

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE POLICY



## ***1.1 Terms and Definitions***

“we”, “us” and “our” refer to BuzzSaw Media. “staff” and “users” means all of those who work under our control, including employees, contractors, interns etc.

## ***1.2 Purpose and Scope***

The purpose of this policy is to provide information about ESG (Environmental, Social and Governance factors) and BuzzSaw Media’s policies towards ESG. This policy has been developed in consultation with the BuzzSaw Media leadership team. This policy does not form part of any contract of employment or other contract to provide services, and we may amend it at any time.

## ***1.3 Users and Responsibilities***

The BuzzSaw Media leadership team has general responsibility for the efficient operation of this policy. They have delegated responsibility for overseeing its implementation to individual business units. Business unit heads have ongoing responsibility for this policy and any questions about this policy should be referred to them in the first instance.

## **2. BuzzSaw Media’s Commitment on Environment**

### ***2.1. The Environmental Impact***

The nature of the industry that we are operating in, does not have a high environmental impact, nonetheless, we continuously promote a work culture anchored in environment protection.

### ***2.2. Carbon Accounting, Paper and Plastic Usage Management***

In the interests of information security, Data protection and the environment, at BuzzSaw Media, we have a strong preference for electronic communication and documentation. We minimise the use of paper for internal and external communication. The use of printed paper is strongly discouraged.

### ***2.3. Energy Consumption***

Our office is fitted out with:  
motion sensor lighting which restricts electricity consumption to only necessary usage.  
air conditioning system sensible energy consumption in mind. Each room is equipped with separate heating control systems to ensure energy consumption only when the room is in use by staff.  
For all BuzzSaw Media purchases, low energy rating for products is taken into account, where applicable.  
All staff are encouraged to put their screens, workstations, and notebooks into automatic sleep mode when they are not used.

### ***2.4. Recycling Bins***

BuzzSaw Media office location, includes a recycling bin to assist staff in separating landfill trash from recyclable materials.

### ***2.5. Travel***

Our business model factors in efficiency and cost/impact of travel into the selection of office locations and work/travel arrangements.

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## 3. BuzzSaw Media's Commitment to Social Responsibility

We are continuously looking for ways to give back to the communities in which we operate. In this vein, we have found opportunities for direct involvement in these communities by providing financial support, and other business or marketing resources to members within these communities so as to increase opportunity and access to prospects in our industry.

### ***3.1. Health, Safety and Wellbeing***

The health and safety of BuzzSaw Media staff, clients, and vendors is paramount to us. We follow and comply with health and safety standards across all teams and business units as guided by BuzzSaw Media's Workplace Health and Safety Policy. This includes both mental and physical health.

### ***3.2. Equity, Inclusion and Diversity***

BuzzSaw Media embraces and values diversity in all its forms, regardless of gender, ethnicity, age or cultural origin. Equal opportunity is part and parcel of BuzzSaw Media's hiring procedure, as our goal is to build a community of diverse skills and talent. Appointments are made based on merit, considering skills, experience, independence and knowledge, which the executive and leadership team require to be effective.