



Cognni Limited
POL110 – Corporate Social
Responsibility Policy

More socially responsible

Cognni Limited (Cognni) recognises that our corporate and social responsibility is crucial to our values and operations and in expressing our commitment to our stakeholders. They include clients, employees, suppliers, the community, and the environment.

We recognise that our social, economic, and environmental responsibilities to these stakeholders are integral to our business. We aim to demonstrate these responsibilities through our actions and within our corporate policies.

This Statement is about how Cognni takes account of its economic, social, and environmental impact in the way it operates as a business. By demonstrating our commitment to Corporate Social Responsibility, we aim to align our business values, purpose, and strategy with the needs of our clients, whilst embedding such responsible and ethical principles into everything we do.

We build relationships with our clients, suppliers, and the communities we are part of, by encouraging our employees to consider the needs of others and involve themselves in public service. We obtain and consider a wide range of views on our social and environmental policies and performance.

The operational and ultimate responsibility for the commitment to our Corporate & Social Responsibility principles lie with the Directors of Cognni, although every employee is expected to give their full co-operation to the principles in their activities at work. Consultants or visitors are also expected to apply our environmental principles.

The effectiveness of the Policy Statement will be monitored and reviewed at least annually to ensure the Company's continuing compliance with any relevant legislation and to meet new business requirements and to identify areas in need of improvement.

Employees

At Cognni we have great people working together as a dream team. A dream team is one in which all your colleagues are extraordinary at what they do, and we invest heavily in the best talent to pursue our vision. We promote collaboration, embrace a diversity of viewpoints, support information sharing, and discourage politics. In this environment, our people can be more flexible, fun, stimulating, creative, collaborative and successful.

- We respect our employees and encourage their development and training.
- We will promote equality as differences in responsibilities, permit and consider the interests of our employees including their welfare and health and safety.
- We operate an equal opportunities policy for all present and potential future employees. We will offer our employees clear and fair terms of employment and provide resources to enable their continual development.
- We shall provide safeguards to ensure that all employees of whatever nationality, colour, race or religious belief are treated with respect and without sexual, physical or mental harassment.
- We shall provide, and strive to maintain, a clean, healthy and safe working environment in line with our *Health and Safety Policy*.
- We are committed to ensuring the wellbeing of all employees. It is recognised that work has an impact on the mental and physical health of employees, and Cognni is committed to making that a positive impact. For more information, please refer to our *Employee Wellbeing Policy*.

Clients

Cognni seeks to ensure that it deals responsibly, openly and fairly with existing and potential clients with a service hallmarked by integrity, quality and care by:

- Ensuring that all our advertising and documentation about the business and its activities are clear, informative, legal, decent, honest and truthful.
- Being open and honest about our technology and services and telling clients what they want to know, including what we do to be socially responsible.
- We will register and resolve complaints in accordance with our standards of service - ensuring that if something goes wrong, we will acknowledge the problem and deal with it effectively.
- We will listen to our clients so that this can help us improve the products and services we offer to them.
- Ensuring that we benchmark and evaluate what we do to constantly improve our competitive edge in the marketplace.
- Our contracts will clearly set out the agreed terms, conditions and the basis of our relationship and will operate in a way that safeguards against unfair business practices.

Community

Cognni has a primary objective when working in our community, this is to provide opportunities to study and forge careers in the technology sector, for those that could not otherwise afford it. Our secondary objective is to support local charitable organisations in our community and to focus these efforts where we can make a significant difference.

Cognni ensures that our work with the local community involves:

- Promoting volunteering in our community, we offer all our employees a week of fully paid work, which they can volunteer at a charity or non-profit organisation of their own choosing.
- Supporting local charitable organisations in our community and focusing our efforts where we can make a significant difference. Cognni.org works to select local charities who are making a positive difference to Yorkshire and the surround areas.
- In partnership with Leeds Beckett University, Cognni provides funding for full scholarships to students studying who have experienced hardship.
- Making ourselves available to students on their placement year, to help prepare them for a successful career in the technology sector.
- Supporting local fund-raising activities.
- Providing fundraising expeditions/challenges to our employees to overcome a fitness challenge together, for charities that are close to our hearts.

For more information, please refer to our Charitable Statement and Charitable Policy.

Environment

Protection of the environment in which we live and operate is part of Cognni values and principles and we consider it to be sound business practice. Care for the environment is one of our key responsibilities and an important part of the way in which we do business.

We are committed to being a Climate Positive organisation from 2021 onwards. For more information, please refer to our *Climate Positive Statement*.