

---

## Clean CSR Policies

Updated and approved by the management team on September 30<sup>th</sup> - 2024.

---

### CONTENT

#### [Gender Equality and Social Inclusion Policy](#)

Pages 2 & 3

#### [Equal Opportunities and Diversity Policy](#)

Pages 4 & 5

#### [Clean Safeguarding Policy](#)

Pages 6 & 7

#### [Clean Counter Fraud, Bribery, and Corruption Policy](#)

Pages 8 & 9

#### [Clean Ethics Policy](#)

Pages 10 & 11

## Clean Gender Equality and Social Inclusion Policy

### 1. Purpose

The purpose of this policy is to establish Clean's commitment to promoting gender equality and social inclusion within our organization and through our work in innovating green technologies.

This policy aims to create an inclusive, respectful, and equitable workplace where all employees, regardless of gender, background, or personal circumstances, have equal opportunities to thrive and contribute.

### 2. Scope

This policy applies to all employees, contractors, interns, and partners of Clean. It covers all aspects of employment, including recruitment, training, development, promotion, and working conditions.

### 3. Policy Statement

Clean is committed to:

- Ensuring equal opportunities and treatment for all employees, irrespective of gender, race, ethnicity, age, disability, sexual orientation, religion, or socioeconomic status.
- Fostering an inclusive culture where diversity is valued, and everyone feels respected and supported.
- Promoting gender balance at all levels of the organization, including in leadership positions.
- Providing a safe and inclusive work environment, free from discrimination, harassment, and bullying.
- Supporting work-life balance through flexible working arrangements and family-friendly policies.

### 4. Objectives

To achieve our commitment to gender equality and social inclusion, Clean will:

- Implement fair recruitment and selection processes that promote diversity.
- Ensure all employees have access to training and development opportunities.
- Monitor and review our policies, practices, and progress towards gender equality and inclusion.
- Encourage open dialogue and feedback on diversity and inclusion matters.

## 5. Responsibilities

- ❑ **Management:** The leadership team is responsible for endorsing and promoting this policy, ensuring it is implemented effectively, and leading by example in fostering an inclusive culture.
- ❑ **Employees:** All employees are expected to uphold the principles of this policy, contribute to an inclusive work environment, and report any instances of discrimination or harassment.

## 6. Accountability and Reporting

- ❑ Instances of discrimination, harassment, or non-compliance with this policy should be reported to HR or a designated compliance officer.
- ❑ All reports will be taken seriously, investigated promptly, and handled with confidentiality.
- ❑ Clean will not tolerate retaliation against anyone who raises concerns about discrimination or harassment.

## 7. Communication

- ❑ This policy will be communicated to all employees, contractors, interns, and partners upon onboarding and made available on the company's intranet.
- ❑ Regular updates and reminders will be provided to ensure ongoing awareness and understanding of the policy.

## 8. Review and Amendments

- ❑ Any amendments to the policy will be communicated to all employees and stakeholders promptly.

## 9. Conclusion

Clean is dedicated to creating a workplace that embraces diversity and inclusion. By adhering to this policy, we aim to foster an environment where all employees feel valued, respected, and empowered to contribute to our mission of innovating green technologies.

## Clean Equal Opportunities and Diversity Policy

### 1. Purpose

The purpose of this policy is to outline Clean's commitment to providing equal opportunities and promoting diversity within our organization.

This policy aims to ensure that all individuals are treated fairly, with respect, and without bias, and to create a workplace environment that values diversity and inclusion.

### 2. Scope

This policy applies to all employees, contractors, interns, and partners of Clean. It encompasses all aspects of employment, including recruitment, selection, training, development, promotion, and workplace practices.

### 3. Policy Statement

Clean is committed to:

- Providing equal opportunities in employment and advancement for all individuals, regardless of gender, race, ethnicity, age, disability, sexual orientation, religion, or socioeconomic status.
- Promoting a diverse and inclusive workforce that reflects the communities we serve and the global nature of our business.
- Creating a work environment where everyone feels valued, included, and empowered to contribute to our mission of innovating green technologies.
- Ensuring that our policies, practices, and behaviors foster equality, diversity, and inclusion.

### 4. Objectives

To support our commitment to equal opportunities and diversity, Clean will:

- Implement fair and unbiased recruitment and selection processes.
- Provide training and development opportunities to all employees to enhance their skills and career progression.
- Promote a culture of inclusion where diverse perspectives are encouraged and respected.
- Monitor and evaluate our diversity and inclusion practices to ensure effectiveness and continuous improvement.
- Address and prevent any form of discrimination, harassment, or inequality within the workplace.

## 5. Responsibilities

- **Management:** The leadership team is responsible for endorsing this policy, ensuring it is effectively implemented, and leading by example in promoting diversity and inclusion.
- **Employees:** All employees are expected to support and uphold the principles of this policy, contribute to a respectful and inclusive workplace, and report any concerns regarding discrimination or inequality.

## 6. Accountability and Reporting

- Any instances of discrimination, harassment, or non-compliance with this policy should be reported to HR or a designated compliance officer.
- All reports will be treated confidentially, investigated promptly, and addressed appropriately.
- Clean will not tolerate any form of retaliation against individuals who raise concerns about discrimination or inequality.

## 7. Communication

- This policy will be communicated to all employees, contractors, interns, and partners during the onboarding process and made accessible on the company's intranet.
- Regular updates and reminders will be provided to ensure ongoing awareness and understanding of the policy.

## 8. Review and Amendments

- Any amendments to the policy will be communicated to all employees and stakeholders promptly.

## 9. Conclusion

Clean is dedicated to fostering a workplace that embraces diversity and provides equal opportunities for all. By adhering to this policy, we aim to create an environment where everyone can thrive and contribute to our shared mission of innovating green technologies.

## Clean Safeguarding Policy

### 1. Purpose

The purpose of this policy is to outline Clean's commitment to safeguarding the well-being and rights of all individuals involved in our activities, including employees, contractors, interns, partners, and community members. This policy aims to ensure a safe, respectful, and protective environment where all individuals are treated with dignity and respect.

### 2. Scope

This policy applies to all employees, contractors, interns, and partners of Clean. It covers all interactions and activities conducted by or on behalf of Clean, both within and outside the workplace.

### 3. Policy Statement

Clean is committed to:

- Protecting the rights and well-being of all individuals involved in our activities.
- Creating a safe and secure environment free from abuse, exploitation, and harm.
- Promoting a culture of respect, transparency, and accountability.
- Ensuring that safeguarding principles are integrated into all aspects of our operations and activities.

### 4. Objectives

To achieve our safeguarding commitments, Clean will:

- Establish clear reporting and response mechanisms for safeguarding concerns.
- Monitor and review safeguarding practices to ensure effectiveness and continuous improvement.
- Foster a culture of openness based on psychological safety where safeguarding concerns can be raised without fear of retaliation.

### 5. Responsibilities

- Management:** The leadership team is responsible for endorsing this policy, ensuring it is effectively implemented, and promoting a culture of safeguarding.
- Employees and Partners:** All employees, contractors, interns, and partners are expected to uphold the principles of this policy, participate in safeguarding training, and report any concerns regarding abuse, exploitation, or harm.

## 6. Implementation and Monitoring

- Safeguarding concerns will be documented, investigated, and addressed promptly and confidentially.

## 7. Reporting and Response

- Any instances of abuse, exploitation, or harm should be reported immediately to HR or a designated safeguarding officer.
- All reports will be taken seriously, investigated promptly, and handled with confidentiality.
- Clean will ensure appropriate support is provided to individuals affected by safeguarding concerns.
- Corrective actions will be taken to address any identified issues or areas for improvement.

## 8. Communication

- This policy will be communicated to all employees, contractors, interns, and partners upon onboarding and made available on the company's intranet.
- Regular updates and reminders will be provided to ensure ongoing awareness and understanding of the policy.

## 9. Review and Amendments

- Any amendments to the policy will be communicated to all employees and stakeholders promptly.

## 10. Conclusion

Clean is dedicated to safeguarding the well-being and rights of all individuals involved in our activities. By adhering to this policy, we aim to create a safe and protective environment where everyone feels secure and respected.

## Clean Counter Fraud, Bribery, and Corruption Policy

### 1. Purpose

The purpose of this policy is to set out Clean's commitment to preventing, detecting, and responding to fraud, bribery, and corruption.

This policy aims to protect the integrity and reputation of Clean by ensuring that all business activities are conducted ethically and in compliance with relevant laws and regulations.

### 2. Scope

This policy applies to all employees, contractors, interns, partners, and third parties acting on behalf of Clean. It covers all business activities, transactions, and interactions within and outside the organization.

### 3. Policy Statement

Clean is committed to:

- Maintaining the highest standards of honesty, integrity, and transparency in all business dealings.
- Implementing effective measures to prevent, detect, and address fraud, bribery, and corruption.
- Complying with all applicable laws and regulations related to fraud, bribery, and corruption.
- Promoting a culture of ethical behaviour and accountability across the organization.

### 4. Definitions

- **Fraud:** Any act of deception intended for personal or financial gain, or to cause loss to another party.
- **Bribery:** Offering, giving, receiving, or soliciting anything of value to influence the actions of an individual in a position of trust.
- **Corruption:** Abuse of entrusted power for private gain.

### 5. Objectives

To support our commitment to counter fraud, bribery, and corruption, Clean will:

- Implement and maintain robust internal controls and procedures to prevent and detect fraudulent and corrupt activities.



- ❑ Establish clear reporting and response mechanisms for suspected fraud, bribery, and corruption.
- ❑ Conduct thorough investigations of all reported incidents and take appropriate action.
- ❑ Promote a culture of transparency and accountability where employees feel safe to report concerns.

## 6. Responsibilities

- ❑ **Management:** The leadership team is responsible for endorsing this policy, ensuring effective implementation, and promoting a culture of integrity and transparency.
- ❑ **Employees and Partners:** All employees, contractors, interns, partners, and third parties are expected to uphold the principles of this policy, participate in training, and report any concerns regarding fraud, bribery, or corruption.

## 7. Reporting and Response

- ❑ Any suspected instances of fraud, bribery, or corruption should be reported immediately to HR or a designated compliance officer.
- ❑ All reports will be taken seriously, investigated promptly, and handled with confidentiality.
- ❑ Clean will ensure appropriate corrective actions are taken, including disciplinary measures, legal action, and policy improvements.
- ❑ Clean will not tolerate any form of retaliation against individuals who raise concerns about fraud, bribery, or corruption.

## 9. Communication

- ❑ This policy will be communicated to all employees, contractors, interns, partners, and third parties upon onboarding and made accessible on the company's intranet.
- ❑ Regular updates and reminders will be provided to ensure ongoing awareness and understanding of the policy.

## 10. Review and Amendments

- ❑ Any amendments to the policy will be communicated to all employees and stakeholders promptly.

## 11. Conclusion

Clean is dedicated to maintaining the highest standards of integrity and transparency. By adhering to this policy, we aim to protect our organization from fraud, bribery, and corruption and uphold our commitment to ethical business practices.

## Clean Ethics Policy

### 1. Purpose

The purpose of this policy is to define the ethical principles and standards that guide the behaviour of all individuals associated with Clean.

This policy aims to promote a culture of integrity, respect, and accountability in all our business activities and interactions.

### 2. Scope

This policy applies to all employees, contractors, interns, partners, and third parties acting on behalf of Clean. It encompasses all business activities, decisions, and interactions within and outside the organization.

### 3. Policy Statement

Clean is committed to:

- Conducting business in an ethical, transparent, and accountable manner.
- Ensuring all actions and decisions align with our core values and ethical principles.
- Promoting a culture where ethical behavior is recognized, valued, and rewarded.
- Complying with all applicable laws, regulations, and industry standards.

### 4. Core Ethical Principles

- Integrity:** Act with honesty, fairness, and consistency in all dealings.
- Respect:** Treat all individuals with dignity, respect, and consideration.
- Accountability:** Take responsibility for actions and decisions and be accountable for their outcomes.
- Transparency:** Communicate openly, honestly, and accurately, and maintain transparency in business practices.
- Sustainability:** Commit to sustainable practices that protect the environment and promote social responsibility.

### 5. Objectives

To uphold our commitment to ethical behaviour, Clean will:

- Implement and enforce policies and procedures that promote ethical conduct.
- Establish clear reporting and response mechanisms for ethical concerns and violations.
- Monitor and evaluate our ethical practices to ensure continuous improvement.

- Foster an environment where ethical behaviour is encouraged and unethical behaviour is addressed promptly.

## 6. Responsibilities

- **Management:** The leadership team is responsible for endorsing this policy, ensuring effective implementation, and leading by example in promoting ethical behavior.
- **Employees and Partners:** All employees, contractors, interns, partners, and third parties are expected to uphold the principles of this policy, participate in training, and report any ethical concerns or violations.

## 7. Reporting and Response

- Any ethical concerns or violations should be reported immediately to HR or a designated ethics officer.
- All reports will be taken seriously, investigated promptly, and handled with confidentiality.
- Clean will ensure appropriate corrective actions are taken, including disciplinary measures, legal action, and policy improvements.
- Clean will not tolerate any form of retaliation against individuals who raise ethical concerns.

## 8. Communication

- This policy will be communicated to all employees, contractors, interns, partners, and third parties upon onboarding and made accessible on the company's intranet.
- Regular updates and reminders will be provided to ensure ongoing awareness and understanding of the policy.

## 10. Review and Amendments

- Any amendments to the policy will be communicated to all employees and stakeholders promptly.

## 11. Conclusion

Clean is dedicated to maintaining the highest standards of ethical behaviour in all aspects of our business. By adhering to this policy, we aim to foster a culture of integrity, respect, and accountability, ensuring our actions and decisions contribute positively to our mission of innovating green technologies.