



# CORPORATE SOCIAL RESPONSIBILITY POLICY

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## LIST OF ACRONYMS/ABBREVIATIONS/UNITS/TERMS

CSR	Corporate Social Responsibility
OSC	Ocean Science Consulting Limited

### 1. WHAT IS CORPORATE SOCIAL RESPONSIBILITY?

At Ocean Science Consulting Limited (OSC), we define Corporate Social Responsibility (CSR), as follows:

- Conducting business in a socially responsible and ethical manner;
- Protecting the environment and the safety of people;
- Supporting human rights; and,
- Engaging, learning from, respecting, and supporting the communities and cultures with which we work.

### 2. WHAT DOES CSR MEAN FOR OSC?

All OSC employees and contractors will adopt the CSR standards described in this policy into their day-to-day work activities. OSC managers will act as role models by incorporating these matters into decision-making in all business activities. OSC's managers will also ensure that appropriate organisational structures are in place to effectively identify, monitor, and manage CSR issues and performance.

This Policy is built on the following areas that reflect existing and emerging standards of CSR:

- Business ethics and transparency;
  - We conduct business in an open, honest, and ethical manner;
  - We respect the law in countries where we operate;
  - We are committed to comply with all applicable import and export control laws and regulations;
  - We are committed to transparency and good governance;
- Environment Health & Safety;
  - We are committed to following our Health, Safety, Security & Environmental Protection Policy;
  - Our goal is for zero harm to people and the environment;
- Stakeholder relations;
  - We engage stakeholders clearly, honestly, and respectfully;
  - We are committed to timely and meaningful dialogue with all stakeholders;
- Employee relations;
  - We ensure employees are treated fairly and with dignity and consideration for their goals and aspirations;



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- We apply fair labour practices;
- We are committed to equal opportunity;
- We do not tolerate any form of workplace harassment;
- Human rights;
  - We are committed to respecting all human rights where we operate;
  - We do not engage or are not complicit in any activity that solicits or encourages human rights abuse;
- Community investment;
  - We will strive to provide employment and economic opportunities in the communities where we operate.


### 3. GENERAL STAFF CONDUCT

Every employee is responsible to act and communicate with the utmost professionalism and integrity whilst working for the Company. You must maintain a professional manner in all communication you undertake in the course of your employment. It is expected every employee is clean and tidy in personal appearance and adhere to the Company's corporate dress code. Cleanliness of your workstation and shared areas is every employee's responsibility.

It is not permitted to use the Company's computers, internet or email for non-work-related purposes. This includes, but is not limited to, the use of social networking sites for personal purposes and the use of personal email accounts. You must not download anything that is not work-related onto the Company's computers.

All work completed during employment must be backed-up at the end of each day. The material to be backed up includes, but is not restricted to, documents, emails, photographs, and data recorded from projects. Backed up material must be kept in a suitably secure location, and any external drives should be password protected (encrypted), passwords stored securely, and passed on to a member of upper management for safe storage.

OSC routinely monitors, assesses, and reports on our conformity with this policy.

Action	Name	Function	Date	Signature
Audit	Dr Victoria Todd	Managing Director	09/11/2023	
Audit	Ian Todd	Managing Director	09/11/2023	