



ARC LIGHTING CORPORATE SOCIAL RESPONSIBILITY POLICY

Introduction to Corporate Social Responsibility (CSR)

CSR refers to the way in which businesses regulate themselves in order to ensure that all of their activities positively affect society as a whole. CSR policies aim to guarantee that companies work ethically, considering human rights as well as the social, economic and environmental impacts of what they do as a business. Businesses should meet, and aim to exceed, any relevant legislation, and if legislation does not exist in a particular area, the company should ensure they carry out best practices anyway.

ARC Lighting is committed to ensuring that any business undertakings are conducted as ethically as possible by following the below policy.

Who we are and what we do:

ARC Lighting was established in 1994 and since that time has provided specialist and bespoke lighting products from Cape Town, South Africa. In more recent years, the company has focused on high end products forging strong relationships with many leading architectural building services and engineering practices. Bespoke products have been designed for specific projects and ARC Lighting luminaires can be found in many iconic buildings throughout South Africa. ARC Lighting designs and manufactures its luminaires to the highest standards, ensuring optimal performance and reliability. By manufacturing in South Africa, ARC Lighting can meet urgent customer demands without the need to transport products by air to South Africa, which would involve additional financial and environmental costs.

Our Mission & Value Statement:

To maintain a consistently respected and profitable organisation with an environmental conscience.



Our Core Values:

Team on a Mission: ARC Lighting is made up of talented individuals with differing skills, but it's only through teamwork that we achieve greatness. We are committed to helping our customers by working together with equal parts humility and ambition.

Seek Perpetual Growth: We are committed to continuous investments in the growth of our team members. We are passionate about learning and seek to constantly improve and innovate. We strive to learn from others and from our challenges and successes.

Operate with Transparency: Integrity is the foundation for everything we do. We are admired and respected for our commitment to honesty, trust, and transparency. We do the right thing – even when no one is watching.

Build Relationships & Deliver Results: Connect with customers, suppliers, and each other to drive success. Relationships deliver results because we can't do our jobs without each other. We dive deep to understand how we can satisfy our customer's unique set of needs. We are all about providing great service – to customers, to our communities and to each other.

Embrace Everyone: We strive to embrace all cultures, races, ethnicities, genders, ages, abilities, perspectives and ways of thinking. Our connection inspires the way we care for each other and for our customers.

We Operate our Business with the Following Ethical Principles in Mind:

➤ **Child Labour**

- No person is employed who is below the minimum legal age for employment.
- Children (persons under 18 years) are not employed for any hazardous or night work, or work that is inconsistent with the child's personal development.
- Policies and programmes that assist any child found to be performing child labour are contributed to, supported, or developed.

➤ **Forced Labour, Slavery & Servitude**

- Forced, bonded or compulsory labour is not used, and employees are free to leave their employment after reasonable notice.
- Employees are not required to lodge deposits of money or identity papers with their employer.
- No persons will be held in slavery or servitude and every person within our supply chain is free to leave their employment after reasonable notice.

➤ Health, Safety & Well Being

- A healthy and safe working environment is provided for employees, contractors, partners or others who may be affected by company's activities, in accordance with international standards and national laws. Mechanisms are in place to ensure that health and safety obligations are communicated and applied to parties under their control.
- Products and/or services delivery meets general principles of H&S risk prevention.
- Mechanisms are developed and implemented to ensure that all employees are competent to carry out the health and safety aspects of their responsibilities and duties.
- Facilities and amenities provided by the company, shall be hygienic, safe and meet the basic needs of employees.
- The company has systems and training to prepare for and respond to accidents, health problems and foreseeable emergency situations. A means for recording, investigating and implementing learning points from accidents and emergency situations is in place.

➤ Freedom of Association

- Open communication and direct engagement between employees and management are the most effective ways to build employee relations and resolve issues.
- The rights of employees to join or not to join trade unions, or similar representative bodies and their right to collective bargaining in accordance with local laws are respected.

➤ Discrimination

- No form of discrimination is engaged in, or supported by, the company in hiring, employment terms, remuneration, access to training, promotion, termination or retirement procedures or decisions.

➤ Disciplinary Practices

- Employees are treated with respect and dignity. Physical or verbal abuse or other harassment and any threats or other forms of intimidation are prohibited.

➤ Working Hours

- Working hours of employees do not exceed the maximum set by local law and a working week does not exceed 60 hours per week, including overtime.
- In exceptional circumstances, when these hours might be exceeded, working hours shall not be excessive. Overtime is compensated at a premium rate and workers shall be allowed at least one day off per seven-day week.

➤ Payment

- Employees understand their employment conditions and fair and reasonable pay and terms are provided.

➤ Individual Conduct

- No form of bribery, including improper offers for payments to or from employees, customers, suppliers, organisations or individuals is tolerated.

➤ Environment

- Relevant legislation and international standards for managing environmental impacts is complied with. In countries where environmental legislation is not evident or enforced, responsible practices for managing environmental impacts are in place.
- Processes are in place to actively optimise the use of finite resources (such as energy, water and raw materials) and appropriate management, operational and technical controls are in place to minimise the release of harmful emissions to the environment.
- Appropriate measures are in place to improve the environmental performance of products and services when in use, such as considering energy efficiency and end-of-use of supplied products and/or services at the design stage.
- Innovative developments in products and/or services that offer environmental and social benefits are supported.