

ISS Relocations LLC

Corporate Social Responsibility Policy Statement

Name	Designation	Date	Sign - off
ABHILASH NAIR	Global CEO	01/07/2019	
RADHAKRISHNAN MACHINGAL	FINANACE MANAGER	01/07/2019	

Commercial & Confidential

ISS Relocation LLC. | اي اس اس ريلوكيشن ش.ذ.م.م

PO Box 122511, Dubai, United Arab Emirates | 208, Office Court Building, Oud Metha Road.

Office: +971 (0)4 234 8100, Email: enquiry@iss-relocations.com | www.iss-relocations.com

UAE, Oman, Qatar, Kuwait, Bahrain & India

ISS RELOCATIONS - Corporate Social Responsibility Policy Statement

At ISS Relocations we recognise that we must integrate our business values and operations to meet the expectations of our clients, in relation to employees, regulators, investors, suppliers, the community and the environment.

ISS Relocations will:

- Respect the law, honor its internal policies, ensure that all its business operations are legitimate.
- Keep every partnership and collaboration open and transparent.
- Always conduct business with integrity, in a socially responsible and ethical manner, while recognizing the interests of its stakeholders.
- Encourage its employees to volunteer, through programs organized internally or externally.
- Protect the environment and the safety of people and community.
- Engage, learning from, respecting and supporting the communities and cultures within which we work.

ISS Relocations want to be a responsible business that meets the highest standards of ethics and professionalism, and will focus on the following key areas:

Employees: Respecting the values of employees, providing good conditions of work and equal opportunities, improving employee satisfaction

Health and Safety: Embedded in all activities and processes for the provision of a safe working environment.

Environment: Managing business development activities to maximise on recycling opportunities and minimise the risk of pollution, waste and nuisance to neighbours.

Sustainable Development: Long term impacts arising from the communities that ISS Relocations interact with including energy efficiency, transport, meeting social and economic needs.

Relationships with Customers: Take seriously all feedback that we receive from our clients and, where possible, maintain open dialogue with them to ensure that we fulfil the requirements of this policy.

Suppliers and Partners: Treating suppliers fairly and driving corporate social responsibility codes of practice throughout the goods and services supply chain.

Community involvement: Charitable giving and engagement with local communities through funding, support and work experience programmes.

ISS Relocations shall:

- Strive to improve our environmental performance through implementation of sustainable development and environmental policies, besides using environmentally friendly technologies.
- Ensure a high level of business performance while minimizing and effectively managing risk
- Operate an equal opportunities policy for all present and potential future employees
- Offer our employees clear and fair terms of employment and provide resources to enable their continual development.

ISS Relocation LLC. | اي اس اس ريلوكيشن ش.ذ.م.م

PO Box 122511, Dubai, United Arab Emirates | 208, Office Court Building, Oud Metha Road.

Office: +971 (0)4 234 8100, Email: enquiry@iss-relocations.com | www.iss-relocations.com

UAE, Oman, Qatar, Kuwait, Bahrain & India

- Provide safeguards to ensure that all employees are treated with respect
- Provide, and strive to maintain, a clean, healthy, and safe working environment
- Uphold the values of honesty, partnership, and fairness in our relationships with clients and suppliers
- Ensure our contracts clearly set out the agreed terms, conditions and the basis of our relationship
- Encourage our suppliers and contractors to adopt responsible business policies and practices for our mutual benefit

This policy applies to ISS Relocations and its agents. It may also refer to suppliers and partners.

ISS Relocations Senior Management Team (SMT) are responsible for the implementation of this policy and will make the necessary resources available to realise our corporate responsibilities, however, all employees of ISS Relocations are responsible for our successful performance of this policy.

ISS Relocations are pleased to engage with all interested parties regarding corporate social responsibility matters.

For further information please contact:

ADMIN

ISS Relocation LLC. | اي اس اس ريلوكيشن ش.ذ.م.م

PO Box 122511, Dubai, United Arab Emirates | 208, Office Court Building, Oud Metha Road.

Office: +971 (0)4 234 8100, Email: enquiry@iss-relocations.com | www.iss-relocations.com

UAE, Oman, Qatar, Kuwait, Bahrain & India