



# **CORPORATE SOCIAL RESPONSIBILITY POLICY**

**Adopted: April 2018**

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## 1. Introduction

TT Cables Limited (TTC) has been active in community involvement activities since its foundation in 2008 and continues to work towards community development and areas needing focus and attention.

Being a leading regional producer of industrial goods, TTC firmly believes that this position brings both opportunity and responsibility. TTC is devoted to applying its skills and resources where it can make the greatest impact on the society. This Policy aims to, and is in accordance with our Vision of complying with local legislation as well as international legal norms set out by the United Nations, to protect the rights and well being and safety of our employees, having particular awareness for the needs of our community and to pay special attention through devoting care for the environment we live in.

## 2. Looking after our staff

With the ultimate goal of retaining loyal and productive staff TTC is committed to maintaining a healthy and good working environment. In accordance with our Strategic Human Resources policies and measures, we continually work on improving our approach to this ponderous priority including the following measures and internal practices:

- *We operate in full accordance with local labour laws and international norms regarding issues such as equal opportunity employment, modern slavery, human trafficking and so forth*
- *Our employees' salaries are continually paid in full and in the foreseen time period according to local legislation. Our wages substantially exceed the general average salaries nationally as well as industrial average salaries. We often assist employees in need with cash or material disbursements (personal or family health problem/new families constructing living space etc.)*
- *All of our staff are firstly trained for workplace safety upon hiring by certified external experts. We have a Work Safety Department which continually implements, controls and improves work safety guidelines within TTC and equips all employees with necessary work safety equipment/occupational clothing. TTC proudly possesses Occupation Health & Safety System Management Certification: ISO 45001 which we renew on a regular basis.*

- *We have an ongoing employee training system (internal and external), biannual inclusive employee appraisals and facilitate internal promotion of staff for those who excel*
- *We regularly communicate changes with our employees on various levels depending on the pertinence. Lower level or straightforward changes are communicated through emails and postings on our Info Board which are accessible to all. Larger changes are communicated through official documents as well as accompanying visual and interactive direct presentations and discussions. For larger change proposals, we often survey our employees and make decisions based on majority vote.*
- *We promote team building activities throughout the year for various organisational units, offer free access to coffee/tea, juices, water to staff and provide a free meal and cantina space for staff working 12 hour shifts.*

### **3. Relations with our Customers and Suppliers**

TTC is committed to responsible business practices and operations, including engaging with Customers and Suppliers that are dedicated to similar principles and holding their own Suppliers and subcontractors to the same standards, values and practices. Failure to uphold these principles could jeopardize the business relationship.

#### **Business Integrity**

TTC expects our business partners to engage in fair play and honesty without coercion, conspiracy, bribery, corruption or abuse of economic power. Our business partners shall forbid giving or promising anything of value to a government official or employee, whether to influence that person in his or her official duties or to encourage unlawful conduct.

#### **Protection of Intellectual Property**

TTC expects business partners to safeguard TTC's assets and reputation by never using TTC assets for personal gain or in a manner that could create a conflict of interest. Business partners shall respect intellectual property rights and safeguard TTC information.

## Disclosure of Information

TTC expects business partners to report all pertinent financial information, product details, and invoices accurately and honestly and document the purpose of transactions.

## Anti-Corruption

TTC is committed to observing the standards of conduct set forth in local laws and EU Directives as well as the anti-corruption and anti-money laundering laws of the countries in which TTC operates. Business partners must comply with all applicable anti-corruption and anti-money laundering laws, as well as laws governing lobbying, gifts, and payments to public officials, political campaign contribution laws, and other related regulations.

## Gifts and Entertainment

TTC expects business partners will ensure that gifts or entertainment are modest and within TTC guidelines when interacting with TTC associates and TTC contacts.

## Customers

Our Customers are always #1 for us - this is the credo we live and work by. We must secure a positive and lasting impression of our business in the minds of our Customers in order to maintain long-term thriving relationships. In order to maintain customer satisfaction, we continually and systematically implement the following practices:

- *TTC proudly possesses Quality Management Certification ISO 9001:2008 – ISO 9001 Certificate and renews it on a regular basis*
- *We are in constant communication with our customers regarding their satisfaction with our products and services and have a related Key Performance Indicator which we continually follow. We promptly react to any complaints in a manner acceptable to both sides of the transaction.*
- *Furthermore, we also make biannual face-to-face visits to all of our Customers to ensure their satisfaction with our business relationship.*
- *We have a multi-level quality control system within the production process which guarantees that finished products are in accordance with the requests of our Customers. We also have accreditation from all of the main*

*quality control institutions within the European Union for our testing methods which we update on a regular basis in accordance with our Customer's demands.*

## Suppliers

Supply Chain Management plays a key role at TTC, not only in maintaining an excellent working relationship with all of our Suppliers at each segment of the Chain, but more so with the end goal of keeping our Customers happy by using the best materials as well as craftsmanship and delivering our products on time. TTC's relationship with its Suppliers is defined as follows:

- *The vast majority of our Suppliers are based within the European Union and adhere to all national, EU and other regulations tied to Ethical Business Practices. The majority of them are respected MNC's and have CSR policies in place*
- *We endeavour to maximise the use of local Suppliers to stimulate the local economy and for reasons of business convenience. We expect the same business ethics standards from our local Suppliers as we do from our partners in the European Union*
- *We are firmly committed to paying our Suppliers in accordance with annual contractual obligations and other agreements*
- *We are in constant contact with all of our Suppliers in order to maintain a high level of communication with them*

## 4. Protecting the Environment

Our commitment to the environment is a top priority for TTC from several aspects of doing our business where we aim to be an example to other companies in the area. The steps we have taken and will take in the future are designed to continually minimize the environmental impact our business activities have.

- *TTC proudly possesses Environmental Management System Certification ISO 14001:2004 - ISO 14001 which we renew on a regular basis*
- *We monitor all waste originating from the production process through regular reports and Key Performance Indicators and take concrete steps towards minimization including better production planning, employee training, better selection of raw materials and so forth*

- *We recycle our entire PVC waste from the production process through our in-house PVC Recycling Plant and reuse all of the materials for new production*
- *Other waste materials are sorted and processed by Certified Waste Management Companies in the region for further recycling*
- *Paper, cardboard and nylon waste is also recycled at TTC in cooperation with a local recycling company which has collection boxes located throughout the company and a large recycling press located on site at TTC*
- *We closely cooperate with government bodies regarding guidelines and potential joint projects dealing with the environment*
- *Our main source of energy presently is from a reusable source - hydropower. Our staff is continually devoted making analyses and taking according steps on how to reduce energy and water usage in the production process*

## 5. Community Engagement

Our commitment to the local community is visible from several key activities we have undertaken and continue to develop over the years. We deal exclusively with non-profit organizations registered in accordance with local laws

- *Our group is a proud sponsor of the local sports organizations, particularly the soccer and basketball teams. These teams not only promote the local community outside of the city and region but more importantly have internal feeding systems from Pee-Wee level to the Professional level. This is key in keeping youth involved in sports, off the streets and promotes healthy activities which is of great importance to TTC and in accordance with our moral values.*
- *We are continual sponsors of smaller infrastructure projects such as lumification of rural areas, and also including sports infrastructure and other projects through the donation of our products*
- *We cooperate with the local vocational school and University through offering practical training for several students annually linking theory with practice as well as scholarships for university students*
- *We continually also support the surrounding community by employing local people*