



Corporate social responsibility company policy

Policy brief & purpose

Our Corporate Social Responsibility (CSR) company policy refers to our responsibility toward our environment. Mission Translate existence is not lonely. It's part of a bigger system of people, values, other organizations and nature. The social responsibility of a business is to give back to the world just as it gives to us.

What is corporate social responsibility?

Our Corporate Social Responsibility (CSR) company policy outlines our efforts to give back to the world as it gives to us.

Scope

This policy applies to Mission Translate and its subsidiaries. It may also refer to suppliers and partners.

Policy elements

We want to be a responsible business that meets the highest standards of ethics and professionalism. Mission Translate's social responsibility falls under two categories: **compliance** and **proactiveness**. Compliance refers to Mission Translate's commitment to legality and willingness to observe community values. Proactiveness is every initiative to promote human rights, help communities and protect our natural environment.

Compliance

Legality

Mission Translate will:

- Respect the law
- Honour its internal policies
- Ensure that all its business operations are legitimate
- Keep every partnership and collaboration open and transparent

Business ethics





We'll always conduct business with integrity and respect to human rights. We'll promote:

- Safety and fair dealing
- Respect toward the consumer
- Anti-bribery and anti-corruption practices

Examples of Corporate Social Responsibility

Protecting the environment

Mission Translate recognises the need to protect the natural environment. Keeping our environment clean and unpolluted is a benefit to all. We'll always follow best practices when disposing of garbage and using chemical substances. Stewardship will also play an important role.

Protecting people

We'll ensure that we:

- Don't risk the health and safety of our employees and community.
- Avoid harming the lives of local and indigenous people.
- Support diversity and inclusion.

Human rights

Mission Translate is dedicated to protecting human rights. We are a committed equal opportunity employer and will abide by all fair labour practices. We'll ensure that our activities do not directly or indirectly violate human rights in any country (e.g. forced labour).

Proactiveness

Donations and aid

Mission Translate may preserve a budget to make monetary donations. These donations will aim to:

- Advance the arts, education and community events.
- Alleviate those in need.

Volunteering

Mission Translate will encourage its employees to volunteer. They can volunteer through programmes organised internally or externally. Mission Translate may sponsor volunteering events from other organisations.





Preserving the environment

Apart from legal obligations, Mission Translate will proactively protect the environment. Examples of relevant activities include:

- Recycling
- Conserving energy
- Organising reforestation excursions
- Using environmentally-friendly technologies

Supporting the community

Mission Translate may initiate and support community investment and educational programs. For example, it may begin partnerships with vendors for constructing public buildings. It can provide support to non-profit organisations or movements to promote cultural and economic development of global and local communities.

Learning

We will actively invest in R&D. We will be open to suggestions and listen carefully to ideas. Mission Translate will try to continuously improve the way it operates.

Mission Translate is committed to the United Nations Global Compact. We'll readily act to promote our identity as a socially aware and responsible business. Management must communicate this policy on all levels. Managers are also responsible for resolving any CSR issues.

