



**Communication on Progress:
15 June 2021 through 31 May 2022**

COMMUNICATION
ON PROGRESS



This is our **Communication on Progress** in implementing the Ten Principles of the **United Nations Global Compact** and supporting broader UN goals.

We welcome feedback on its contents.

15 June 2021



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A Letter from Our Chief Execution Officer

15 June 2021

RE: Statement of Continued Support

To our stakeholders:

I am pleased to confirm that Altamont Group reaffirms its support of the Ten Principles of the United Nations Global Compact in the areas of Human Rights, Labour, Environment and Anti-Corruption.

In this annual Communication on Progress, we describe our actions to continually improve the integration of the Global Compact and its principles into our business strategy, culture, and daily operations. We also commit to sharing this information with our stakeholders using our primary channels of communication.

Regards

Sajida H. Shroff
Chief Execution Officer



Description of Actions

Human Rights

Our human capital is the most valuable asset we have. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities and talent that our employees invest in their work represents a significant part of not only our culture, but our reputation and company's achievement as well.

- We embrace and encourage our employees' differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make our employees unique.
- Altamont Group's diversity initiatives are applicable—but not limited—to our practices and policies on recruitment and selection; compensation and benefits; professional development and training; promotions; transfers; social and recreational programs; layoffs; terminations; and the ongoing development of a work environment built on the premise of gender and diversity equity that encourages and enforces:
 - Respectful communication and cooperation between all employees.
 - Teamwork and employee participation, permitting the representation of all groups and employee perspectives.
 - Work/life balance through flexible work schedules to accommodate employees' varying needs.
 - Employer and employee contributions to the communities we serve to promote a greater understanding and respect for the diversity.
- All employees of Altamont Group have a responsibility to treat others with dignity and respect at all times. All employees are expected to exhibit conduct that reflects inclusion during work, at work functions on or off the work site, and at all other company-sponsored and participative events.
- Any employee found to have exhibited any inappropriate conduct or behavior against others may be subject to disciplinary action.
- Employees who believe they have been subjected to any kind of discrimination that conflicts with the company's diversity policy and initiatives should seek assistance from a supervisor or an HR representative.



Labour

- Altamont Group is an equal opportunity employer which means we provide the same opportunities for hiring, advancement and benefits to everyone without discriminating due to protected characteristics like:
 - Age
 - Sex / Gender
 - Sexual orientation
 - Ethnicity / Nationality
 - Religion
 - Disability
 - Medical history
- We built our equal employment opportunity policy around preventive and affirmative actions to ensure fairness in all aspects of employment. These aspects include:
 - Hiring
 - Training
 - Evaluating performance
 - Administering compensation and benefits
- We also want to make sure that equal opportunity applies to other instances. For example, we do not retaliate against employees, and we are committed to prevent and resolve any kind of harassment against our employees, including sexual harassment.
- Our HR department is responsible for assessing our company's processes and ensuring they are bias-free. Whenever we find biases interfering, we will act immediately to refine our processes, train our people to combat their biases and protect possible victims of discrimination. We will give everyone the chance to work in an environment where their rights are respected.
- To promote equal opportunity, we first ensure we follow EEOC regulations and EEO laws that apply to each part of our company.
- We will also take additional actions to promote fairness and diversity as part of our equal employment opportunity policy. We will:
 - *Use inclusive language in all signs, documents and webpages.*
 - *Modify structures and facilities to accommodate people of determination.*
 - *Provide parental leave and flexible work arrangement policies.*
 - *Hire, train and evaluate employees through job-related criteria.*
 - *Allow employees to take religious or national holidays that are not included in our company's official schedule.*
 - *Train employees on communication and diversity.*
 - *Implement open door practices so employees can report discrimination more easily.*



- All supervisors and managers are responsible for using equal opportunity practices and making decisions based on objective, non-discriminatory criteria. Everyone should comply with our policy at all times.
 - If you see or suspect that our EEO policies are being violated, feel free to inform HR immediately. If you suspect that someone is behaving wrongly but is unaware of this, you could also talk to them directly.
- When someone discriminates, they will be subject to disciplinary action depending on the severity of their actions. For example, unintentionally offending a coworker might warrant a reprimand, but harassing someone systematically might result in demotion or termination.



Environment

- Altamont Group is committed to providing quality service in a manner that ensures a safe and healthy workplace for our employees and minimises our potential impact on the environment.
- We will operate in compliance with all relevant environmental legislation, and we will strive to use pollution prevention and environmental best practices in all we do.
- We:
 - integrate the consideration of environmental concerns and impacts into our decision making and activities
 - minimise our waste and then reuse or recycle as much of it as possible
 - minimise energy and water use within our buildings and processes in order to conserve supplies and minimise the consumption of natural resources
 - as far as is possible, purchase products and services that do the least damage to the environment
 - train, educate and inform our employees about environmental issues that may affect their work
 - promote environmental awareness among our employees and encourage them to work in an environmentally responsible manner
 - communicate our environmental commitment to clients, customers and the public and encourage them to support it
 - where required by legislation or where significant health, safety or environmental hazards exist, develop and maintain appropriate emergency and spill response programmes



Anti-Corruption

- Altamont Group requires that all employees observe the following standards of business and personal ethics in the conduct of their duties and responsibilities. Altamont Group employees must practice honesty and integrity in every aspect of dealing with other employees, customers, suppliers, other business partners, communities and government authorities.
- Neither Altamont Group nor any of its employees shall make illegal or improper payments or bribes and will refrain from participating in any corrupt business practices. The exchange of hospitality, entertainment and gifts can build goodwill in business relationships, but some gifts and entertainment can create improper influence. Altamont Group does not expect its employees to engage in such activity or to offer or receive any items of personal inducement to secure business. Neither Altamont Group nor any of its employees may accept payments, gifts or other kinds of reimbursement from a third party that could affect or appear to affect their objectivity in business decisions.
- All employees must not condone, under any conditions, the offering, giving or receiving of bribes or inducements. In addition, Altamont Group's employees will not permit intermediaries, agents, subsidiaries, joint ventures or any other third-party performing services on Altamont Group's behalf to engage in such conduct.
- Employees should avoid entering into situations where their personal, family or financial interests may be in conflict with that of Altamont Group. Where any such potential conflict of interest arises, the employee should disclose this and seek advice from their line manager.
- Altamont Group will ensure that these objectives are delivered by:
 - adherence to Altamont Group's Anti-Corruption and Bribery Policy
 - close supervision of employees through training, quarterly reviews and leading by example
 - communication and publication of this policy.
- The first principle of dealing with third party business is the adoption of a fair and ethical approach to all of our dealings. As individual employees, our people have the responsibility of protecting and promoting the good name and reputation of Altamont Group.
- Altamont Group's aim is to have the reputation of an organisation that third parties want to conduct business with and that they feel comfortable in dealing with Altamont Group.
- Altamont Group strives to ensure that everyone with external trading and other relationships understands the standards of business engagement expected of them, and that they feel responsible for the reputation of Altamont Group and present themselves with the highest degree of integrity at all times.
- Altamont Group will ensure that these objectives are delivered by:
 - Recruitment, training and development of staff with the highest level of integrity



- Communications through regular team meetings, guidance and supervision
- Altamont Group aims to ensure that we engage with our customers and respond to their needs by providing a wide range of products, services and information to maximise their own commercial aspirations sustainably
- Altamont Group is aware that there is an increasing customer awareness of environmental and social issues. This places an expectation on Altamont Group to offer information, products and services to help them create more sustainable business with their customers and ultimate customers.
- Altamont Group will ensure that these objectives are delivered by:
 - communicating with our customers in order to understand and respond to their needs for information, products and services
 - offering customers honest information, responsible marketing and useful data and in doing so inspire trust in our brands
- Altamont Group 's aim is to ensure that there is a mutual benefit in dealing with Altamont Group and that our suppliers and other partners have confidence in the value of doing business with Altamont Group.
- Altamont Group has a direct impact on the environment and lives of people all over the world and Altamont Group is committed to doing business in a way which ensures that everyone in our supply chain benefits from trading with us.
- Altamont Group believes that protection of the environment, high workplace standards, good health and safety and fair pay and employment conditions are all elements of a successful, professionally run business and contribute to its efficiency and productivity.
- Altamont Group will work with our suppliers to help them reduce their impact on the environment and manage the challenges of sustainable business growth.
- Altamont Group will ensure that these objectives are delivered by:
 - full knowledge and engagement with every Supplier we deal with and through third party accredited certification to ensure sustainability
 - working with Suppliers who share our aims and values and can demonstrate that they meet the minimum workplace and environmental standards that Altamont Group set
- Altamont Group aims to provide honest, clear and helpful information at appropriate levels of detail to all employees, customers, suppliers, the public and other stakeholders.
- Altamont Group strives to communicate clear messages across all audiences as benefits a business of its size and reputation.



- Altamont Group will ensure that these objectives are delivered by:
 - regularly updating our websites
 - regular notices, workplace meetings and team briefings
 - periodic group meetings, seminars or conferences
 - testing through feedback surveys
 - regular meetings with groups of stakeholders
 - utilising local area networks



Measurement of Outcomes

- Disaggregating data on management and employees including according to gender and location
- Documenting the number of grievances regarding human rights issues that have been filed, addressed or resolved and the mechanism through which they are addressed
- Documenting the number of regular, supervisory, and team meetings conducted by management
- Ongoing assessment of needs for physical office space to reduce environmental impact and minimize resource consumption
- Regular review of employee time sheets
- Review of Corporate Social Responsibility focus areas and their impacts