Corporate Social Responsibility Policy

Unblu CMS

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PUBLIC DOCUMENT

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1   Introduction

At Unblu, we connect people through our software solution and try to minimize the impact and maximize the benefits that our work has on the environment and people around us. We recognize our business's impact on society, the environment, and the communities in which we operate. Our company's existence is part of a bigger system of people, values, other organizations, and nature. Our CSR policy is based on the ISO26000:2010 standard. We review our corporate social responsibility on a regular basis and continually strive to improve our CSR performance.

1.1   Scope

This policy applies to our company and its subsidiaries and is taken into consideration for all our business decisions. It may also refer to suppliers and partners (including nonprofit organizations) as appropriate.

1.2   Revision History

Revision	Date	Record of Changes	Approved By
1.0	2020	Initial Issue	Ramona Swading
2.0	09.12.2022	Martin Danell reworked the document based on the ISO26k standard	Jens Rabe
2.1	18.1.2023	Changed document classification to Public	Martin Danell
2.2	27.1.2023	Added details on supplier due diligence.	Martin Danell
2.3	17.01.2024	Yearly review. Trivial changes only.	Martin Danell
2.4	15.10.2024	Postpandemic Updates on the Health and Safety section	Ramona Swading/ Martin Danell
2.5	15.05.2025	Yearly review, minor updates	Martin Danell

1.3 Control of hardcopy versions

See the corresponding section of the **Unblu Information Security Manual**.

1.4 References

Standard	Title	Description
ISO 26000:2010	Guidance on social responsibility	Guidance on social responsibility

1.5 Terms and Definitions

- "Staff" or "users" means all of those who work under our control, including employees, contractors, interns, etc.
- "We" or "our" refer to Unblu.
- HRIS - Human Resources Information System

1.6 Responsibilities

The Co-CEO is responsible for this policy unless noted otherwise.

Managers and supervisors are responsible for the implementation of this policy within the scope of their responsibilities and must ensure that all staff under their control understand and undertake their responsibilities accordingly.

2   Social Responsibility Overview

This document is based on the ISO26000:2010 standard, where the policy requirements are organized around the Social responsibility core topics from the standard:

- Organizational governance;
- human rights;
- labor practices;
- the environment;
- fair operating practices;
- consumer issues; and
- Community involvement and development.

We want to be a responsible business that meets the highest standards of ethics and professionalism.

Our company's social responsibility refers to our commitment to legality and willingness to observe community values.

3   Organizational governance

Unblu is devoted to:

- Respecting the law
- Following and continuously improving our company's internal policies and procedures
- Ensuring that all our business operations are legitimate
- Keeping every partnership and collaboration open and transparent

Unblu has implemented an Information Security Management System, which covers a high number of related topics and provides management with the required control

structures to integrate social responsibility into our Organizational Governance. Such control structures include

- The distribution of company policies to employees with read acknowledgments
- Employee Awareness Training. We regularly launch employee awareness training campaigns on various topics, including cybersecurity, business ethics, equality & diversity, etc.
- Human Resources controls, including background screening and disciplinary process
- Policies for supplier selection and due diligence
- Policies for legal and contractual compliance
- Anonymous reporting/whistleblowing channel for reporting any concerns or internal breaches
- Built-in policies and procedures for continuous improvement to be a learning organization, including our corrective action procedure

Our detailed requirements related to social responsibility are integrated into our existing policies wherever appropriate.

4   Human Rights

Our company is dedicated to protecting human rights. We are a committed equal opportunity employer and will abide by all fair labor practices. We aim to ensure that our activities do not directly or indirectly violate human rights in any country.

Unblu is a small company that employs highly skilled people in highly developed democratic countries with proper labor legislation. Since we are a software company, we do not use any significant supplies of goods or commodities of any type. For many

different reasons, we promote digital working procedures as much as possible. We aim to minimize the use of paper and other office supplies. For these reasons, we believe that the likelihood of exposure to human rights issues related to our company operations is small.

We encourage employees to report any observed or perceived issue related to Unblu operations and human rights, either via our regular reporting lines or via our anonymous reporting channel in our Human Resources Information System.

Child Labour

Definition: Child labor, as defined by the International Labour Organisation (ILO) Convention is *"work by children under the age of 12; work by children under the age of 15 that prevents school attendance; and work by children under the age of 18 that is hazardous to the physical or mental health of the child."*

Unblu does not tolerate any exploitation of children under this definition, and we expect suppliers to also have such policies in place as appropriate. We do not allow any function in the organization to do business with suppliers that are known to use, or suspected of using, child labor. Should such practice be made known to us, we will immediately terminate our business relationship with the concerned entity.

Slavery

Modern slavery is a term used to encapsulate the crimes of slavery, servitude, forced or compulsory labor, and human trafficking.

Although Unblu is not active in any business sector prone to modern slavery, we are committed to running an ethically responsible business.

We are clear that modern slavery in any form is unacceptable and have a zero-tolerance approach to modern slavery of any kind within our organization and suppliers.

To our knowledge, we have never had any incidents related to modern slavery within our business. We are committed to improving our practices to enable us to identify and take appropriate action on any findings.

Suppliers - As a Software development company and a provider of cloud-based services, our number of suppliers is small. Unblu does not produce or purchase any large quantities of any goods. And we don't perform any manufacturing. Our business generally requires highly skilled individuals. Suppliers are assessed and categorized based on the risk as described in *Unblu ISMS A15 Information Security in Supplier Relationships*.

Unblu would investigate any allegations should they arise and take appropriate action in accordance with our policies and procedures.

5   Labor Practices

Our company is dedicated to respecting and honoring labor legislation and fair working practices in all countries where we have employees. We are a committed equal opportunity employer and will abide by all fair labor practices.

Unblu and its suppliers typically employ highly skilled people in democratic countries with proper labor legislation. Since we are a software company, we don't use any significant supplies of goods or commodities of any type. For many different reasons, we promote digital working procedures as much as possible, aiming at minimizing the

use of paper and other office supplies. Hereby, we also believe that we are less likely to use any suppliers that don't follow good labour practices. However, in our supplier due diligence procedure, we should be vigilant to any known breaches when it comes to good labor practices, and handle any alerts or warnings appropriately.

Learning opportunities

Unblu aims to continuously improve the way we operate. We'll readily act to promote our identity as a socially aware and responsible business. We promote learning opportunities for our employees and always try to help them to fulfill their career development goals. This is addressed both on a continuous basis as well as during our yearly review process for employees, where they have the opportunity to discuss their career development with their managers.

We actively invest in R&D, where we are always open to suggestions and listen carefully to ideas from employees.

Diversity and inclusion

Unblu supports diversity and inclusion. We include this topic in our employee awareness training. We promote an open and inclusive workplace. Unblu is a truly international company with employees from a wide range of countries. We always aim to select the most skilled candidate based on professional qualifications, not on ethnicity, gender, sexual orientation, or other such attributes not relevant to the job position.

Unblu is an Equal Opportunity Employer. We respect and seek to empower each individual and support the diverse cultures, perspectives, skills, and experiences within our workforce.

Unblu does not discriminate against:

• Age

• Disability

• Sex

• Gender reassignment

• Marriage/civil partnership

• Pregnancy/maternity/paternity

• Race (color, nationality, ethnic or national origins) • Religion or belief

• Sexual orientation

We believe in treating everyone equally and with the same attention, courtesy, and respect.

We appreciate that diversity goes further than just gender, nationality, and age, and that we have to actively promote diversity.

Reporting

We encourage employees to report any observed or perceived issue related to Unblu operations and labor practices, either via regular reporting lines or via our anonymous reporting channel in our HRIS.

6 Protecting the environment

Our company recognizes the need to protect the natural environment and that we have a duty to manage our impact in a responsible and ethical manner. Keeping our environment clean and unpolluted is a benefit to all.

- We are convinced that the use of our products, which aim to facilitate online meetings, in general, has a positive impact on the environment, as our products may help the end-users to avoid travel or commuting.

- Unblu is not a manufacturing company, and we don't use significant quantities of any physical goods for running our business. Our environmental impact should mainly come from energy consumption related to our use of cloud-based services and from business travel.

- We'll follow general best practices, as well as guidelines and recommendations from local authorities regarding best practices when disposing of garbage and recycling whenever feasible and appropriate.

- We aim at minimizing unnecessary energy consumption, for example by making sure lights and electrical appliances are off when our offices are empty.

- Business travel is done with consideration, only when necessary.

- We encourage choosing the options with the lowest environmental impact, such as train and public transportation, when available.

- By choosing office locations with good access to public transportation and encouraging employees to use them. We also financially support bicycle parking.

- When selecting suppliers, we consider the environmental aspects as appropriate. We always aim to minimize environmental impact as long as it can be done without significantly compromising other important factors such as security, efficiency, and cost. Our cloud hosting partners, such as GCP, have very high ambitions when it comes to sustainability. See further: https://cloud.google.com/sustainability.

7 Fair operating practices

Unblu is committed to conducting business in accordance with the highest ethical and legal standards. Our policy requirements regarding fair operating practices and business ethics are described in **Unblu Code of Conduct and Ethics**. Addressed topics include managing Conflicts of Interest, anti-corruption & bribery, fair dealing and competition, law compliance, etc.

International Sanctions

Unblu avoids conducting any business in breach of international sanctions. Such a check is also to be included in our due diligence checks for suppliers.

8 Consumer issues

Unblu is purely a Business-to-Business company. We don't sell any products directly to end-users, only to institutions. Therefore, we don't see the topic of consumer issues as applicable to us.

9 Community Involvement and Development

Unblu is a geographically distributed company. We aim to get involved with the local community as appropriate, depending on the location.

We don't believe that the operations we perform are likely to compromise the health and safety of our employees or the local communities. Nor do we believe they could harm the lives of local and indigenous people. However, if such a case were reported or identified, we would take appropriate action to solve the situation in a way that respects the interests of the involved stakeholders. Also, during our supplier due diligence process, we should be vigilant of any such reports and act accordingly.

10 Health and Safety

Health and safety for our staff is a high priority for Unblu, and we eliminate or reduce any identified risk to protect our employees. However, Unblu is a small software development company with low risks when it comes to health and safety. We follow any requirements or recommendations from local governments and do what we can to support our employees, partners, and other stakeholders. During times of epidemics, the following general measures are used as appropriate:

- All employees are enabled to work from home whenever needed for health or safety reasons, and we follow requirements & guidelines from local authorities regarding pandemic-related home office.
- Employees' physical and mental well-being is given top priority and is supported and protected with appropriate measures.
- Business travel, events, and face-to-face meetings may be postponed or held online, whenever local authorities require or strongly recommend this.
- Employees are getting sick pay in accordance with local regulations
- Employees are advised not to work from the office whenever they have symptoms of the flu or another contagious disease.

11 Breaches of Policy

Unblu will take appropriate measures to remedy any breach of this policy, including the use of our disciplinary or contractual processes.