization and the broader community.

## 2.0 PURPOSE

The ESG Policy defines Jeev Lifework's commitment to key ESG factors and outlines its approach to embedding these priorities into strategy, operations, and decision-making. It aims to foster a culture of responsibility and sustainable growth that benefits both the organization and society.

## 3.0 SCOPE

The ESG Policy of Jeev Lifeworks applies to all employees, contractors, third-party representatives, and individuals acting on behalf of the company, across all locations and operations.


## 4.0 APPLICABILITY

As the journey toward sustainability progresses, the scope of this policy may expand to include third-party vendors and suppliers. It is the responsibility of all members within the organization—employees, management, and executives—involved in or impacted by the company’s operations to understand and adhere to the principles outlined in this policy, ensuring that ESG principles are consistently upheld across the supply chain and business practices.

## 5.0 FOCUS AREAS AND ESG COMMITMENT

Jeev Lifeworks aims to create sustainable, equitable, healthy, and diverse communities through innovative business practices and exceptional environmental, social, and governance (ESG) performance. This commitment influences every aspect of business, from designing and building new projects to company operations, stakeholder collaboration, and progress reporting. This ESG Policy outlines the approach to sustainability, with a corporate culture that integrates sustainability into all business operations and values. Material topics may be reviewed to refine and update ESG focus areas, ensuring that the policy and strategy remain aligned with current needs. A materiality assessment was conducted, involving multiple stakeholder groups and adhering to industry best practices. This assessment helped refine and prioritize ESG actions, ensuring a focused approach that addresses the actual and potential impacts specific to business operations. The following material topics have been identified as Jeev lifework’s key ESG focus areas:

| Environment                      | Social  | Governance  |
|----------------------------------|---|---|
| Carbon Footprint<br>Energy Usage | Employee Well-being<br>Work-Life Balance<br>Health & Safety | Cybersecurity<br>Data Privacy & Security<br>Anti-Corruption |

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|--|---|--|
|  | Diversity & Inclusion<br>Human Rights<br>Customer Satisfaction<br>Social Compliance<br>Training & Development |  |
|--|---|--|

## 6.0 KEY FOCUS AREAS

### 6.1 Environment

#### Carbon Footprint

Jeev Lifeworks recognizes the importance of addressing climate change and is committed to managing and reducing its greenhouse gas (GHG) emissions, aligning this effort with its dedication to minimizing its carbon footprint as part of its Environmental, Social, and Governance (ESG) Policy. As part of its environmental stewardship, the company aims to:

- i. **Establish a Baseline:** Measure and document its GHG emissions to create a comprehensive baseline, guiding the future reduction strategies.
- ii. **Monitor, Assess, and Report:** Continuously assess the GHG inventory and transparently report the emissions in alignment with the GHG Protocol Corporate Standards.
- iii. **Engage with Stakeholders:** Collaborate with the suppliers, clients, and other stakeholders to minimize the carbon footprint across the value chain.
- iv. **Target:** By 2025, Jeev Lifeworks is committed to achieving carbon neutrality by actively reducing emissions and offsetting any remaining carbon footprint through the purchase of certified carbon credits.

#### Environmental Compliance

Jeev Lifeworks shall comply with all applicable state, local, and federal environmental laws, regulations, and standards. The company will ensure that its operations meet or exceed legal requirements, continually striving to minimize environmental impact and promote sustainability in all areas of its business.


#### Waste Management

Jeev Lifeworks is committed to minimizing waste generation and promoting recycling and responsible disposal practices:

- i. **Electronic Waste Management:** Jeev Lifeworks shall implement responsible e-waste disposal practices by collaborating with certified e-waste recyclers to handle outdated or broken electronic devices.
- ii. **Digital Waste Reduction:** Encourage employees to reduce digital clutter, including unnecessary data storage and unused cloud applications, to lower the energy required for data storage and processing.
- iii. **Waste Minimization in Office:** Promote a paperless environment, using digital communication channels, and recycling any unavoidable paper waste.
- iv. **Waste Awareness Programs:** Jeev Lifeworks shall provide training and resources to all employees to promote responsible waste management practices in home-office setups.

#### Energy Efficiency

As a predominantly remote consulting company, with around 70% of our employees working remotely and 30% in a co-working space, our operations are not highly energy intensive. Nonetheless, we remain committed to optimizing energy usage in all work settings, promoting efficiency, and minimizing environmental impact wherever possible.

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- i. Remote Work and Reduced Office Footprint: By embracing a predominantly remote work model, Jeev Lifeworks shall minimize the need for large office spaces, reducing overall energy consumption associated with office lighting, heating, and cooling.
- ii. Energy-Conscious Coworking Spaces: For employees who use coworking spaces, Jeev Lifeworks shall prioritize energy-efficient environments, selecting facilities that demonstrate responsible energy management practices.
- iii. Efficient Equipment Use: Jeev Lifeworks encourages employees to use energy-saving settings on laptops, monitors, and other devices to conserve energy while working from home or coworking locations.
- iv. Energy Awareness Programs: Jeev Lifeworks shall provide training to all employees to raise awareness of energy-saving practices that can be implemented in home-office setups, including the use of energy-efficient equipment and the importance of powering down devices when not in use.
- v. Digital Efficiency: Implementing practices to reduce digital clutter, thereby lowering the energy demands of data storage and cloud usage.

## 6.2 Social

### Employee Well-being

Jeev Lifework's commitment to employee well-being reflects the organization's dedication to creating a courteous, welcoming, and secure work environment for all stakeholders and employees. Jeev Lifeworks and all its representatives shall comply with the clauses outlined in the Working Conditions Policy, Employee Health and Safety Policy and POSH Policy.

### Work-Life Balance

Jeev Lifeworks commitment to creating a positive, safe, and inclusive work environment for all employees. The working conditions policy outlines Jeev Lifeworks' approach to working hours and employee satisfaction promoting work-life balance. Jeev Lifeworks believes that fostering a supportive work environment enables an organization to thrive, innovate, and achieve excellence.

### Health & Safety


At Jeev Lifeworks, the health and safety of our employees are paramount, whether they work from physical office locations or remotely. We strive to create an environment where all team members feel safe, supported, and empowered to thrive. By addressing the unique safety requirements of both physical and remote work settings, we ensure that our health and safety measures are comprehensive, proactive, and aligned with best practices. Jeev Lifeworks and all its representatives shall comply with the clauses outlined in the Employee Health and Safety Policy detailing as follows:

#### Commitment to Health and Safety for Physical Work Locations:

Jeev Lifeworks is committed to providing a safe working environment at all physical locations, ensuring compliance with health and safety regulations, and preventing accidents through proactive safety measures and employee training.

#### Commitment to Health and Safety for Remote Work Locations:

Jeev Lifeworks ensures the safety of remote workers by providing guidelines for ergonomic workspaces and mental well-being, promoting open communication for any safety concerns, and supporting a healthy, productive remote work environment.

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### **Diversity & Inclusion**

Jeev Lifeworks is dedicated to fostering a workplace where diversity is celebrated, equity is prioritized, and inclusion is a core value. We strive to create an environment where every individual, regardless of their background, feels valued, respected, and empowered to contribute fully. Our commitment extends to promoting equal opportunities, addressing unconscious biases, and ensuring a culture of belonging across all levels of the organization. These principles are further reinforced in our Human Rights Policy and Working Conditions Policy, which outline our approach to maintaining a diverse, equitable, and inclusive workplace.

### **Human Rights**

Jeev Lifeworks is deeply committed to upholding and promoting human rights across all aspects of its operations. We adhere to principles that ensure non-discrimination, fair labor practices, and the abolition of child labor and forced labor. We actively prevent harassment in the workplace and foster a culture of respect and dignity. Additionally, we encourage open social dialogue, ensuring that employees have a voice in shaping a fair and supportive work environment. These commitments are integral to our Human Rights Policy, which serves as the foundation of our ethical and socially responsible practices.

### **Customer Satisfaction**


Jeev Lifeworks is committed to delivering solutions that meet and exceed customer expectations. We focus on understanding customer needs, providing consistent service, and maintaining high-quality standards in everything we do. By fostering clear and open communication, ensuring timely delivery, and continually improving our processes, we aim to build trust and long-term relationships. Customer feedback is integral to our approach, helping us identify areas for improvement and ensuring that our services remain aligned with their priorities. Jeev Lifeworks and all its representatives shall work diligently to uphold these objectives and ensure customer satisfaction.

### **Social Compliance**

Jeev Lifeworks is committed to adhering to all applicable social compliance standards and ensuring ethical practices throughout its operations. We prioritize fair labor and ethical business practices, respect for human rights, and compliance with workplace laws and regulations. By promoting a culture of accountability, transparency, and continuous improvement, we aim to maintain high standards of social responsibility. Jeev Lifeworks and all its representatives shall work diligently to uphold these principles and meet social compliance objectives.

### **Training & Development**

Jeev Lifeworks is dedicated to fostering the growth and development of its employees through continuous learning and skill enhancement. We provide access to training programs and development opportunities that align with both individual career goals and organizational objectives. By encouraging professional growth, we aim to build a skilled, adaptable workforce capable of meeting evolving business needs. These efforts are guided by our Employee Development and Training Policy, and Jeev Lifeworks and all its representatives shall work together to ensure the effective implementation of these objectives.

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## 6.3 Governance

Jeev Lifework's focus is on promoting strong oversight, transparency, and risk management at all levels of the organization to ensure resilience and the long-term preservation of value for the business.

### **Data Privacy & Security**

At Jeev Lifeworks, protecting the confidentiality, integrity, and availability of all information is a top priority. Jeev Lifeworks Information Security Policy ensures strong measures to safeguard information against unauthorized access, breaches, and disruptions. Jeev lifework is committed to securely managing all information, whether it belongs to us or is shared by clients, vendors, or other partners, both online and offline. This policy applies to all information assets handled by Jeev Lifeworks.

### **Cybersecurity**

Jeev Lifeworks is committed to maintaining a secure digital environment to protect its information assets, systems, and networks from cyber threats. Jeev Lifeworks implements robust cybersecurity measures to prevent unauthorized access, data breaches, and any form of cyber disruption as outlined in company's Information Security Policy. The company's cybersecurity practices are aligned with industry best standards and are regularly updated to address emerging risks. Jeev Lifeworks ensure that all employees, clients, and partners adhere to these practices, promoting a culture of vigilance and responsibility in safeguarding sensitive information. Jeev Lifeworks continuously monitors its digital infrastructure to detect and respond to potential threats, ensuring the ongoing security and integrity of our operations.

### **Anti-Corruption & Anti-Bribery**


Jeev Lifeworks is dedicated to preventing, detecting, and addressing bribery and corruption in any form. Offering, promising, or accepting bribes, either directly or indirectly, and engaging in any form of corruption is strictly prohibited. To support this commitment, Jeev Lifeworks maintains an anti-corruption and anti-bribery risk assessment and detailed records of all transactions on Jeev Lifeworks' online platform to help in the detection of any such activities. Violations of this policy by personnel will be treated as serious offenses and shall result in disciplinary action as outlined in the Anti-Corruption and Anti-Bribery policy. The company will also annually monitor and evaluate the effectiveness of these measures, making necessary improvements to ensure their ongoing relevance and adequacy.

## 7.0 Business & ESG

The company's value lies in its employees, communities, and the wider world, making ESG a fundamental part of how Jeev Lifeworks embodies its values in the real world.

The ethical and practical principles that comprise ESG have always been central to the Jeev Lifeworks' identity. As ESG awareness grows among key stakeholders, Jeev Lifeworks has a greater opportunity to share the story of its positive impact on the world.

By assessing a broad range of factors holistically—from environmental and climate change considerations to social issues and investments in its people, to the structure of the business and striving for better governance— Jeev Lifeworks can better articulate its story.

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## 8.0 RESPONSIBILITY TO CLIENTS

Jeev Lifeworks has an obligation to its clients to offer the best possible service. Part of Jeev Lifeworks’ commitment to clients involves responding to their needs, addressing their concerns, and prioritizing client satisfaction.

ESG priorities are shaped not only by management concerns but also by client needs. Senior Management and the Board of Directors are actively involved in integrating sustainability into the company to ensure that clients are happy to work with Jeev Lifeworks and include the company in their sustainability journey. It is imperative that all interactions with customers reflect who they expect Jeev Lifeworks to be—a partner in their enterprise, a company they are proud to work with and recommend.

## 9.0 BREACH OF POLICY

Any member of the organization, including employees, management, and executives who breaches this policy may face disciplinary action, potentially leading to dismissal for misconduct or gross misconduct. Jeev Lifeworks may also terminate its relationship with individuals and organizations working on its behalf if they violate this policy.

## 10.0 ACCOUNTABILITY AND COMMITMENT TO ESG POLICY

All directors, managers, and employees are responsible for the implementation and adherence to our ESG principles. Leadership shall prioritize these principles, promote best practices, and remain committed to continuous improvement across all areas of Environmental, Social, and Governance. The Executive and/or Board will periodically review these principles and the associated policies to ensure they remain effective and relevant.


## 11.0 DOCUMENT REVIEW

Jeev Lifeworks seeks to proactively prevent and mitigate instances of non-compliance with its ESG policy. Any breaches or concerns, including ethical concerns or potential violations of the company’s commitment to high ethical standards, should be reported promptly through the whistleblowing channels. At a minimum, Jeev Lifeworks endeavours to maintain compliance with legislative requirements. Active participation and engagement at all levels of the business are essential to ensure that all staff take ownership of ESG.

## 12.0 DISCLAIMER

### **Company's Absolute Right to Alter or Abolish the Policy**

Jeev Lifeworks reserves the right in its absolute discretion to abolish the policy or to alter the terms and conditions. Such discretion may be exercised at any time, before during or after the policy year is completed

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