



## Corporate & Social Responsibility Policy

### Policy Statement:

Newline Logic Limited ('the Company'), trading as Daracore, understands that we have an obligation to operate in a socially responsible manner. This is achieved by embedding the following into all operational aspects of our business:

- Core Values
- Corporate Codes of Ethics
- Policies, Procedures and Practices

We believe that the above, deliver benefits to our employees, the community and the environment, which results in a responsible and ethical business conduct.

We at the company are committed to the ongoing continued improvement of our policies, practices and strategies, so that we have a productive and positive outcome in each of the following areas:

- Employees
- The Community
- The Environment
- Business Operations

### Employees:

- Our policies and procedures with respect to our employees and Clients, abide by Labour and Health & Safety laws
- The Company are committed to maintaining recruitment practices that are fair and equitable. Through a program of targeted sourcing. The Company has strategies in place to integrate employees from all backgrounds
- The Company implements initiatives and learning development programmes
- The Company actively monitor, engage with and seek feedback from staff on many aspects of human resource management issues, ranging from workplace and job satisfaction, to work life balance

### The Community:

- The Company provides time and / or resources to support staff fund raising activities
- The Company staff are involved in a number of community fund raising ventures and volunteering opportunities

### The Environment:

- The Company promotes a paperless office, by promoting the maximum use of electronic communication
- The Company works with our suppliers and service providers to ensure efficient energy and water consumption in our offices
- Initiatives continue to be introduced to ensure resources are used efficiently and environmental impact is reduced
- The Company recycles paper, photocopier toner cartridges, and office waste
- The Company reduces energy consumption by, for example, programming systems to power down when not in use and the use of energy efficient lighting.

### Business operations:

- The Company has adopted a corporate Code of Ethics for all staff
- Behaviours that support corporate social responsibility are reflected on our corporate values
- The Company is working towards certification to the quality management standard ISO 9001, with regular internal and external auditing which ensures compliance to applicable laws, regulations and codes
- The Company has in place published policies, incorporated into staff and management training that provides guidance to our employees, to be socially responsible

Authorised by the Directors, for and on behalf of Newline Logic Limited, trading as Daracore:

Signed:  
  
 Kevin Rodgers

Director

March 2020