



Acumentis®

# Corporate Social Responsibility (CSR) Policy



Approved by Acumentis Board April 2020

Liability limited by a scheme approved under the Professional Standards Legislation

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## 1. Introduction

Acumentis believes we have a responsibility to the community both globally and locally in the form of Corporate Social Responsibility (CSR). We strive to make sure our actions result in positive outcomes for both our business and our community, particularly those communities in which our staff and clients live and work. The essential characteristic of social responsibility is the willingness of an organisation to incorporate social and environmental considerations in its decision making and be accountable for all impacts of its decisions and activities on society and the environment. The CSR policy aligns with Acumentis' strategic pillars, our purpose, and the guiding principles of the organisation.

This Policy is endorsed by the Acumentis Board and Executive Leadership Team.

## 2. Policy Context

### 2.1. Purpose

The purpose is to highlight the corporate social responsibility principles and practices to which Acumentis aspires, so that we can achieve high standards of responsible business practice, sustainability and produce a positive overall impact on society.

### 2.2. Objective

Acumentis' objectives for a solid CSR platform include a positive impact in the community, environment and workplace.

## 3. Commencement and Coverage

This policy applies to all Acumentis entities and staff from March 2020. Acumentis encourages, but does not require, its employees to participate in the donations or volunteer opportunities. Any decision by an employee to participate in volunteering or making a financial contribution is entirely voluntary, and an employee's decision to participate or not, will not adversely affect his or her terms and conditions of employment in any way.

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## 4. Corporate Social Responsibility

### 4.1. Environmental Sustainability

Acumentis chooses to protect the environment, minimising adverse environmental impacts, reducing resource consumption and enhancing sustainability. This can be done by reducing the ecological footprint, through the encouragement of avoidance of waste, sustainable use of resources and the uptake of sustainable work practices. Practices include:

- Reduce the total energy consumption in our workplaces (including home offices) through the use of smart appliances and light motion sensors.
- Reduce the quantity of paper that is consumed aiming to be a paperless office.
- Reducing waste through innovative work and recycling practices.
- Recycling e-waste where appropriate and considering Acumentis' data protection policy.
- Being conscious buyers and considering sustainability first – from giving printer paper to local schools to using reusable cups for takeaway coffees.
- Supporting local businesses and contractors first to reduce the need to move materials across our network.
- Reducing travel and offsetting carbon emissions where we can.
- Effective and efficient use of motor vehicles.

### 4.2. Philanthropy

Acumentis supports philanthropy in many ways including:

- Matching of Employee Donations - Acumentis may provide funds to match employee monetary donations to approved charitable organisations and initiatives. Acumentis will not match contributions made by employees' family members or other non-employees.
- Payroll Deductions - Acumentis may provide the opportunity to make payroll deductions to help facilitate employee monetary donations to approved charitable organisations and initiatives.
- Acumentis Employee Giving - From time-to-time, we offer opportunities for our employees to financially contribute to charitable organisations and initiatives (e.g., natural disasters, fundraising activities and events affecting staff personally).

- Donating Directly - Charitable organisations and initiatives should align with Acumentis' overall strategic pillars, purpose, guiding principles and internal policies. Acumentis has established an internal charitable fund known as **“Acumentis Values Life”**, which will comprise a committee appointed by the Acumentis CEO. Acumentis will not only seek out worthy causes, but will also review any approaches for funding, and make recommendations to the Acumentis Board, prior to distributing funds. The level of money donated through this fund will be agreed upon by the Acumentis National Leadership Team, and submitted to the Board, through the CEO, for Board approval. All Acumentis staff, including Directors, are encouraged to be active in their local community and to that end Acumentis provides all staff with one day of paid volunteer leave per year to be used to assist the communities they live and work in.

### **“Acumentis Values Life”**

**Company Wide** Acumentis has established a charitable fund which distributes an annual amount (as approved by the Board) to various charities which are recommended by the “Acumentis Values Life Committee”.

This fund is the main charitable activity that Acumentis will undertake each year

**Region Level** Acumentis recognises that we have a large regional presence across the country and as such encourage our Regional Directors and Staff to be involved in our local communities.

We encourage charitable work by our staff and we recognise the importance of local charities throughout Australia.

With this in mind, Regional Directors have discretion to make minor donations to local charities, however these must be made with recognition given to the fact that the Company overall donates at a Corporate level.

## **4.3. Support our People & Clients**

Acumentis encourages and supports our staff to become involved in community projects and may offer incentives to those employees who demonstrate a commitment to social responsibility in this regard. Examples of this are:

- Sponsorship of local sporting teams in regional areas.
- Sponsorship or paid membership fees for employee's sporting team.
- Scholarship Program for rural and remote students studying Bachelor of Property with the intention of entering a career of property valuation.
- Paid volunteering once a year with an organisation of the employee's choice, as long as that organisation supports our local communities and/or is a charity.
- Promoting personal and professional wins via the employee newsletter or via Employee Hero.

#### **4.4. Ethical Business Practices, Economic Responsibility and Transparency**

Acumentis is committed to maintaining the highest standards of integrity and ethical business practices in order to maintain excellence in its daily operations. Acumentis will conduct its business in an open, honest, transparent, ethical and responsible manner. Acumentis will advise its partners, contractors, and suppliers of its Corporate Social Responsibility Policy, and will work with them to achieve consistency with this policy. Acumentis is committed to reviewing the performance of its Corporate Social Responsibility programs.

This policy will be evaluated and review by the Acumentis Board annually to ensure it remains up-to date and relevant.