

## Communication on Progress

**Year: 2022**

### **Statement of continued support by our Senior Vice President**

Dear Stakeholders,

Ceridian (Mauritius) Ltd. has been supporting the ten principles of the UN Global Compact for the past decade. As a member of this worldwide initiative, we make sure that our business policies revolve around these principles. Through our continued support, we also aim at contributing with more focus on human rights, labour rights, the environment, and the fight against bribery and corruption. In our report below, we summarize the progress we have made so far based on these principles, and our commitment to sustain this alignment with UN.

We are pleased to confirm our continued support for the UN Global Compact and renew our ongoing commitment to the initiative and its principles.

Yours faithfully



**Vidia Mooneegan**  
Managing Director



# UN GLOBAL COMPACT



CERIDIAN (MAURITIUS) LTD.

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## Principle 1: Businesses should support and respect the protection of internationally proclaimed human rights

Ceridian HCM Holding Inc. (and each of its direct and indirect subsidiaries and affiliates, hereinafter referred to as the “Company”, “Ceridian”, “we” or “us”) is committed to respecting internationally recognized human rights throughout its global operations as noted in our [Human Rights Statement](#).

Consistent with our commitment, we:

- strive to eliminate forced labor, child labor, and discrimination in the workplace,
- work to establish safe and healthy working conditions,
- value diversity as part of our business strategy,
- seek to compensate employees competitively and to comply with applicable wage, work hours, overtime and benefits laws; and,
- respect principles of freedom of association and the right to collective bargaining in accordance with applicable law and practice.

We believe one of the best ways to fulfill our commitment to respect human rights is to build a culture of trust and respect throughout our organization. We seek to achieve this in many different ways and are continuously looking for ways to improve on our efforts.

We work hard to make the Company an outstanding employer and corporate citizen and encourage dialogue and engagement throughout our organization with internal and external stakeholders.

Ceridian also prides itself on being an equal opportunity employer.

Ceridian’s brand promise is “Makes Work Life Better”. It embodies who we are, what we believe, and what we stand for. We deliver on that promise by aiming to improve the work lives of our customers, their employees, and our own teams at Ceridian every day and with everything we do.

**Our core values are:**

**Customer Focus:** We put customer at the center of everything we do. We deliver quantifiable value through actionable insights.

**Shared Ambition:** We win, learn and grow together. We're individually and collectively accountable and empowered.

**Transparency:** We are open, honest and respectful.

**Equity:** We are building a culture of diversity, inclusion and belonging. We ensure all employee – of any race, ethnicity, age, gender, sexual orientation, identity or expression, religion, or ability status – can achieve their full potential.

**Optimism:** Optimism drives success. Preparation leads to knowledge, knowledge leads to confidence, and confidence leads to optimism.

**Agility:** We are a global enterprise company with the heart of a start-up that embraces innovation, doesn't fear change, and values adaptability.

## Principle 2: Make sure that they are not complicit in human rights abuses

Ceridian strives to prevent, identify, and eliminate modern slavery and human trafficking from its global operations, as detailed in its Ceridian Modern Slavery statement.

Among other policies, our business operations are governed by our [Code of Conduct](#), [Modern Slavery Statement](#) and [Human Rights Statement](#), a core value of each is respect for human rights.

Ceridian is committed to respecting the human rights of its employees through our internal employment policies and practices. The company's internal policies are listed below:

1. Code of Conduct Policy
2. Respectful Workplace policy
3. Time Away from Work Policy
4. Bereavement Policy
5. Talent Acquisition Policy
6. Volunteer Day Policy
7. Workplace Health and Safety Policy
8. Global Assignment Policy
9. Flexible Work Arrangements Policy
10. Take 2 Program

Furthermore, at Ceridian (Mauritius) Ltd., there are some Procedural documents to support employees in their work, relating to the following:

11. On call payment rules
12. Overtime rules & time off in lieu of
13. Leavers Notification procedural document

Our aim is to make sure that our employees are happy to come to work in a respectful environment without any violations of rights.

These are a number of our regular activities held within Ceridian (Mauritius) Ltd:

- ✓ Blood donations
- ✓ Talks on General Health

- ✓ Fire Drill
- ✓ Fire Safety Program
- ✓ First Aid program

We have the Milestone Anniversary Awards recognising the tenure of our employees. They are rewarded with a gift voucher.

## Principle 3: Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining

Ceridian (Mauritius) Ltd. fully upholds the right of each individual in the organisation to form associations and effectively recognises the right to collective bargaining. This is in line with the Employment Relations Act, in accordance with both the constitution of Mauritius and the International Labour Organisation (ILO) standards.

Ceridian (Mauritius) Ltd. provides increases based on merit every year in May on top of the government increases in January to ensure our employees performance is rewarded. Ceridian (Mauritius) Ltd. regularly participates in both the Mauritian and Global Salary survey exercises, to ensure that we understand the market and follow benchmarking.

Over the years, Ceridian (Mauritius) Ltd. has participated in the following local surveys, i.e. HAY Group now called Korn Ferry / Capfor and the Global surveys company, namely Mercer and Willis Towers Watson. Ceridian (Mauritius) Ltd., continuously, strives to provide a conducive working environment to all employees and employs a full-time dedicated Health and Safety officer to ensure that we have the best working environment for our people. Ceridian is also considered to be an employer of choice in Mauritius.

Ceridian (Mauritius) Ltd. also uses Dayforce – our global HCM software platform – for our own workforce management needs. **Dayforce** is a global human capital management platform that transforms the employee experience. It unifies data from across the entire employee lifecycle to enable better decision-making at every level. All employees are able to see their own personal data, salary, pay slip and rewards letter as well.

There are several committees at Ceridian such as the Connect@Ceridian committee which looks after the welfare of our employees and creates a lively working experience for our colleagues and helps build connections between employees within and across teams, functions, countries and regions. We also have Ceridian Cares Mauritius, our employee-driven charity that makes a difference by supporting at-risk youth and improving the communities in which we live and work. Members engage in fundraising activities and host voluntary donation drives to help children across the island. Additionally, the Ceridian's Women Network focuses on the empowerment of women with an ultimate focus on leadership and technology. Ceridian (Mauritius) Ltd. also supports an internal Toastmasters Club.

Learning and development is essential for our current and future prosperity. We develop our workforce capabilities, skills and competencies to create a sustainable, successful organisation, and this is an important part of our organisation's overall business strategy. As part of our learning and development, we



also conduct workshops which are participative and allow participants to voice out concerns and opinions and propose solutions. All employees have access to both team development and personal development programmes.

Ceridian conducts annual and pulse Employee Engagement Surveys regularly because we rely on the voice of our employee to make work life better. The Engagement Survey is seen as one of the most critical bottom-up feedback mechanisms. Survey results and action points are then incorporated into the company's business planning process. Our human resources team hosts regular focus groups sessions with the employees to address their concerns and requests to improve both their work and life balance and thus creating an enjoyable working environment.

## Principle 4: Elimination of all forms of forced and compulsory labour

Being a fair employer, Ceridian condemns all forms of forced labour. All employees have a clear contract of employment and a Job Description for their specific role. All our policies and procedures in Ceridian (Mauritius) Ltd. are in accordance with the Workers Rights Act 2019 and other laws in Mauritius. We are also an active member at the Business Mauritius. Business Mauritius is an independent association that represents over 1,200 local businesses and has, through them, a national, regional and international reach. Business Mauritius is the coordinating body and the voice of local business and delivers services that sustain the progress of both business and community.

Our objective is to provide a favourable working environment. This means safe working conditions, decent compensation, career opportunities and inclusiveness into decision-making processes. We strive for gender equality in hiring.

Medical facilities are provided to all employees: we believe that health is as important as the skills and experience, so medical benefits make an integral part of our corporate culture, improve motivation and create the conditions that help generate excitement, energy and commitment.

Due to the nature of our business, there is a requirement for people to work non-standard hours. Additional compensation is provided to employees working these hours. Their shifts are set in such a way to account for long hours of work. Employees working hours are monitored to allow for frequent breaks and flexibility comes as a benefit to allow 'work from home' options. At Ceridian, we make sure that our employees work independently without any forced forms of labour.

As outlined in our [2022 Ceridian ESG report](#), as the coronavirus pandemic entered its second year, so did the anxiety and stress that has dominated the lives of billions of people around the world. This was compounded by the uncertainty and upheavals that many faced at work. To help alleviate these challenges, and lean into the conversation around mental health, in 2021 Ceridian created our first-ever Wellness Day last April. On this day, our entire global workforce was encouraged to take a day off together – away from email, calls, and meetings – to rest, recuperate, and recharge. We are continuing this practice in 2022 with two Wellness Days.

## Principle 5: The effective abolition of child labour

Ceridian is against child labour and does not employ children. Employment eligibility in our company starts at the age of 18 for all employees.

Ceridian Cares exists to financially assist deserving and disadvantaged youngsters and we support individual children, as part of an ongoing and long-term relationship to help them develop and improve their lives. Ceridian also supports institutions that work for the benefit of children. By contributing to the well-being of children, we also intend to eliminate any required child labour by providing them with the basic such as school materials, food and clothing.

As per our Government Financial Bill, every company is required to set up a CSR Fund equivalent to two per cent of its book profit derived during the preceding year to finance an approved NGO. As such, Ceridian (Mauritius) Ltd. has funded several NGO institutions catering for the children development and education of deprived children with the added intention to eradicate child labour. This is in line with the spirit of the Global organisation effort to help eradicate child labour.

## **Principle 6: The elimination of discrimination in respect of employment and occupation**

Ceridian prides itself to be an equal opportunity employer and is against any forms of discrimination.

As a company, Ceridian is dedicated to ensure that our recruitment and selection policy:

- Is fair and consistent
- Is non-discriminatory on the grounds of gender, race, age, religion, marital status, sexual orientation or disability
- Conforms to statutory regulations and agreed best practice.

The company acts affirmatively to ensure that persons hired will be treated equally in all aspects of employment and employee relations matters, including but not limited to promotions, demotions, transfers, work force reductions, terminations, salary increases, rates of pay, training, participation in any company sponsored programs, and all conditions or privileges of employment.

As a company, Ceridian is committed to providing a productive working environment, where all employees are treated with dignity and respect. All employees are required to behave in such a way that they never cause offence to others in respect to their color, race, religion, beliefs, ethnic origin, gender, marital status, sexual orientation, disability, or nationality.

The welfare of our employees is a prime concern for Ceridian. As such, we have a zero tolerance to harassment in the workplace. Our Respectful Workplace Policy provides strict guidelines to ensure that our workplace is free from prohibited discrimination or harassment. Company-wide trainings on such topics are mandatory to all Ceridian employees. Everyone is expected to avoid any behaviors or conduct that could reasonably be interpreted as prohibited discrimination or harassment; no employees, not even the highest-ranking executive in the company, are exempt from the requirements of this policy. The company does not tolerate any form of discrimination or harassment that violates this policy. Disciplinary actions range from warnings for mild cases to dismissal for severe cases. These are assessed in ultimate transparency, the same being one of our values.

In June 2018, we were the first company in Mauritius to be EDGE Certified, reflecting our commitment to gender equality and empowerment within our industry. EDGE is the leading global assessment methodology and business certification standard for gender equality.

The Mauritius Ceridian Women's Network (CWN) has organized several successful events for both male and female colleagues. These events have not only helped Ceridian employees to further strengthen their leadership traits but have also contributed towards creating a healthier lifestyle and a better work-life balance. Guest speakers and practitioners have delivered talks on Project Management, Leading and Managing people. Some fun activities were also scheduled around leadership where participants had the opportunity to learn about managerial and leadership qualities like risk, time management, resource planning, influencing people, customer focus and so on by going through a series of games in teams.

Actively supporting and showing strong commitment to gender diversity and equality, Ceridian (Mauritius) Ltd., on top of the CWN platform, embarked on global initiatives. On the International Women's Day in March 2018, Ceridian Women's Network organized a 'Learn to Code' event. Our focus is to raise awareness that coding is the future and Learn to Code was part of our celebration honoring International Women's Day. CWN has been following and adapting the global movements such as #HourofCoding, #GirlstoCode, #BeBoldforChange. Our initiative is simply to try to bring more gender equality in the technology field.

Our focus was to offer women:

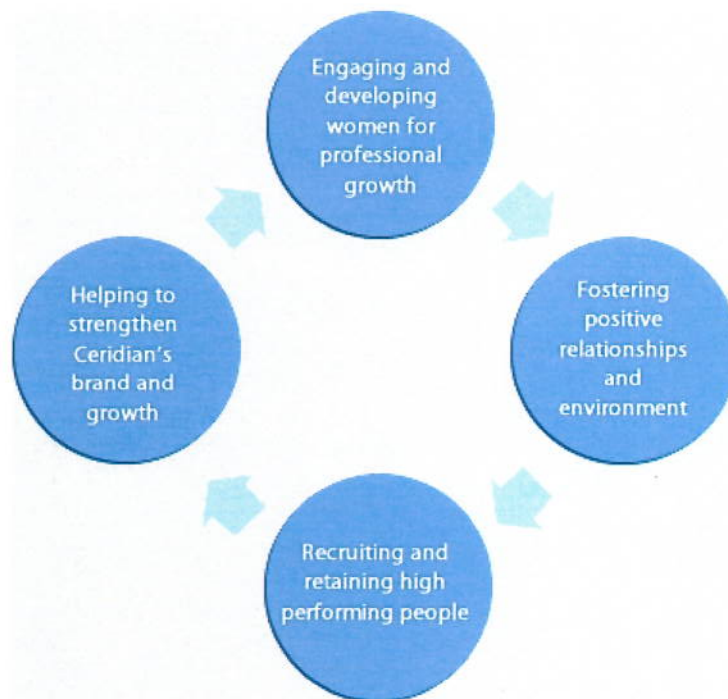
- Better career opportunities with better pay hence reducing salary inequality.
- Be prepared for jobs of the future which will require more knowledge of coding.

Ceridian (Mauritius) Ltd. also works with Mauritius Human Resource Development Council (HRDC) under the National Skills Development Program (NSDP) and Graduate Training For Employment Scheme (GTES) scheme for our employability program. It helps young students benefitting from training and placement. Ceridian learning Centre has placed 52 candidates for the year 2017 to 2018 with several local and global-based companies.

We do not support discrimination in any form and support equality in employment and occupation through our principles and management practices.

Ceridian Women's Network (CWN), has also launched a number of projects to help empower the Mauritian youth for better career prospects and an enhanced modern education.

Ceridian Women's Network (CWN) was launched in Ceridian (Mauritius) Ltd. in October 2009. The goals of CWN are as follows:



## Goals of Ceridian Women's Network

CWN is mainly driven by our female employees as we wanted to provide them a platform to own and participate in initiatives to help attain the above-mentioned objectives.

Since 2017, the CWN committee has been focusing on Women and Technology, which is in line with the aim of engaging and developing women for professional growth and more specifically in technology. Within this context, CWN participated and/or led many events:

## Learn to Code

Supporting International Women's Day in March 2017, CWN organized a series of training sessions on coding, targeting girls and women mainly, with the belief that technology jobs are the future and trying to break down the mental barriers for programming related studies and jobs. As a technology company, Ceridian is fully cognizant of the rate of change and advances in technology and how it will change the future of jobs and employment.

CWN has been following and adapting the global movements such as #HourofCoding, #GirlstoCode, #BeBoldforChange. We want to raise awareness that coding is the future, and we launched the **Learn to Code** event in March as part of our celebration honoring International Women's Day.

Through this initiative, we are seeking to foster greater gender equity and diversity in the technology field. This initiative was just a start aiming to bring awareness to girls and women about 1) better career opportunities with better pay band 2) to be prepared for jobs of the future which will require more knowledge of coding.

## Africa Code Week

The Africa Code Week is a continent-wide initiative to spark the interest of African children, teenagers and young adults in software coding, giving birth to the largest digital literacy initiative ever organized on the African continent, with half million youths introduced to coding over the past years and driven by strong public-private partnership.

2017 was the first participation of Mauritius in the Africa Code Week and we participated again in 2018. Ceridian was a core member of the organizing committee partnering with Rajiv Gandhi Science Centre (RGSE), the Mauritius Institute of Education (MIE) and the National Computer Board (NCB) - all joining forces, resources and skills with SAP CSR EMEA to spread coding literacy across the Republic of Mauritius.

We organized and hosted the 'Train the Trainer' workshops held in the past at the Ceridian Learning Center, aimed at educators, students at the Mauritius Institute of Education, staff from the National Computer Board (NCB), professionals from Ceridian and members of the private sectors. These workshops provided the

participants with tools and materials they need to teach coding to pupils and students in their respective communities.

The main 'Live events' took place in Mauritius. As announced by Her Excellency, the President of the Republic of Mauritius at the official launch of Africa Code Week 2017 and we quote: "The Republic of Mauritius is keen to support and participate in Africa Code Week this year and I look forward to working with all stakeholders from the public and private sector to drive STEM skills development nationwide and across the African continent." Free Coding workshops for youth aged 8 to 24 have been organized in schools and science centers all over the country.

Ceridian (Mauritius) Ltd. dedicated time and resources through its people, Learning Centre and CWN was fully engaged with the planning, organization and execution of the training sessions, both at the Train the Trainer level and the Live events.

Some 743 participants were trained during the week of July 2017 and some 19,550 people were introduced to Coding during the Live Events comprising of primary, secondary, tertiary and vocational students and the public emanating from 64 primary schools, 84 secondary schools, 8 tertiary/vocational institutions as well as several community groups/associations, and corporate bodies.

CWN is honored and proud to have participated in and partly led such national initiative. The Africa Code Week has had a significant impact on the people who delivered and received the training. People discovered that coding is fun and accessible. We have sown some valuable seeds that will continue bearing fruits in the years to come. The Africa Code Week is a great example of how we can work together to make a difference. We have created a big buzz all over Mauritius including primary and secondary schools, NGO's, Rotary Clubs, associations, NWC, training centers, tertiary sectors/universities, and more.

## Women in Tech

In 2017, we participated in another technology related initiative through the Women in Tech week. This event simultaneously took place in countries such as Kenya, Ghana, South Africa, Nigeria, Zimbabwe, Ethiopia, Mauritius, Botswana, Cape Verde, China, Germany, United States of America, Canada, Belgium, UK supporting



the growth of women in technology and the African growth using technology. It gave participants the opportunity to train and discuss with thousands of women around the globe both physically and virtually on issues on Technology, Entrepreneurship, Work-life balance, and Leadership annually.

The themes over the 5 days were: Leadership Day, Mobile and Digital commerce Day, Teach A Skill Day, Entrepreneur Day, Award Day. CWN was a proud sponsor of this event.

In 2018, we again participated as sponsor and this time hosted a competition on coding to students on the topic: 'Building a Better Mauritius with Girls who Code'. We awarded prizes to the winners to promote coding in Mauritius. And in 2019, we also participated once more in this event and participated in panels around AI and also drove panels of discussion on the future world of work.

Given the global situation with the COVID-19 pandemic in 2020, Women in Tech event was held virtually, with the theme "Growth in the Era of the New Normal". Ceridian, through CWN, participated in a panel discussion regarding "Building the Next Generation Workforce" and drove as well as participated in a panel around "Leadership in the new normal". In 2021, we participated again in the virtual activities arranged by Women in Tech. We coordinated the Teach a skill: Learn to code with Java session and participated in the panel: Marketing & Technology "Embracing Diversity"

## Youth Mobile

One more digital literacy initiative and this time under the patronage of UNESCO, it gave us yet another opportunity in 2017 to train students and teachers on MIT App inventor. UNESCO organized the event within the context of the International Day for Universal Access to Information in collaboration with Government of Mauritius, eLearning Africa, Global Rainbow Foundation and Talkmate. Other partners include Hewlett Foundation, INRIA, Kenn Foundation, Mauritius National Computer Board, Ceridian, European Space Agency, Research Institute for Innovation & Technology in Education (UNIR iTED), and UNIR.

CWN helped to organize and execute the YouthMobile workshop that took place in 2017 at Ceridian Learning Centre and facilitated the introduction to MIT App inventor training module targeted mostly towards

elementary/secondary school teachers. The module focuses on the effectiveness of MIT App Inventor as a tool to teach computational thinking and basic computer science principles.

## iamtheCODE

CWN organized a full day Hackathon in 2018 in collaboration with iamtheCode to create the awareness and support young women in STEAMD (Science, Technology, Engineering, Arts, Mathematics, and Design), through learning how to code, creative learning and cracking problems. Around 100 girls between 11 to 18 years old participated in the full day hackathon.

iamtheCode was founded by Senegalese born Marieme Jamme, Young Global Leader of the World Economic Forum, Winner of the UNICEF, Bill and Melinda Gates Innovation Award. The iamtheCODE movement is designed to promote access in STEAMD (science, technology, engineering, mathematics, Arts and Design) with women and girls. We aim to mobilize governments, investors, civil society and businesses to ensure by 2030, 1 million women and girls are trained through technology and Digital literacy.

## Micro:Bit

As part of the celebration of the ICT Global Girl's Day in 2018, CWN organized a half day workshop on coding using Micro: Bit.

The Ceridian (Mauritius) Ltd. team introduced coding using Micro:Bit to 50 young girls. The Micro:bit is the most recent project by the BBC in an effort to bring computer science education and STEM topics to every student in the United Kingdom. CWN together with British Council is bringing the micro: bit to the students in Mauritius.

The Micro:bit is a pocket-sized computer that lets you get creative with digital technology. You can code, customize, and control your micro: bit from anywhere! It is an open development board that works in sync with other onboard hardware components to get you started down the path of programming hardware. You can use your Micro:bit for all sorts of unique creations, from robots to musical instruments and more.

Ceridian dedicated time and resources through its people, Learning Centre and CWN was fully engaged with the planning, organization and execution of the workshop.

In 2019, we started working on the Micro:Bit project in schools in Mauritius (including Rodrigues) and we have been working on the launch where the Micro:Bit will be introduced to some schools and we are in the process of finalizing the documentation and steps forward. This is because we believe that introducing innovation and coding at an earlier stage at school will help to better prepare our youngsters to become innovators, digital creators rather than only consumers of technology. Once the pilot has been launched and is working successfully, there is a plan from the Ministry to add same as a topic in the curriculum of students in Mauritius. Due to Covid, the launch has been put on hold and we are hoping we can roll it out later.

In 2020, to mark the International Girls in ICT day, CWN organized 2 training sessions on “Introduction to Coding” to 60+ girls from secondary schools across the island. The sessions were carried out virtually because of the COVID-19 pandemic.

In 2022, we were proud to celebrate the Girls in ICT Day via the Human Library concept. The Human Library consisted of experienced Ceridian colleagues sharing their own journey and experiences in ICT. We had around 30 curious participants who learnt a lot by conversing with our Human Books.

## Other CWN activities

In addition to those national or continental level initiatives, CWN also organized monthly Talk series ‘Coffee at Ceridian’ where we invited some guest speakers for discussion room sessions on subjects such as gender equality, steps to the path of growth, etc. ...and facilitated some Webinar events such as Personal Branding and sponsored a ‘Wonder Woman Movie Party’ for its employees and their families, similar to the initiative in our sister offices in North America, as part of promoting woman leadership, Debate Competition on IT Related topics.

## General note on Gender Diversity and Equality

We are proud to affirm that Ceridian is a leader when it comes to enabling women in the workplace to reach their full potential. Actively supporting and showing strong commitment to gender diversity and equality, Ceridian (Mauritius) Ltd., on top of the CWN platform, embarked on global initiatives such as #GoSponsorher, #MovetheDial, and Edge Certification—a leading global assessment and business certification program for gender equality.

## #GoSponsorher

By participating in #GoSponsorHer, Ceridian is playing an active and intentional role in the success of a high potential woman, where its senior leadership is taking an active role and sponsoring. This movement believes that mentoring women in the workplace is not sufficient. Women need more sponsors who will engage in their career advancement and commit to their success.

## #MoveTheDial

Again, this year, Ceridian announced that it has become a founding partner of #MoveTheDial, a global movement that helps create opportunities for women in the technology sector.

This initiative is another great example of our organization's support for female leadership and gender equity in the workplace.

CWN is aiming and looking forward to widen and deepen in its activities in promoting career development for women and focusing on the technology area in line with our activity and the worldwide trend in future employment growth.

In 2020, 2021 and 2022, CWN has organized many events on the occasion of the International Women's Day.

Below are some of the events arranged:

1. We arranged a debate competition between girl colleges on Ceridian premises. The title of the debate was 'Her Aspiration needs his cooperation'
2. There was an external panel discussion with four successful women to share their views and advice on the theme #Balance for Better. The aim of the panel was to inspire university students, as they are the leaders of tomorrow, on the topic gender equality and women empowerment.
3. We also arranged a social media campaign outlining the following:

The International Women's Day is the time of the year where Ceridian reflects on progress made, celebrate our achievements, and look forward to doing more to empower women and girls. One of Ceridian Mauritius Women's Network (CWN Mauritius) key messages shared was that the efforts we put into International Women's Day must be replicated every other day of the year. Change and progress will not be achieved through one inspirational speech or event, it requires action each day, every day. #ceridian #ceridianwomennetwork #iwd2020 #eachforequal

4. Ted Talk session to discuss around the theme EachforEqual
5. We also received a speech from a very inspiring woman Senior Vice President leader in Ceridian to our Mauritius colleagues
6. Lately, in 2022, we arranged a number of activities as well:
  - a. Awareness activities in the form of 'did you know?' questions and crossword puzzles and information shared around International Women's Day to Ceridian (Mauritius) Ltd.
  - b. There were many Ceridian employees in Mauritius who came forward and shared their #breakthebias pose to show their commitment to break the bias and embrace diversity and inclusion
  - c. There was a virtual panel discussion with successful ladies and male champions in Ceridian from North America, The United Kingdom and Mauritius as well as an external panelist from Mauritius. The discussion was on the theme of International Women's Day 2022 #breakthebias and the panelists shared their stories, tips about empowering others to break the bias and speaking about reducing this challenge for the next generation
  - d. There was a fund-raising activity organized to support single mothers so they can continue striving to achieve their goals and that of their children without bias or barriers. We partnered with an NGO that works with single mothers and whose objectives bring together the past social experiences: capacity building for women in the grip of social vulnerabilities, including situations of domestic violence; personal development training; employability, including assistance for the women beneficiaries of the project to launch their SME.

On the occasion of Mother's Day, CWN has been organizing very interactive and insightful panel discussions on the topic of parenting & technology: Raising kids in the digital era and parenting during the pandemic, which helped to bring perspective to the world of parenting while juggling the world of world. In 2021, the

panel discussion was around parenting and the contemporary approach towards upbringing in the new normal.

World Book and Copyright Day is celebrated on the 23rd of April annually since 1995 by UNESCO to promote the power of reading and the importance of publishing and copyrights. The Ceridian Women's Network(CWN) Book Club joined the celebration for World Book and Copyright Day by sharing their favorite books and quotes on social media.

In collaboration with Toastmasters, the CWN organized a debate competition "Social media has improved human communication" open to employees of Ceridian (Mauritius) Ltd., which led to interesting perspectives shared on the topic.

## Ceridian Book Club

The Ceridian (Mauritius) Ltd. Book Club which is part of CWN has as objective to empower women through inspiring books and sharing insights. Over the years, the book club has organized various sessions on inspiring books such Michelle Obama's book Becoming and Paulo Coelho's book "The Alchemist".

As part of our discussions, we also had an open forum discussion on "Humor at work", dependent on personal taste, on variables such as culture, location and level of maturity.

We plan to have podcast, video, and book discussions every month.

As shared in our [2022 Ceridian ESG Report](#), we launched two global diversity and inclusion surveys to further understand the lived experiences of our colleagues and how we could best support them. The survey results led us to prioritize three key areas:

1. Creating a more inclusive workplace culture
2. Making additional investments in career development
3. Eliminating bias in all forms in leadership practices

We established a company-wide Global Diversity Advisory Council that provides insight on and direct feedback to our senior leadership, including our vice president for Global Diversity, Equity and Inclusion, as they develop and implement DEI related programming and policies.

We formed a partnership with Blue Ocean Brain, a diversity and inclusion educational platform that individualizes learning experiences for employees at all levels across all regions globally. This unlocked

unlimited access to over 75,000 micro-learning sessions for our workforce. We also formed a School of Diversity, Equity, and Inclusion inside our brand-new Ceridian University.

This collaborative empowers learners with a values-centric curriculum that balances cognitive development and critical thinking skills. By combining leading-edge business concepts and strategies, students now have access to a comprehensive library designed to turn knowledge and awareness into action. Like many organizations, we recognize that much more needs to be done—and we are fundamentally committed to learning more and doing better. To meet that challenge and deliver tangible results for our colleagues, we have an aggressive strategy for 2022 and beyond.

Earlier this year, we introduced a new leadership development program that is designed to address the unique challenges that underrepresented minority (URM) employees face. This 16-week course includes executive coaching with a licensed psychologist specializing in addressing racial and environmental trauma charged by stereotypes, microaggressions, and myths of educational and leadership incompetence. In addition, the program includes mentoring and sponsorship by senior leaders to address systemic barriers uniquely experienced by underrepresented minorities in the workplace.

## **Principle 7: Businesses should support a precautionary approach to environmental challenges**

Ceridian being a multinational business is conscious about the degradation of the global environment. In line with this, a team was setup in 2007 at Ceridian headquarters to work primarily on ways to be more environmentally friendly.

In June 2014, the Mauritius team kicked off initiatives to mark the World Environment Day. These include frequent recycling of used papers, use of paper cups in all beverage distributors and a clean working environment. Frequent communiques are sent out to our employees to promote a healthy environment which includes no smoking in public spaces and closed areas. In 2020, Ceridian Mauritius Ltd. also made donations following the disastrous oil spill that took place in the island lagoon.

Being a Cloud company, we aim to promote environmental benefits such as adopting energy efficient cloud-based applications to decrease our reliance on paper.

Our goal at Ceridian is to reduce absolute Scope 1 and 2 emissions from Ceridian's operations — excluding Excelity and Ascender— by 42% before 2030, compared to a 2019 baseline. More information can be found in our [2022 Ceridian ESG Report](#)



## Principle 8: Undertake initiatives to promote greater environmental responsibility

In 2021, Ceridian conducted its first greenhouse gas inventory covering Fiscal Years 2019, 2020, and 2021 and established measurable goals to reduce its environment footprint.

In Mauritius, one specific initiative is changing the use of Styrofoam throughout the US building to recyclable or biodegradable "to go" ware and to build awareness about recycling and the environment. The approach to environmental issues is guided by a simple principle: We will conduct our business in ways that protect, preserve and enhance the environment. Ceridian is active in initiatives organized by the industry and associations on environmental protection.

### ***Ceridian Initiative - Reduce, Reuse and Recycle***

The key actions were:

- Managers to talk about 'Reduce, Reuse and Recycle' with their team members.
- Involve all team members in the disposal of:
  - Old notebooks,
  - Paper,
  - Magazine,
  - Training materials (outdated)
  - Flipcharts
  - Newspaper
  - Cardboard

Moreover, the following initiatives are fully active within our premises:

- Reduction in the number of physical servers by adopting a consolidated and virtualized environment to decrease power consumption and cooling
- Elimination of plastic water bottle dispensers – water is provided through mains fed machines which are plumbed directly into the main water supply include filters.
- Removal of plastic cups and increased use of mugs instead
- Use of cloud-based services and applications
- Shared transport services with other companies in the vicinity to encourage telecommuting

In 2021, Ceridian created a dedicated Green Team within the Facilities department who will champion sustainability actions within the company and engage colleagues on practices that can be done at work and at home.

The Green Team has developed initiatives important enough to implement throughout the organization in 2021, including earth day programming. With over 3,000 virtual employees in Ceridian and everyone still in a “virtual first” work situation, it is a fantastic opportunity to share some information that could help employees and their families become even better stewards of the environment.

Ceridian is committed to creating a sustainable world and reducing our environmental footprint. Initiatives like our move to public cloud create better customer solutions, but also provide an infrastructure that is more environmentally friendly than traditional data centers.

## Principle 9: Encourage the development and diffusion of environmentally friendly technologies

Ceridian (Mauritius) Ltd. has established and implemented environmental initiatives to demonstrate the commitment to go green in its business operations which includes:

- Energy savings

Ceridian (Mauritius) Ltd. has implemented several energy conservations, including:

- Each member of the staff has the responsibility to ensure that all lighting is switched off when the office is unoccupied. The lighting and air conditioning run on each floor to match the duration of the shift thus leading to energy efficiency.
- The company uses only low energy consumption computers and peripherals.
- In line with Go Green Initiatives, Ceridian (Mauritius) Ltd. has already established several environmentally friendly procedures such as transitioning to a paperless workplace. Ceridian Mauritius has digitized most processes thus reducing the need to print and use less paper. The organization has also implemented duplex printing and provided dual screens for viewing thus reducing paper usage. All monthly payslips and annual statements of emoluments are available online. Ceridian (Mauritius) Ltd. also encourages reuse of printed copies as draft paper. We also apply other go green initiatives in the office e.g., Toilets are equipped with light sensors that automatically switch off when not being used, all air conditioning and lighting being diligently switched off as soon as employees leave office.
- E-waste disposal

Ceridian (Mauritius) Ltd. is always engaging with other stakeholders for e-waste disposal which is a hazard for our environment. We are already applying same regarding the disposal of assets e.g., laptops and hand over same only to organizations that are authorized to handle e-waste. Our current landlord has already planned to come forward with selection of waste and tenants will be encouraged to adapt and implement within their organizations.

✓ Ceridian helps customers reduce their paper consumption through our cloud software enabling them to save electricity (server rooms) and paper (Ceridian produces E-Payslips and E-Reports).

As mentioned in our [2022 Ceridian ESG Report](#), Ceridian is committed to significantly reducing our carbon footprint over time. Last year, we took a critical step by conducting a greenhouse gas inventory for 2019, 2020, and 2021. These included emissions from two recently acquired large companies— Excility in 2020 and

Ascender in 2021. Despite this business growth, we realized emissions reductions, although this was largely impacted by the effects of the COVID-19 pandemic—including such things as office closures, virtual work, and reduced business travel.

As part of our efforts to shrink our carbon footprint, we have set a goal of reducing Scope 1 & 2 emissions from Ceridian's operations—excluding Excelity and Ascender—by 42% before 2030 from a 2019 baseline. As a result of the COVID-19 pandemic, we selected 2019 as our baseline because we believe that it comes closest to a normal state for business operations and activity. This ambition is consistent with the 1.5 degrees Celsius target set forth in the Paris Agreement.

Ceridian used 31,199,659 sheets (or 159 tons) of paper in 2021, which is nearly half of what was used annually in 2019. This reflects our continued effort to promote self-service and paperless solutions (online reports and employee self-service portals) for payroll and HR. We also experienced a 79% reduction in waste since 2019. While this was due largely to the office closures from the pandemic, we plan on continuing this trend by exploring new opportunities to reduce or eliminate waste.

## **Principle 10: Businesses should work against all forms of corruption, including extortion and bribery**

Ceridian has in place a code of conduct policy which provides guidelines against corruption, fraud as well as extortion and bribery. There is also a mandatory online ethics related training which all Ceridian employees need to go through which pertain to areas such as fraud and corruption. Ceridian also has an anti-corruption policy where it is clearly outlined that Ceridian HCM Holding Inc. and its majority-owned subsidiaries and controlled affiliates (collectively referred to as “Ceridian” or the “Company”) takes a zero-tolerance approach to bribery and corruption and is committed to acting professionally, fairly, and with integrity in all of its business dealings. Ceridian requires compliance with all anti-bribery and anti-corruption laws in all markets and jurisdictions in which it operates.

We provide safe methods for our employees to report on unethical practices. We encourage the whole company to fight all forms of corruption.

As detailed in our [2022 Ceridian ESG report](#), in 2021, we continued to review and refresh certain corporate policies in response to our expanding global business and evolving best practices.

Ceridian completed its regular review and update of its Anti-Corruption Policy that applies globally and reflects our commitment to always acting professionally, fairly, and with integrity in all of our business dealings. We have a zero-tolerance approach to bribery and corruption and require compliance with all anti-bribery and anti-corruption laws in all markets and jurisdictions in which we operate.

Our Board of Directors adopted an updated Corporate Delegation of Authority, and each of our subsidiary entities adopted regional Business Approval Matrices for each of our major geographic regions, ensuring that our internal controls over decision-making remain robust in the face of our rapid global expansion.

We reviewed and refreshed our Records Retention Policy as part of our commitment to managing our information to better enable us to improve processes and products. The policy was formally adopted earlier

this year and helps us to run our business efficiently and effectively, while also ensuring we comply with all applicable laws and regulations.

We conducted an in-depth review of sanctions-related compliance activities and developed a formal written Sanctions Compliance Policy. This policy was adopted earlier this year in order to better ensure that we continue to comply with applicable economic and trade sanctions that prohibit dealings with certain countries, regions, and persons.