# Corporate Social Responsibility

**POLICY OBJECTIVE:**

The objective of Corporate Social Responsibility (CSR) is to ensure a continuing commitment by Vie Tech (Private) Limited ["the Company"] to operate its business in an economically, socially and environmentally responsible and ethical manner while improving the quality of life of the workforce and their families, local community and the society at large.

The Company is committed to consider the matter of CSR responsibility in all its actions and decision making in consistent with stakeholders' best interest. The Company is also committed to be a leader in the field of CSR and while doing so will add significant value for its shareholders.

All employees of the Company will follow the CSR considerations mentioned in this policy into their day to day working activities.

The Chief Executive of the Company is authorized to identify, monitor and manage the CSR issues and activities.

**AREA OF INTEREST:**

The area of Corporate Social Responsibility (CSR) activities will include the following:

Community Investment:

- Takes steps for human resource development. Provides training to the new appointee.
- Providing employment opportunities.
- Taking measures for the health care facilities.
- Taking measures for making working environment neat and clean.
- Makes contributions for the education.
- Availability of safe drinking water facilities for the employees and the community.
- Participates in poverty alleviation programs.
- Conducting of youth development programs.
- Environment conservation.
- Provision of financial assistance to deceased employees' deserving families.
- Employment of disabled person to make them respectable and self-sufficient in the society.
- Participates in rehabilitation activities for victims of natural disaster/calamities.

**Governance:**

- Maintaining of highest standards of integrity and good corporate practices
- Conduct IT business in a transparent and ethical manner
- Protection of human rights
- Marketing of IT products and services in a responsible manner

- To engage stakeholders clearly, honestly and respectfully

**Product & Services Responsibility:**

- The company is committed to provide safe, economical, durable, comfortable, and environment friendly IT products and services/IT software of international quality at competitive prices.
- The company is committed not to indulge in production of software of any services that may harm the local community and people at large.
- The company is also committed to fulfill its responsibility regarding the provision of warranty services of its products

**Employee Relations and Work Life Balance:**

- The Company ensures that employees are treated fairly and with dignity and consideration for their goals and aspirations and that diversity in the workplace is embraced.
- The Company applies fair labor practices, while respecting the applicable laws of the country and communities where the Company operates.
- The Company is committed to provide equal opportunity in all aspects of employment and will not engage in or tolerate unlawful workplace conduct, including discrimination, intimidation, or harassment.
- The Company encourages the employees to participate in sports activities and in this regard, some sports events are also organized to keep them healthy and mentally fit for their jobs.
- Sending of its employees on Hajj every year in accordance with Govt. Hajj Policy and management decision.
- Proper breaks are provided to employees during the working hours for their rest
- The employees are encouraged to avail their holidays for which they are entitled to keep them re-charge and fulfill their personal and social responsibilities.

**Safety:**

- The Company takes different safety measures to safeguard its man force and working environment. Company provides safety goggles, gloves, safety shoes, welding shields, etc. to its workforce. Work places are cleaned properly to avoid slips and fall. Hazardous materials are stored in designated areas. The company also takes measures to avoid the occurrence of accidents. First aid facility, fire

**Extinguishers at IT offices:**

- All employees are responsible and accountable for contributing to a safe working environment, for fostering safe working attitudes, and for operating in an environmentally responsible manner.
- The natural disasters are out of control of the Company, however, appropriate precautionary measures are taken, as for as possible.

**DISCLOSURE AND REPORTING:**

The Company shall provide descriptive as well as monetary disclosure of the Corporate Social Responsibility activities undertaken by it during each financial year in line with the requirements of Companies (Corporate Social Responsibility) Order, 2009.

**Policy Revision:**
Any revision to this policy shall be subject to a review and approval by the Board as and when is required.

**Approval:**
The Board of Directors of the Company in its meeting held on January 10, 2022, considered and approved this Policy. An updated version can be found on the company's website at https://vietech.pro/resources/significantpolicies for easy reference.

**10. Policy Revision & Approval:** The Board of Directors of the Company in its meeting held on January 10, 2022, considered and approved this Policy (Original Issue). Any revision to this policy shall be subject to a review and approval by the Board as and when is required. Please visit *https://vietech.pro/resources/significantpolicies* to address any concerns and review the latest policy updates.

| Version | Date | Nature of Changes | Approved By |
|---|---|---|---|
| 1 | 10.01.2022 | Original issue. | BOD<br>Meta GRC (Private) Limited |
| 2 | 27.02.2023 | No change in the policy. The policy revised due to change in name of the company from Meta GRC (Pvt.) Limited to Vie Tech (Pvt.) Limited [SECP Certificate#B048304, APL#7460, Dated 24.02.2023] | BOD<br>Vie Tech (Private) Limited<br>formerly known as Meta GRC (Pvt.) Ltd. |
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