



Corporate Social Responsibility Policy

My Training passport Limited CSR policy refers to our responsibility toward our environment. Our company’s existence is not lonely, it’s part of a bigger system of people, values, other organisations and nature. Our social responsibility as a business is to give back wherever possible.

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

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 an initiative to help communities and protect our natural environment.

Compliance

Our company will:

- Respect the law
- Honour 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. We will promote:

- Safety and fair dealing
- Respect toward the consumer
- Anti-bribery and anti-corruption practices

Protecting the Environment

Our company recognises 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 of waste.

Protecting People

We’ll ensure that we:

- Don’t risk the health and safety of our employees and community.
- Support diversity and inclusion.

Human Rights

Our company is dedicated to protecting human rights. We are a committed equal opportunity employer and will 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 labour).

Proactiveness

Donations and aid

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

- Advance charity, education and local community events.
- Alleviate those in need.

Volunteering

Our company will encourage its employees to volunteer. They can volunteer through programs organized internally or externally. Our company may sponsor volunteering events from other organizations.

Preserving the environment

Apart from legal obligations, our company will proactively protect the environment. Examples of relevant activities include:

- Recycling
- Conserving energy

Signed on behalf of My Training Passport Limited

..... DIRECTOR

Date: 01/03/2022

My Training Passport Limited