



# CORPORATE SOCIAL RESPONSIBILITY POLICY

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## INTRODUCTION

TT Cables Limited (TTC) has been active in community involvement activities since its foundation in 2008 and continues to work towards community development and areas requiring focus and support

Being a leading regional producer of electrical cables, TTC firmly believes that this position brings both opportunity and responsibility. TTC is devoted to applying its skills and resources where it can make the greatest impact on the society. This Policy aims to, and is in accordance with our Vision of complying with local legislation as well as international legal norms set out by the United Nations, to protect the rights and well-being and safety of our employees, with particular attention to the needs of our community and by dedicating care to the environment in which we live.

## LOOKING AFTER OUR STAFF

With the ultimate goal of retaining loyal and productive staff TTC is committed to maintaining a healthy and good working environment. In accordance with our Strategic Human Resources policies and measures, we continually work on improving our approach to this critical priority including the following measures and internal practices:

- *We operate in full accordance with local labour laws and international norms regarding issues such as equal opportunity employment, modern slavery, human trafficking and other sensitive issues.*
- *Our employees' salaries are consistently paid in full and in the foreseen time period according to local legislation. Our wages substantially exceed the general and industrial average salaries above the Living Wage. We provide support to our employees for situations when the need arises.*
- *All of our staff are firstly trained for workplace safety upon hiring by trained experts. We have an Employee Health & Safety Department which continually implements, controls and improves work safety guidelines within TTC and equips all employees with necessary safety equipment. TTC proudly possesses Occupational Health & Safety System Management Certification: ISO 45001.*
- *We have an ongoing employee training system (internal and external) and facilitate internal promotion of staff for those who excel.*

- We regularly communicate changes with our employees on various levels depending on the pertinence. Lower level or straight forward changes are communicated through emails and postings on our Info Board and our Employee Engagement App which are accessible to all. Larger changes are communicated through official documents as well as accompanying visual and interactive direct presentations and discussions. For larger change proposals, we often survey our employees and make decisions based on majority vote. For significant changes, we follow our established Change Management Procedure to ensure clear communication and effective implementation.
- Annually, we conduct an anonymous Employee Satisfaction Survey to gather feedback and improve our workplace environment.
- TT Cables strictly prohibits child labour in any form. No individual under the age of 15 (or higher if required by local law) may be employed. Young workers aged 15–18 may only perform non-hazardous work, with strict limits on hours and safety protections. Legal guardians of workers and students doing practical work under the legal working age must sign a consent form for their children. To ensure compliance, the company and its suppliers must maintain an age verification process based on official documents as defined in the Onboarding Procedure (PRO32), supported by periodic audits.
- We promote team building activities throughout the year for various organisational units, offer free access to coffee, tea, and juices, as well as complimentary meals and a staff cafeteria for all staff.

## ○ RELATIONS WITH OUR CUSTOMERS AND SUPPLIERS

TTC is committed to responsible business practices and operations, including engaging with Customers and Suppliers that are dedicated to similar principles and holding their own Suppliers and subcontractors to the same standards, values and practices. Failure to uphold these principles may jeopardize our business relationship. TTC has a Supplier Code of Conduct Policy in place to ensure that all suppliers adhere to our ethical standards and business practices and we do regular overall Sustainable Screening for Key Suppliers.

### BUSINESS INTEGRITY

TTC expects our business partners to engage in fair play and honesty without coercion, conspiracy, bribery, corruption or abuse of economic power and fraudulent activities. TTC adheres to fair competition practices and expects the same from our business partners. Our business partners shall forbid giving or promising anything of value to a government official or employee, whether to influence that person in his or her official duties or to encourage unlawful conduct.

## INFORMATION SECURITY

The protection of our clients, partners and employee's data, as well as ensuring the integrity of our systems, is crucial for our ethical practices and sustainability. Our commitment to information security is based on the following key principles:

- Data Protection: We safeguard confidential and personal data from unauthorized access and misuse.
- Integrity: We guarantee the accuracy and reliability of our information and systems.
- Availability: We ensure that information and systems are accessible when needed.
- Compliance: We adhere to all relevant laws and information security standards.
- Risk Minimization: We reduce the risk of security incidents and their consequences.
- Continuous Improvement: We constantly enhance our security measures.
- Confidentiality: Access to information is granted only to authorized individuals.
- Accountability: Everyone is responsible for adhering to security policies.
- Transparency: Our security policies are clear and accessible.

Provisions on information security are binding for all employees and collaborators who have access to our information systems and data. The application applies to all digital resources of the organization. We guarantee data security by maintaining our Information Security Management Certificate - ISO 27001:2022.

## PROTECTING OF INTELLECTUAL PROPERTY

TTC expects business partners to safeguard TTC's assets and reputation by never using TTC assets for personal gain or in a manner that could create a conflict of interest. Business partners shall respect intellectual property rights and safeguard TTC information. TTC is in the process of protecting its brand through copyright.

## DISCLOSURE OF INFORMATION

TTC expects business partners to report all pertinent financial information, product details, and invoices accurately and honestly and document the purpose of transactions.

## ANTI - CORRUPTION

TTC is committed to observing the standards of conduct set forth in local laws and EU Directives as well as the anti-corruption and anti-money laundering laws of the countries in which TTC operates. Business partners must comply with all applicable anti-corruption and anti-money laundering laws, as well as laws governing lobbying, gifts, and payments to public officials, political campaign contribution laws, and other related regulations.

## GIFTS AND ENTERTAINMENT

TTC expects business partners will ensure that gifts or entertainment are modest and within TTC guidelines (Supplier Code of Conduct) when interacting with TTC associates and TTC contacts.

## CUSTOMERS

Our customers are our top priority. This is the credo we live and work by. We must secure a positive and lasting impression of our business in the minds of our Customers in order to maintain long-term thriving relationships. In order to maintain customer satisfaction, we continually and systematically implement the following practices:

- *TTC proudly possesses Quality Management Certification ISO 9001:2015*
- *We are in constant communication with our customers regarding their satisfaction with our products and services and have a related Key Performance Indicator which we continually follow. We promptly react to any complaints in a manner acceptable to both sides of the transaction.*
- *Furthermore, we also make biannual face-to-face visits to all of our Customers to ensure their satisfaction with our business relationship.*
- *We have a multi-level quality control system within our production processes that ensures that finished products are in accordance with the requests of our Customers. We also have accreditation from all of the main quality control institutions within the European Union for our testing methods which we update on a regular basis in accordance with our Customer's demands.*

## SUPPLIERS

Supply Chain Management plays a key role at TTC, not only in maintaining an excellent working relationship with all of our Suppliers at each segment of the Chain, but more so with the end goal of keeping our Customers happy by using the best materials as well as craftsmanship and delivering our products on time. TTC's relationship with its Suppliers is defined as follows:

- *The vast majority of our Suppliers are based within the European Union and adhere to all national, EU and other regulations tied to Ethical Business Practices. The majority of them are respected MNC's and have CSR policies in place*
- *We endeavour to maximise the use of local Suppliers to stimulate the local economy and for reasons of business convenience. We expect the same business ethics standards from our local Suppliers as we do from our partners in the European Union*

- *We are firmly committed to paying our Suppliers in accordance with annual contractual obligations and other agreements*
- *We maintain continuous communication with all of our Suppliers in order to maintain a high level of communication with them*

## ○ PROTECTING THE ENVIRONMENT

Our commitment to the environment is a top priority for TTC from several aspects of doing our business where we aim to be an example to other companies in the area. The steps we have taken and will take in the future are designed to continually minimize the environmental impact our business activities have.

- *TTC proudly possesses Environmental Management System Certification ISO 14001:2015*
- *We monitor all waste by category originating from the production process and other processes through regular reports and Key Performance Indicators and take concrete steps towards minimization including better production planning, employee training, better selection of raw materials and so forth*
- *We actively monitor water consumption to minimize our environmental impact. Additionally, we assess and address biodiversity issues, ensuring our operations support and protect local ecosystems.*
- *We regularly conduct GHG (Greenhouse Gases) measurements and perform third party verification to ensure accurate tracking and reduction of our Carbon Footprint.*
- *We recycle our entire PVC waste from the production process through our in-house PVC Recycling Plant and reuse these materials in new production. Other waste materials are sorted and processed by Certified Waste Management Companies in the region for further recycling*
- *Paper, cardboard and nylon waste is also recycled at TTC in cooperation with a local recycling company which has collection boxes located throughout the company and a large recycling press located on site at TTC*

- *We closely cooperation with government bodies regarding guidelines and potential joint projects dealing with the environment*
- *Our main supplier of energy presently uses renewable sources only – hydro-power and wind. Our staff is continually devoted making analyses and taking according steps on how to reduce energy and water usage in the production process*

## ○ COMMUNITY ENGAGEMENT

Our commitment to the local community is visible from several key activities we have undertaken and continue to develop over the years. We deal exclusively with non-profit organizations registered in accordance with local laws

- *Our group is a proud sponsor of the local sports organizations, particularly the soccer and basketball teams. These teams not only promote the local community outside of the city and region but more importantly have internal feeding systems from Pee-Wee level to the Professional level. This is key in keeping youth engaged in sports, off the streets and promotes healthy activities which is of great importance to TTC and in accordance with our moral values.*
- *We are continual sponsors of smaller infrastructure projects such as illumination of rural areas, and also including sports infrastructure and other projects through the donation of our products*
- *We cooperate with the local vocational school and University through offering practical training for several students annually linking theory with practice as well as providing scholarships for university students*
- *We continually also support the surrounding community by employing local people*