



Policies in scope:

- 1) Environmental Sustainability Policy
- 2) Health, Safety and Wellbeing Policy
- 3) Anti-Money Laundering and Anti-Corruption Policy
- 4) Anti-Slavery and Anti-Child Labor Policy

Environmental Sustainability Policy

Policy statement

Coralive is committed to environmental sustainability which is at the core of the organization's mission and vision. In addition, Coralive is committed to social and economic sustainability.

Scope of the policy

This policy applies to everyone involved in the organization. i.e. employees, volunteers, students and work experience personnel, agency workers, contractors and beneficiaries.

Environmental Sustainability

According to the UN definition, environmental sustainability is defined as “meeting the needs of the present without compromising the ability of future generations to meet their own needs”.

Procedures

Coralive is committed to operating responsibly and protect and restore the environment. Coralive acknowledges the negative impacts of climate change, biodiversity loss and environmental degradation resulting in global warming. With this in mind, Coralive will:

- Endeavor to assess and control its greenhouse gas emissions, pollution and waste production;
- Monitor and conserve (where possible) the use of energy, water and resources;
- Encourage recycling and reuse and stop single use plastics;
- Promote vegetarianism wherever practicable;
- Continuously educate and spread awareness on climate change metrics (particularly in Science-Based Target setting) through our collaboration with internal and external stakeholders;
- Work towards a Net Negative Carbon future. This includes compensating the carbon footprint of all Coralive's employees' flights through collaboration with myClimate. Also, in the near future, we commit to use instruments such as biodiversity credits.

Health, Safety and Wellbeing Policy

Policy statement

Coralive is committed to ensuring and improving the health, safety and wellbeing of its workers. The health, safety and wellbeing of our employees, students, work experience personnel and volunteers is a priority and is fundamental to the purpose of our organization.

Scope of the policy

This policy applies to everyone involved in the organization. i.e. employees, volunteers, suppliers, students and work experience personnel, consultants, contractors and beneficiaries

Procedures

To achieve this, we will:

- Lead by example, demonstrating a visible commitment to health, safety and wellbeing in the workplace and delivering on our responsibilities;
- Empower our workers with the necessary knowledge, skills and abilities to fulfil health, safety and wellbeing responsibilities;
- Ensure relevant health, safety and wellbeing information, data, training and feedback is readily available and that clear governance mechanisms are in place;
- Take action and comply with legal duties to ensure the health, safety and wellbeing of our workers and others;
- Embed a workplace culture that empowers the proactive identification of health, safety and wellbeing risks and management of such risks through elimination or mitigation strategies;
- Incorporate health, safety and wellbeing and good work design into organizational and operational planning and actions;
- Consult with our workers and shared duty holders about matters relating to health and safety;
- Actively participate in the proactive identification of hazards and risks associated with our own work and make decisions about ways to eliminate or minimize risks;
- Continually improve and build resilience based on identified hazards and risks;
- Provide early intervention and support for employees with injury or illness, to optimize recovery and enable safe and sustainable return to work or stay at work.

Anti-Money Laundering and Anti-Corruption Policy

Policy statement

Coralive takes its responsibility for ensuring the establishment and maintenance of systems of internal control for the prevention and detection of fraud, irregularities and corruption as non-negotiable and will not tolerate fraud, corruption or abuse of position for personal or institutional gain.

The purpose of this policy is to ensure the organization's compliance with anti-money laundering, bribery and corruption laws and regulations, to assist law enforcement in combating illegal money laundering, and to minimize the risk of organization resources being used for improper purposes.

This policy aims to maintain the high standards of conduct which our organization currently enjoys. This will be achieved by ensuring that Coralive does not get:

- Used by third parties for the purpose of money laundering;
- Receive bribes that are intended to influence Coralive decision making;
- Is subjected to corrupt, dishonest and/or illegal behavior.

Scope of the policy

This policy applies to everyone involved in the organization. i.e. employees, volunteers, suppliers, students and work experience personnel, agency workers, contractors and beneficiaries.

This policy is made available internally throughout the organization and management is required to ensure that everyone is aware of it and receives appropriate training.

Failure to comply with this policy can lead to disciplinary action.

Money Laundering

By definition, money laundering is the practice of cleaning up money that has, for some reason, been obtained illegally. Often there is a complex trail involved so that the practice cannot be easily identified or traced.

Money laundering can occur in many ways. It may happen by dispersing money through many different bank accounts (to hide its origins), but can occur when the charity is used unwittingly as a "trading partner". This could be directed at the charity or through an organization where we have a close relationship, such as a funder.

Corruption

Corruption: Corruption is the abuse of entrusted power for private economic gain. This policy will refer to both as "bribery".

Bribery: Bribery is the giving, offering or agreeing to provide benefits to others in order to improperly influence an outcome to obtain or retain an advantage. Bribery can take many forms, including the provision or acceptance of:

- Cash payments;
- Shell companies or “consulting” relationships;
- Kickbacks;
- Political or charitable contributions;
- Social benefits;
- Gifts, travel, hospitality and reimbursement of expenses.

Procedures

If anyone knows, suspects or has reasonable grounds for thinking or suspecting that a person is engaged in money laundering, corruption or terrorist financing, they must report such matters to the Executive Leadership Team immediately.

It is the responsibility of the Executive Leadership Team and the designated officer to ensure the following procedure is adhered to.

- The Executive Leadership Team is the point of contact to receive disclosures from anyone involved in the organization of any suspected money laundering activities.
- The Executive Leadership Team will be responsible for carrying out the organization’s anti-money laundering procedures.
- The Executive Leadership Team will ensure that proper records are maintained on all the relevant activities and steps taken to deal with received disclosures.

Due diligence

The organization should carry out procedures that help to identify donors or other providers of income before entering into a relationship or transaction with them.

The organization should, where applicable:

- Identify the donor and verify their identity;
- Take adequate measures where some donors need or want their privacy;
- Accept that in some cases, the identity of the donor may not be easy to verify, in which case other measures need to be developed;
- Continuously monitor the situation;
- Maintain proper records of all checks made.

Anti-Slavery and Anti-Child Labor Policy

Policy statement

Coralive is committed to act ethically and with integrity in its operations and relationships and is committed to prevent modern slavery and child labor. Coralive will not tolerate modern slavery or child labor in its organization. Therefore, Coralive will ensure that there is transparency in its own organization and in its approach to tackling both problematics.

Coralive acknowledges the risk that partners may involve the use of a hidden or unknown subcontractor reliant on forced labor or child labor. Although Coralive considers the risk of modern slavery to be low due to the nature of its supply chains, it takes its responsibilities to combat modern slavery and child labor seriously as demonstrated by its adoption of the policy measures found under chapter “procedures”.

This policy aims to supplement all applicable laws, rules, and other corporate policies.

Scope of the policy

This policy applies to everyone involved in the organization. i.e. employees, volunteers, suppliers, students and work experience personnel, consultants, contractors and beneficiaries.

Modern slavery

Modern slavery is a crime and a violation of fundamental human rights. It can take many forms:

- **Slavery and servitude:** this is where people are dehumanized, treated as a commodity, bought or sold as “property”, have restrictions placed on their freedom or are generally exploited for someone else’s gain. Slavery often involves forced or compulsory labor.
- **Forced or compulsory labor:** this is where someone is forced to work, or is otherwise controlled by an “employer”, through coercion, mental or physical abuse, or the threat of abuse.
- **Human trafficking:** relates to arranging or facilitating the travel of another person with a view to that person being exploited. The offence can be committed even where the victim consents to the travel. This reflects the fact that a victim may be deceived by the promise of a better life or job or may be a child who is influenced to travel by an adult.

Child labor

Child labor, as defined by the International Labor Organization (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 of age of 18 that is hazardous to the physical or mental health of the child.

Procedures

If anyone knows, suspects or has reasonable grounds for thinking or suspecting that a person is engaged in slavery or child labor, they must report such matters to the Executive Leadership Team immediately.

It is the responsibility of the Executive Leadership Team and the designated officer to ensure the following procedure is adhered to.

- The Executive Leadership Team is the point of contact to receive disclosures from anyone involved in the organization regarding modern slavery and/or child labor suspicion.
- The Executive Leadership Team will be responsible for carrying out the organization’s modern slavery or child labor measures in case of suspicious activities internal to the organization or from a counterparty.
- The Executive Leadership Team will ensure that proper records are maintained on all the relevant activities and steps taken to deal with received disclosures.

Due diligence

Appropriate due diligence processes must be carried out in relation to modern slavery and child labor which may include considering human rights in a sector or country, the type of sector in which a service provider operates, the countries from which services are provided, the nature of relationships with suppliers, and the complexity of supply chain(s).

The organization should, where applicable:

- Identify the country and the potential modern slavery and child labor issues;
- Identify the counterparty and verify their identity;
- Take adequate measures where some counterparties need or want their privacy;
- Accept that in some cases, the identity of the counterparty may not be easy to verify, in which case other measures need to be developed;
- Continuously monitor the situation;
- Maintain proper records of all counterparties.