

# TFC CORPORATE SOCIAL RESPONSIBILITY

As a newly established company, **TFC Ltd** is committed to ensuring that our business activities positively contribute to society and the environment. Our Corporate Social Responsibility (CSR) program outlines our future commitments to ethical practices, environmental sustainability, community engagement, and social well-being. Guided by our core values and CIPS principles on socially responsible procurement, we aim to integrate these commitments into our business operations as we grow. We are a women-led and owned company, and our efforts are aligned with the United Nations Sustainable Development Goals (UN SDGs).

## CSR OBJECTIVES

- **Community Engagement and Development**
- **Socially Responsible Procurement**
- **Environmental Responsibility**
- **Ethical Business Practices**
- **Ethical Labor Practices**
- **Employee Well-being and Development**
- **Philanthropy and Volunteering**
- **Transparency and Accountability**
- **Quality Assurance**
- **Commitment to Innovation**

### 1. Community Engagement and Development

#### *Current Practices:*

**Local Hiring.** We prioritise hiring local talent to support community employment.

**Community Support.** Regular donations to local charities and support for community events.

#### *Plans and Actions:*

**Partnerships:** Establish partnerships with local educational institutions to offer internships and apprenticeships.

**Volunteer Programs:** Encourage and facilitate employee participation in volunteer activities during work hours.

**Local Procurement:** Source materials and services locally where possible to support local businesses.

### 2. Socially Responsible Procurement

#### **Supplier Standards**

**Supplier Code of Conduct.** Require suppliers to comply with our Supplier Code of Conduct, ensuring ethical practices throughout our supply chain.

**Fair Labor Practices.** Ensure that suppliers uphold fair labor practices, including no forced labor or child labor, fair wages, and safe working conditions.

#### **Ethical Sourcing**

**Sustainable Materials.** Prioritize sourcing materials from suppliers committed to sustainability and environmental stewardship.

**Local Sourcing.** Where possible, source goods and services locally to support local economies and reduce environmental impact.

#### **Supplier Diversity**

**Inclusive Sourcing.** Promote diversity and inclusion by seeking to engage with suppliers from diverse backgrounds and communities.

### 3. Environmental Responsibility

Environmental sustainability is paramount, and we are committed to reducing our environmental impact through several key strategies. We are committed to implement energy-saving measures in our offices and operations,

establish recycling programs, and ensure the responsible disposal of materials. We also advocate sustainable procurement, by sourcing products and services from suppliers dedicated to minimising environmental impact and promoting biodiversity. Additionally, we will continue to promote environmental awareness among our employees; as we provide training and resources on sustainable practices. We will engage with industry peers to foster environmental awareness and collaborate on sustainability initiatives.

*Current Practices:*

Recycling. Implemented comprehensive recycling programs in all our facilities.

Energy Efficiency. Use of energy-efficient lighting and equipment.

Waste Reduction. Establish recycling programs and responsible disposal of materials.

*Plans and Actions:*

Sustainable Sourcing. Ensure that all materials and products are sourced from environmentally responsible suppliers.

Carbon Footprint Reduction. Implement measures to reduce our carbon footprint, such as using renewable energy sources and optimising logistics to reduce emissions.

Waste Management. Enhance waste management practices to minimise waste production and promote recycling and reuse.

#### **4. Ethical Business Practices**

*Current Practices:*

Transparency. Open communication with all stakeholders, maintaining high levels of transparency in all operations.

Fair Labor Practices. Adherence to fair labour practices, including fair wages and safe working conditions.

*Plans and Actions:*

Supplier Code of Conduct. Develop and implement a supplier code of conduct to ensure all suppliers adhere to ethical labour and environmental standards.

Regular Audits. Conduct regular audits of our supply chain to ensure compliance with our ethical standards.

Anti-Corruption. Implement a zero-tolerance policy towards corruption and bribery, with regular training and a robust reporting mechanism.

#### **5. Ethical Labor Practice**

**Fair Employment Practices**

*Equal Opportunity.* Ensure non-discriminatory hiring practices and provide equal opportunities for all employees.

*Fair Wages.* Offer competitive wages and benefits that meet or exceed industry standards.

**Safe Working Conditions**

*Health and Safety.* Maintain a safe and healthy work environment in compliance with all relevant health and safety regulations.

*Training and Development.* Provide ongoing training and professional development opportunities for employees.

#### **6. Employee Well-being and Development**

*Current Practices:*

Health and Safety. Ensure a safe working environment with regular health and safety training.

Professional Development. Offer training programs to enhance employee skills and career development.

**Plans and Actions:**

**Work-Life Balance.** Introduce flexible working hours and remote work options to promote work-life balance.

**Employee Assistance Programs.** Provide support services for employees' mental and physical health.

**Inclusive Workplace.** Promote diversity and inclusion within the workplace, ensuring equal opportunities for all employees.

## **7. Philanthropy and Volunteering**

*Current Practices:*

**Donations.** Regular financial contributions to local and international charities.

**In-kind Contributions:** Donating products and services to support humanitarian efforts.

*Plans and Actions:*

**Volunteering Time.** Allocate paid time off for employees to volunteer in community projects and humanitarian efforts.

**Charity Events.** Organize and participate in charity events to raise funds and awareness for various causes.

**Disaster Relief.** Develop a rapid response plan to provide support and resources in times of disaster.

## **8. Transparency and Accountability**

We will regularly monitor the progress of our CSR initiatives and report on them annually. This includes:

**Annual CSR Report.** Publishing a detailed annual CSR report outlining our activities, achievements, and future plans.

**Stakeholder Feedback.** Actively seeking feedback from stakeholders to improve our CSR practices.

### **Ethical Business Practices**

**Code of Ethics.** Adhere to our Code of Ethics, ensuring all business activities are conducted with integrity and transparency.

**Anti-Corruption.** Implement strict anti-corruption policies and conduct regular audits to ensure compliance.

### **Reporting and Communication**

**Progress Reporting.** Regularly report on our CSR activities and progress.

**Feedback Mechanisms.** Establish channels for feedback on our CSR initiatives from employees, partners, and the communities we serve.

## **9. Quality Assurance**

### **Commitment to Quality**

**Quality Management System.** Develop and implement a quality management system aligned with ISO 9001 standards.

**Continuous Improvement.** Foster a culture of continuous improvement to ensure high standards of quality in our operations and deliverables.

## **10. Commitment to Innovation**

### **Innovative Approaches**

**Adoption of New Technologies.** Invest in innovative technologies and approaches to enhance our services and contribute to the goals of the UN and UNDP.



## **UNITED NATIONS SUSTAINABLE DEVELOPMENT GOALS (UN SDGs) ALIGNMENT**

*We align our CSR efforts with the following UN SDGs to ensure a comprehensive approach to sustainability and social responsibility:*

### **Goal 3: Good Health and Well-being**

Commitment: Ensure health and well-being of employees, stakeholders, and communities through responsible practices and partnerships.

Actions: Provide safe work environments, support health initiatives, and engage in activities that promote public health.

### **Goal 5: Gender Equality**

Commitment: Achieve gender equality and empower all women and girls.

Actions: Promote diversity and inclusion, and support women in leadership roles.

### **Goal 8: Decent Work and Economic Growth**

Commitment: Foster inclusive and sustainable economic growth, employment, and decent work for all.

Actions: Uphold fair labor practices, create local employment opportunities, and support economic development in communities.

### **Goal 9: Industry, Innovation, and Infrastructure**

Commitment: Build resilient infrastructure, promote inclusive and sustainable industrialization, and foster innovation.

Actions: Invest in sustainable infrastructure projects, support technological innovation, and collaborate with partners to enhance industrial practices.

### **Goal 10: Reduced Inequalities**

Commitment: Reduce inequality within and among countries.

Actions: Promote inclusive business practices and support initiatives that reduce social and economic disparities.

### **Goal 12: Responsible Consumption and Production**

Commitment: Ensure sustainable consumption and production patterns.

Actions: Promote resource efficiency, reduce waste, and advocate for sustainable procurement practices.

### **Goal 13: Climate Action**

Commitment: Take urgent action to combat climate change and its impacts.

Actions: Reduce carbon footprint, implement climate-resilient practices, and support initiatives aimed at mitigating climate change.

### Goal 17: Partnerships for the Goals

Commitment: Strengthen the means of implementation and revitalize the global partnership for sustainable development.

Actions: Engage in partnerships with local communities, educational institutions, suppliers, and other stakeholders to advance shared sustainability goals.

## IMPLEMENTATION AND MONITORING

### CSR Committee

*Establishment:* Form a CSR committee comprising the two directors and key employees to oversee the implementation of the CSR program.

*Responsibilities:* The CSR committee will set goals, monitor progress, and report on the effectiveness of CSR initiatives.

### Measuring Impact

*KPIs:* Develop key performance indicators (KPIs) to measure the impact of our CSR activities.

*Annual Review:* Conduct an annual review of our CSR program to assess achievements and identify areas for improvement.

*At **TFC Ltd**, our commitment to Corporate Social Responsibility is an integral part of our future business operations. We strive to create a positive impact on the environment, our communities, and our employees, ensuring that our business contributes to a sustainable and equitable future.*

## Signatures

Director 1: Name: **Daniel Templeman** Signature: \_\_\_\_\_ Date: 06/08/2024

Director 2: Name: **Leonie Templeman** Signature: \_\_\_\_\_ Date: 06/08/2024