

COMMUNICATION ON PROGRESS (COP) - BASIC

Period covered by your Communication on Progress: **2021-01-01 - 2021-04-25**

DESCRIPTION OF ACTIONS

Human Rights

Regulations

At Solwit we make sure that every person is treated with due respect. Every employee and contractor is treated as an individual and is given the same opportunities for self-development as others. Therefore, policies regulating employment, work, and co-operation with Solwit have been devised.

- The Open Door Policy is clearly reflected by our values. It stresses the importance of such characteristics as clear and open communication of one's expectations and intentions, constructive confrontation, mutual respect, and striving for effective solutions.
- Anti-mobbing Policy is held since 2015. The policy aims at countering potential misconduct, discrimination, and unethical behavior. A commission has been appointed as a supporting body with the aim of investigating and explaining the reported events, by gathering data, analyzing the evidence, interviewing the witnesses, and preparing reports.
- As a member of Coalition for Friendly Recruitment, we comply with the Code of Good Recruitment Practices, and focus on fair and equal treatment, friendly atmosphere and respect throughout the qualification process.
- The guidelines regarding respectful cooperation are described also in two other documents: Company Code of Conduct, and Grand Rules (a set of practical instruction on everyday cooperation)

Health

- As a software engineering company, Solwit does not generate life threatening working conditions. Following the pandemic, in 2020 Solwit introduced the HCMS: Health Continuity Management System, i.e. a set of rules, actions and recommendations, supporting our employees in caring for their mental, physical and social well-being. Within the system we support initiatives that promote a positive impact on health, but also meet the needs of the local community and the environment, and promote values in line with company values, e.g. As part of the HCMS system, various educational, preventive and integrating activities are proposed and implemented, in particular aimed at the areas of physical, mental and social health. The expected result of the activities carried out is an increase in employee satisfaction.

Safety

- The offices are designed to with healthy work environment in mind The factors contributing to the highest hygiene at work are ensured, i.e. ergonomic, good-quality furniture, adequate lighting, proper acoustics and temperature. We also provide for our employees with rooms for rest and relaxation, fully equipped kitchens and comfortable conference rooms.

- Solwit employs EHS inspector, that provides trainings, and revises working conditions in the offices, to ensure its compliance with EHS requirements.
- Per Solwit request, our company is regularly undergoing external audits regarding employment conditions and employee satisfaction.

Labour

- No forced or bonded labour is allowed at Solwit.
- The wages are much above the national minimum, and are defined on the basis of the market research.
- Any decision related to employees, their development, and salary are based on meritocracy, which is the most important company's principle while providing expectations to employees and evaluating results.
- The salary refers to individual "Current Competence Level" that combines the current level of merit competence and seniority.

Environment

- As a software engineering company, Solwit has a low (negative) impact on the natural environment. It is mainly related to the disposal of computer equipment, the energy consumption and office materials, and the generation of waste resulting from working in offices.
- Pro-ecological practices that have permanently existed in our everyday life include, implementing an AI-based energy management system in the office, sorting office waste, eliminating disposable plastic dishes, using, where possible, electronic document circulation system and recycling electro-waste, toners and batteries. In our daily internal communication, we sensitize our employees to environmental issues and indicate what attitudes related to waste disposal we expect.
- As an IT solutions provider, we recognize that advanced technologies shape the present with the future in mind. As part of our proprietary IT solutions, we deliver two IT systems to the market that have a direct impact on the environmental footprint of human activities:
 - ENVIRA waste stream management system – designed for municipal plants, industrial plants and retail networks, facilitating reporting to the Waste Database, enabling effective waste management and ensuring transparency of these organizations in terms of waste management. The distribution and implementation of the system is handled by the daughter company Solwit.eko Sp. z o.o.
 - Energy management system in IZE-percee, intended for business customers, office centers, hotels, etc., enabling optimization and monitoring of electricity consumption and in result, reduction of electricity consumption by approx. 20%. The distribution and implementation of the system is handled by the daughter company Solwena Sp. z o.o.

Anti-Corruption

Solwit rejects any kind of corruption, bribery, and malpractice in general. We commit to our operations being responsible, fair, and lawful. Every case of receiving a material, or non-material, gain should be immediately reported to a member of managerial staff, for the purpose of assessing validity of accepting the gift. Money is never treated as an acceptable form of a gift.

As the highest risk of corruption is assessed in the field of sales and cooperation with suppliers, to prevent any possible misbehaviors, Solwit introduced policies and guidelines for the proves participants, such as:

- Solwit Code of Conduct
- Salesman Code of Conduct
- Supplier Code of Conduct
- Dedicated paragraphs in contract agreements
- Employee assessment based on performing to Solwit Values

The questionable events are being reported and revised by our legal office.

MEASUREMENT OF OUTCOMES

- The outcomes are measured on the basis of audits of external offices, agencies and authorities.
- Some of the results are published in company CSR report: <http://bityl.pl/M9Id5>
- Annual employee satisfaction surveys performed by external companies show that the overall satisfaction is above the average, and the employee attrition is below the average.
- Within over the 10 years of operations, Solwit has not engaged in any pending litigations or legal disputes in the realm of regulations, customers or employees.