

CIVITTA

 **SUSTAINABILITY
POLICY**

OUR COMMITMENT TO SUSTAINABILITY

At CIVITTA, we are committed to creating value for our employees, societies, and the environment. We follow ESG principles in our decision-making and daily activities and encourage sustainable practices among our employees, clients, and partners. CIVITTA supports and contributes to the achievement of the UN Sustainable Development Goals.

We developed the CIVITTA Sustainability Policy as an addition to the CIVITTA Code of Ethics, where we have already committed to supporting efforts that drive sustainable development. The principles of this Policy set the direction for CIVITTA's broader ambition to increase its positive impact on people and the planet.

CIVITTA Sustainability Policy should serve as a guide for our employees to effectively adhere to the company principles in daily operations. All offices are required to comply with the Policy with regard to social and economic sustainability. However, we acknowledge the differences in maturity levels, strategic priorities, and financial and resource capabilities across all CIVITTA offices. Taking into account possible limitations some CIVITTA countries may face, we can not require equal environmental impact reduction among all branches. Yet, environmental consciousness is expected from each office.

CIVITTA Sustainability Policy has been developed based on the results of the questionnaire and in-depth interviews conducted with employees across all CIVITTA offices to identify the current state of sustainable practices and behavior and to include the interests and capabilities of all our offices to comply with the Policy.

CIVITTA PRINCIPLES FOR A BETTER FUTURE



SOCIAL SUSTAINABILITY: EMPOWERING POSITIVE SOCIAL IMPACT

At CIVITTA, we put people at the core of all we do. We do our best to maximize the positive impact and reduce any adverse effects our operation may have on our employees, clients, partners, and local communities.

- ✓ We create positive social impact through project work with clients
- ✓ We invest in our employees' well-being, learning and growth and provide equal opportunities
- ✓ We align our decision-making with the interests of local communities and engage in its development



ENVIRONMENTAL SUSTAINABILITY: REDUCING NEGATIVE CLIMATE CHANGE IMPACTS

We acknowledge the negative environmental impacts our everyday operations may inflict on the environment. We concentrate our efforts on the following areas where we feel our actions will make a difference.

- ✓ We work with clients on their environmental improvement initiatives
- ✓ We encourage all employees to make CIVITTA offices more sustainable



ECONOMIC SUSTAINABILITY AND CORPORATE GOVERNANCE: ENSURING LONG-TERM GROWTH OF CIVITTA

At CIVITTA, we focus on the long-term prosperity, ethical management of our business, and overall financial sustainability of the company. We strive to build trustful partnerships and create a long-term inclusive workplace for our employees.

- ✓ We run operations responsibly
- ✓ We foster good corporate governance
- ✓ We build and foster long-term relationships with our partners



SOCIAL SUSTAINABILITY: EMPOWERING POSITIVE SOCIAL IMPACT

WE CREATE POSITIVE SOCIAL IMPACT THROUGH PROJECT WORK WITH CLIENTS

At CIVITTA, we are constantly looking for ways to make a difference. We have a long-standing commitment to using our expertise to have positive impact in countries where we are present and beyond. Throughout the years, CIVITTA has assisted clients on a variety of issues. To name a few, we have been engaged in drafting the Ukraine's recovery plans, have been involved in the development of an independence LNG terminal in Klaipeda, Lithuania and have helped build startup and entrepreneurship ecosystems across Central and Eastern Europe.

WE ALIGN OUR DECISION-MAKING WITH THE INTERESTS OF LOCAL COMMUNITIES AND ENGAGE IN ITS DEVELOPMENT

At CIVITTA, we seek to create value for the cities where we live and work. We are committed to building a sustainable practice of helping communities and supporting relevant non-profit organizations through volunteering, donations, and pro-bono work. As an example, most recently, CIVITTA employees have initiated a non-profit movement called United Delivery Mission to fundraise and transport SUVs to the battlefields of Ukraine.

WE INVEST IN OUR EMPLOYEES' WELL-BEING, LEARNING AND GROWTH AND PROVIDE EQUAL OPPORTUNITIES

We put our people at the core of our business strategy and view them as fundamental to our prosperity. Known as “a people company”, CIVITTA requires all the offices to:

Promote diversity, equal opportunities and fair treatment through:

- ✓ Condemning any forms of discrimination against our people based on age, gender, race, religious beliefs, nationality, social class, etc
- ✓ Strictly prohibiting sexual, psychological and physical harassment in any form or workplace violence and bullying
- ✓ Encouraging gender balance across all levels of seniority
- ✓ Strictly prohibiting child labor and forced labor
- ✓ Promoting meritocracy

Encourage professional growth and adventure through:

- ✓ Encouraging entrepreneurship culture where each team member can implement her or his ideas
- ✓ Supporting the freedom to choose a career path and move freely between functional and operational roles
- ✓ Promoting a culture of feedback where every employee receives timely and constructive feedback
- ✓ Providing mentorship, personalized development plans, internal and external trainings

Advance our employees' well-being through:

- ✓ Providing our employees with work-life balance that works best for each individual
- ✓ Offering flexible working arrangements
- ✓ Ensuring healthy and safe work conditions



ENVIRONMENTAL SUSTAINABILITY: REDUCING NEGATIVE CLIMATE CHANGE IMPACTS

WE WORK WITH CLIENTS ON THEIR ENVIRONMENTAL IMPROVEMENT INITIATIVES

At CIVITTA, we feel that our strongest impact comes from applying our knowledge, expertise, and experience to help private companies and public institutions drive transformative environmental change. We do our best to inspire our clients to take action and educate and support them in their sustainability journey. We continue to develop and expand the sustainability practice at CIVITTA: over the years, the CIVITTA team has helped our clients with a wide range of issues. To mention a few examples, we helped the Ministry of the Environment of Estonia in the preparation of the development plan for the environment, participated in the development of the Long-Term Low Emission Development Strategy for the agriculture sector of Armenia, and conducted a Life-Cycle Assessment for an Estonian Pumped-Hydro Energy Storage project.

Our employees have been involved in multiple volunteering activities or events oriented to preserving and conserving the environment and fighting climate change and have donated to local and international environmental organizations.

CIVITTA's ambition is to spread our impact beyond the day-to-day work with clients and our own operations.

WE ENCOURAGE ALL EMPLOYEES TO MAKE CIVITTA OFFICES MORE SUSTAINABLE

We acknowledge that our daily activities affect the environment, and therefore, we encourage our employees to commit to lessening adverse impacts over time. Our well-established CIVITTA offices are certified for applying environmental management systems according to the ISO 14001:2015 standard. In addition to that, several CIVITTA offices have obtained Green Office certification. In the long-run, we

We strive to ensure that we consider sustainability in all our operations. We understand the challenges different CIVITTA offices may face however, we strongly encourage all our offices to aspire towards:

Minimizing waste:

- ✓ Reduce waste and consumption
- ✓ Dispose the waste safely and responsibly, mainly through waste sorting and recycling whenever possible
- ✓ Eliminate single-use cups, glasses, cutlery, and plates

Limiting office consumables:

- ✓ Minimize printing on paper and switch to digital alternatives when possible
- ✓ Recycle the office equipment that is no longer necessary
- ✓ Replace water bottles with tap water filters

Using the energy and water efficiently through:

- ✓ Seek the ways to switch to renewable energy sources
- ✓ Measure and reduce the use of energy, water, and other resources
- ✓ Purchase energy-efficient equipment

Reducing the need for business travel and commuting by:

- ✓ Avoid unnecessary travel by using video and audio conferencing instead
- ✓ Offer all employees an opportunity to work from home



ECONOMIC SUSTAINABILITY AND CORPORATE GOVERNANCE: ENSURING LONG-TERM GROWTH OF CIVITTA

WE RUN OPERATIONS RESPONSIBLY

Each CIVITTA office is organized as an independent legal entity and calculates and provides for income taxes in the country in which it operates. Each office must ensure full legal and tax compliance in all territories of our operation, hire personnel on a legal basis, and provide employment contracts in line with local laws.

CIVITTA upholds ethical business practices and responsibly conducts everyday activities, while maintaining financial sustainability of the company. In our daily operations, each CIVITTA office must comply with the **CIVITTA Code of Ethics** which is based on our values of integrity, impact, growth, and adventure. The Code reflects the set of principles that guide our everyday operations, including avoiding collusive behavior, following international ethical standards and ensuring compliance with the law, maintaining confidentiality, and condemning bribery and corruption.

WE FOSTER GOOD CORPORATE GOVERNANCE

CIVITTA is led by the CIVITTA Executive Board, the elected Partner group, the international management team, and the leaders of local offices. CIVITTA follows a transparent, structured, and inclusive process for partner selection.

CIVITTA's corporate governance practices are shaped and overseen at the board level by CIVITTA Executive Board which is responsible for:

- ✓ Assuring the integrity, accountability, legal and ethical compliance and transparency of CIVITTA for its employees, clients, partners, and the communities in which it operates
- ✓ Evaluating the performance and the remuneration of the leadership team
- ✓ Overseeing the overall management of the company
- ✓ Ensuring company's financial sustainability, long-term growth and continuous improvement

To ensure good corporate governance, each office shall:

- ✓ Enhance transparency and accountability
- ✓ Ensure legal and ethical compliance
- ✓ Establish strong risk management practices

We work on strengthening internal policies and standards, ensuring data protection policies, and fostering compliance and risk management practices.

WE BUILD AND FOSTER LONG-TERM RELATIONSHIPS WITH OUR PARTNERS AND CLIENTS

We strive to be a trusted partner to our clients by demonstrating good governance, ensuring consistent project quality, providing data security and privacy, and avoiding conflict of interest.

Before committing to any project, each office shall evaluate Clients and Partners and only work with those who share our values, are committed to our ethical standards, and comply with the CIVITTA Code of Ethics. In 2022, we adopted an internal policy that ensures full compliance with all sanctions imposed by multiple government authorities.

After finishing a project, each office shall aim to collect feedback from the client to ensure continuous performance improvement.

CIVITTA SUSTAINABILITY IN A NUTSHELL



HOW CIVITTA CONTRIBUTES TO THE ACHIEVEMENT OF SUSTAINABLE DEVELOPMENT GOALS

CIVITTA is committed to advancing the United Nations Sustainable Development Goals towards building a more sustainable future. We asked our employees to share where they see CIVITTA contributes to the achievement of Sustainable Development Goals the most: some of our initiatives and projects are illustrated below.

3 GOOD HEALTH AND WELL-BEING



GOOD HEALTH AND WELL-BEING:

CIVITTA has helped a Romanian start-up .Lumen raise €9.4 M to finance the development of the vision enhancement solution for the blind that acts like a technological guide dog, and helps the user navigate and avoid hazards.

4 QUALITY EDUCATION



QUALITY EDUCATION:

CIVITTA Academy in Belarus - a pro-bono project dedicated to helping talented students gain necessary practical skills and find their first job. The project won the "Partnership for Sustainability Award 2020" by UN Global Compact Network.

5 GENDER EQUALITY



GENDER EQUALITY:

We aspire for women to be represented equally across all levels of seniority. As of 2022, we are proud to say that women represent 60% of all our employees and 40% of leadership.

8 DECENT WORK AND ECONOMIC GROWTH



DECENT WORK AND ECONOMIC GROWTH:

Over the past 6 years, CIVITTA has grown 4 times, expanding to 18 countries around Europe and creating an inclusive workplace for more than 400 employees.

11 SUSTAINABLE CITIES AND COMMUNITIES



SUSTAINABLE CITIES AND COMMUNITIES:

CIVITTA assisted in developing and evaluating sustainable urban mobility plans and presented a long-term strategy to improve the quality, safety, integration and accessibility of public transport services in multiple cities across Romania, Lithuania, and Moldova.

13 CLIMATE ACTION



CLIMATE ACTION:

In Belarus and Georgia, CIVITTA has been involved in the innovation vouchers programme that aims to support local companies in the development, manufacturing and deployment of state-of-the-art climate technologies.



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