

Mentorloop Corporate Social Responsibility (CSR) Policy

Mentorloop Supplier code of conduct

Mentorloop is committed to high standards of social and environmental responsibility and ethical conduct. Mentorloop's suppliers play an important role in this commitment as they form a large part of Mentorloop's day to day business operations.

Mentorloop's suppliers are required to act fairly and ethically, and use environmentally responsible practices wherever they can to make products or perform services for Mentorloop. Suppliers should provide safe working conditions, treat workers with dignity and respect and approach business with a sustainable and responsible outlook.

This Code outlines Mentorloop's expectations for supplier conduct regarding labor and human rights, health and safety, environmental protection and ethics. Mentorloop requires its suppliers to operate in accordance with these principles and in full compliance with all applicable laws and regulations.

Mentorloop will assess its suppliers' compliance with this Supplier Code of Conduct, and any violations of this Code may jeopardize the supplier's business relationship with Mentorloop.

Environmental responsibility

Mentorloop is committed to protecting the environment, as environmental responsibility is at the core of our business operations. Mentorloop's suppliers are therefore expected to take action in the following areas:

- Be compliant with all relevant national and local laws and regulations relating to environmental performance, management and reporting.
- Have a written environmental policy that employees are informed and knowledgeable about.

- Have an environmental management system to measure, manage and minimize waste and adverse environmental impacts (recycling program, water saving techniques etc.)
- Have current actions, strategies and future plans for managing resource scarcity issues such as biodiversity, water scarcity and food security.

Community and social responsibility

Mentorloop encourages suppliers to conduct their business in a way that helps foster social good and encourages community development. Mentorloop's suppliers are therefore expected to take action in the following areas:

- Have a written policy for community involvement and/or positive social impact.
- Ensure that the supplier's community involvement policy aligns with core business strategy, business risks or core capabilities.
- Manage impacts on the local communities in which suppliers operate.
- Take an active approach to community involvement. This may include:
 - Employee volunteering programs.
 - In-kind donations/ pro bono work.
 - Partnering/collaborative programs.
 - Financial contributions.

Ethical conduct

Mentorloop provides fair, equal and ethical working conditions for all employees and is committed to providing a workplace that is free from discrimination, harassment and ensures no form of abuse is tolerated. Mentorloop's suppliers are therefore expected to uphold high standards of ethical conduct in all of their endeavors.

The following points are based on the Ethical Trading Initiative (ETI) Base Code and it is expected that all of Mentorloop's suppliers provide a workplace where:

- Employment is freely chosen.
- Freedom of association and the right to collective bargaining are respected.
- Working conditions are safe and hygienic.
- Child labour shall not be used.
- Living wages are paid.
- Working hours are not excessive.
- No discrimination is practiced.
- Regular employment is provided.

- No harsh or inhumane treatment is allowed.

Anti-bribery and corruption

Mentorloop policy is to conduct all its business in an honest and ethical manner and to comply with all applicable legislation. Mentorloop has a zero-tolerance approach to bribery and corruption. Mentorloop suppliers and their representatives are expected to comply fully with all applicable equivalent anti-bribery and anti-corruption laws in their jurisdiction. Mentorloop expects its suppliers and their representatives to have procedures in place to prevent bribery that are proportionate to the bribery risk it faces; demonstrate top level management commitment to preventing bribery; assess its exposure to risks of bribery; apply due diligence on those who perform services for it; ensure its bribery prevention policies and procedures are embedded and understood throughout the organization through internal and external communication, including training, and; monitor and review its procedures to prevent bribery and make improvements where necessary.