SCPL
Sohbi Craft Poland

Corporate Social Responsibility (CSR) Policy

In today's dynamic business environment, where relationships with stakeholders, impact on society and the environment are equally crucial, we aim to establish clear and binding principles that will guide our actions. Our Corporate Social Responsibility (CSR) Policy serves as the foundation of our mission as an organization.

Principle 1: Integrated CSR Approach

1.1. The organization commits to fully integrating CSR aspects across all areas of its operations.

1.2. All employees undergo proper training in CSR principles, and these principles are considered in recruitment and training processes.

Principle 2: Accountability

2.1. Management conducts assessments of the implementation and effectiveness of CSR actions during regular management reviews to evaluate the level of implementation and effectiveness of CSR activities.

Principle 3: Stakeholder Communication (Transparency)

3.1. The organization commits to transparently communicate information about CSR activities, both internally and externally.

3.2. Regular CSR reports are provided, presenting results, goals, and future plans.

3.3. Ensuring access to CSR information for stakeholders through various communication channels such as the website, annual reports, and community meetings.

Principle 4: Environmental Responsibility

Sohbi Craft Poland is committed to promoting sustainable development by minimizing negative environmental impact, efficiently managing of natural resources, and supporting innovative pro-ecological solutions.

4.1. The organization commits to reducing greenhouse gas emissions, optimizing natural resource consumption, and minimizing waste production.

4.2. Implementation and maintenance of environmental management systems compliant with international standards.

4.3. Promotion of ecological innovations and sustainable practices within production processes.

Principle 5: Employer Social Responsibility

We ensure the safety and good working conditions of our employees. We implement training programs, support equal pay, and promote health and well-being in the workplace.

5.1. Ensuring fair working conditions, including equal treatment, fair compensation, and safe working conditions.

5.2. Investing in the development of employees' competencies and promoting equal opportunities in employment.

5.3. Promoting the health and well-being of employees through dedicated programs.

5.4. Supporting employees in challenging life situations.

5.5. Engagement and affiliation with associations/unions active in specific thematic-social areas.

5.6. Implementation and development of training activities.

Principle 6: Ethical Business Conduct

6.1. The organization commits to adhering to ethical business principles in all aspects of its operations.

6.2. Promoting integrity, transparency and accountability in relations with business partners and customers, in particular anti-corruption practices.

6.3. Ensuring that all marketing practices are fair and comply with existing standards.

Principle 7: Respect for Stakeholders

7.1. Identifying key stakeholders of the organization and considering their needs and opinions in the decision-making process.

7.2. Conducting consultations with stakeholders to better understand their expectations and adjusting CSR strategies to meet their needs.

7.3. Actively participating in social initiatives and dialogue with local communities to build lasting relationships.

Principle 8: Respect for the Law

8.1. The organization commits to complying with all applicable laws and regulations at both national and international levels.

It conducts its business responsibly, ensuring full compliance with applicable economic sanctions and export control regulations, minimizing legal and reputational risks, and supporting the stability of international economic relations.

8.2. Establishing a system to monitor changes in regulations and adjusting organizational actions to new requirements.

8.3. Actively engaging in dialogue with authorities, industry organizations, and other institutions to co-create public policies in line with CSR principles.

8.4. Continuously improving organizational practices based on the best international standards.

Principle 9: Respect for Human Rights

SCPL treats all employees with due respect, in accordance with applicable laws and international agreements, particularly the convention on the protection of Human Rights and Fundamental Freedoms. Our policy is firmly grounded in the following fundamental principles:

- Equal opportunities
- Prohibition of forced labor
- Prohibition of child labor
- Fair working hours
- Fair remuneration.

9.1. The organization ensures that all actions align with the fundamental principles of respecting human rights.

9.2. Educating employees about human rights and promoting equality and justice in all areas of operation.

9.3. Supporting foreign employees in specific areas, including issues related to work and residence legalization.

Principle 10: Reporting Inappropriate Conduct

SCPL allows employees to report any suspicions, behaviors, or instances of inappropriate conduct within the organization. Employees are instructed to report to Employee Representatives or Managers any cases of abuse without fear of ostracism or discrimination. The organization has taken precautions, such as installing a "suggestion box" (in a discreet location) and a system for reporting safety and health violations through the internal website, to enable anonymous reporting of problems.

Principle 11: Data Security

11.1. Protection of customer and employee data

The company is committed to upholding standards for the protection of personal data and sensitive information, in accordance with current data protection legislation. All data will be processed with the utmost confidentiality and security, in particular regarding the intellectual property of stakeholders.

11.2. Ongoing cyber security training

Employees will receive regular training on cybersecurity best practices to minimize the risk of data leaks and hacking attemps.

11.3. Cyber risk management

The company regularly identifies and assesses risks related to cyber threats, implementing strategies to mitigate risks, including investing in modern protection technologies and security audits of IT systems.

11.4. Secure IT technologies and infrastructure

The company invests in advanced technology solutions and IT infrastructure to ensure secure data storage and processing. Regular updates to systems and the implementation of protection mechanisms.

Principle 12: Financial responsibility

The company is committed to conducting its business in a transparent manner, regularly publishing financial statements in compliance with applicable regulations. All financial transactions and operations will be accurately documented, adhering to the highest standards of business ethics and accounting.

12.1. Responsible investments

The company is committed to responsible investments that support sustainable development and take into account environmental, social and corporate governance (ESG) aspects. We aim to invest in projects that benefit both society and the environment.

12.2. Prevention of tax avoidance

The company is committed to meeting its tax obligations fairly and lawfully in the countries where it operates. We do not engage in aggressive tax planning or tax avoidance activities.

12.3. Responsible debt management

The company is committed to managing debt responsibly to ensure liquidity and reduce the risks associated with excessive debt. We strive to maintain a healthy capital structure to ensure stability and long-term growth.

12.4. Supporting the local economy

Our company is committed to supporting local businesses by prioritizing local suppliers and business partners, which contributes to regional economies and job creation.

Principle 13. Conflict of interest

13.1. Transparency and openness of decisions

The company is committed to making business decisions in transparent manner and in the best interests of the company and its stakeholders. Any potential conflicts of interest will be promptly disclosed and resolved in accordance with internal procedures.

13.2. Avoidance of conflicts of interest

Employees, management and business partners are required to avoid situations that may lead to conflicts of interest. Decisions must be made free of personal gain or relationships that could compromise objectivity.

13.3 Counteracting the use of counterfeit products

The organization does not tolerate the production, purchase, or distribution of counterfeit goods. All employees and business partners are required to comply with the principles of intellectual property protection and product authenticity.

Principle 14: Continuous Improvement

14.1. Systematic assessment and updating of CSR strategy based on monitoring results and analysis of the organization's impact.

14.2. Continuous development and implementation of innovative solutions in line with sustainable development principles.

14.3. Actively seeking new ways to increase the organization's positive impact on society, the economy, and the environment.

This policy aims to ensure that the organization operates in accordance with CSR principles, meeting high ethical and social standards. Adhering to these principles enables the organization to actively participate in sustainable development and build lasting relationships with stakeholders.

Tomasz Chodór Member of the Board	**Yoshihiro Kurachi** Member of the Board