

Corporate Social Responsibility Policy

Policy brief & purpose

SEVA sees the adoption of the CSR Policy as enhancing its core values of integrity, respect, and collegiality. Corporate Social Responsibility (CSR) company policy refers to our responsibility toward our environment, values, community, and other organizations.

Our Corporate Social Responsibility (CSR) company policy outlines our efforts to give back to the world as it gives to us.

Our company's social responsibility falls under two categories: **compliance** and **proactiveness**. Compliance refers to our company's commitment to legality and willingness to observe community values. Proactiveness is every initiative to promote human rights, help communities and protect our natural environment.

Compliance

Legality

Our company will:

- Respect the law.
- Honor its internal policies.
- Ensure that all its business operations are legitimate.
- Keep every partnership and collaboration open and transparent.

Business ethics

We'll always conduct business with integrity and respect to human rights by actively promoting:

- Equality and diversity irrespective of race, ethnic or national origins
- Gender or Sexuality
- Disability
- Marital status
- Religious belief
- Safety and fair dealing
- Respect toward the consumer
- Anti-bribery and anti-corruption practices

Protecting the environment

Our company recognizes the need to protect the natural environment. Keeping our environment clean and unpolluted is a benefit to all. We'll always follow best practices when disposing garbage and using chemical substances.

Protecting people

We'll ensure that we:

- Don't risk the health and safety of our employees and community.
- Avoid harming the lives of local and indigenous people.
- Support diversity and inclusion.

Human rights

Our company is dedicated to protecting human rights. We are a committed equal opportunity employer and abide by all fair labour practices. We'll ensure that our activities do not directly or indirectly violate human rights in any country (e.g. forced labor).

Proactiveness

Donations and aid

Our company may preserve a budget to make monetary donations. These donations will aim to:

- Advance the education, community & arts events.
- Assist those in need.

Preserving the environment

Apart from legal obligations, our company will proactively protect the environment.

Examples of relevant activities may include:

- Recycling
- Conserving energy
- Using environmentally-friendly technologies

Supporting the community

Our company may initiate and support community investment and educational programs. It can provide support to nonprofit organizations or movements to promote cultural and economic development of global and local communities.

Learning

We will actively invest in R&D. We will be open to suggestions and listen carefully to ideas. SEVA will try to continuously improve the way it operates and readily act to promote our identity as a socially aware and responsible business. Management will communicate this policy on all levels. Managers are also responsible for resolving any CSR issues.