



# Environmental, Social and Governance (ESG) Policy

## Policy Particulars

|                              |                            |                              |                            |
|------------------------------|----------------------------|------------------------------|----------------------------|
| <b>Reference</b>             | BESG                       | <b>Version</b>               | 1                          |
| <b>Drafted by</b>            | Manager Corporate Strategy | <b>Approved on</b>           | 25 January 2023            |
| <b>Responsible person</b>    | Matthew Frecker, CFO       | <b>Scheduled review date</b> | January 2025 (24 months)   |
| <b>Authorising Authority</b> | Board of Directors         | <b>Endorsing Authority</b>   | Audit & Risk Sub Committee |

## Purpose

This Environmental, Social and Governance (ESG) policy aims to drive the standards by which CVGT Employment (CVGT) responsibly operates, as we seek to create positive environmental and social impact across our operations, supply chain and communities. CVGT operates with an ethos of:

- Environmental Stewardship;
- Social Contribution; and
- Responsible Governance.

## Scope

This policy applies to Board directors and employees (including full time, part time, casual employees) of CVGT. The policy is also applied in the management of contractors, volunteers and consultants of CVGT.

## Policy

CVGT is committed to supporting the building of sustainable, equitable, healthy and diverse communities by connecting more people to meaningful work. We achieve this through a combination of evidence based, person centred and caring employment and employment support programs. This commitment informs every aspect of our business, including how we deliver our services to participants, design new programs, manage our finances, collaborate with stakeholders and report progress.



| ESG   |   |  |
|---|---|--|
| <p><b>Environmental Stewardship</b></p> <ul style="list-style-type: none"> <li>• Implement our environmental strategy; net zero emissions impact by 2030</li> <li>• Be an industry leader in responding to climate change</li> <li>• Reduce the footprint of our waste, fuel, water and energy consumption</li> </ul> | <p><b>Social Contribution</b></p> <ul style="list-style-type: none"> <li>• Measure Social Impact</li> <li>• Participate in philanthropic activities</li> <li>• Promote Health and Safety</li> <li>• Deliver our purpose</li> <li>• Foster partnerships for employment solutions</li> <li>• Deliver customer &amp; stakeholder satisfaction</li> </ul> | <p><b>Responsible Governance</b></p> <ul style="list-style-type: none"> <li>• Strengthen Ethical Management</li> <li>• Meet all compliance obligations</li> <li>• Uphold Board Independence</li> <li>• Focus on continuous improvement</li> <li>• Hold ourselves accountable</li> <li>• Do what's right</li> <li>• Implement actions to avoid misuse of personal data (e.g. privacy breach)</li> </ul> |

**ENVIRONMENTAL STEWARDSHIP**

Through climate action, we intend to pave the way to a net-zero future for our organisation by 2030.

We acknowledge that climate change is a reality, and the current and forecast impacts on our communities must be taken seriously. We know that our work has an impact on the environment and that we have a duty to manage that impact in a responsible and ethical manner. We do this through identifying all significant environmental effects and establishing processes to prevent, reduce and mitigate them. This also makes good business sense.

To support the commitment to environmental stewardship CVGT will:

- Minimise our environmental impact by striving to engage in environmentally sustainable practices wherever possible.
- Invest in sustainability initiatives in line with our Environmental Strategy and Procurement Policy, specifically designed to reduce carbon emissions, consumption, waste and energy; such as energy-efficient lighting and appliances and recycling programs.
- Create a culture of environmental respect that can go beyond the office environment by promoting and fostering an ethos and awareness of sustainability through the provision of education and/or training to all employees to drive behavioural change.
- Engage with landlords and councils to implement sustainable practices. For example, bike parking and charging stations.
- Incorporate Environmentally Sustainable Design (ESD) principles in the planning and development of new and existing buildings.
- Dedicate resources to achieve our goal of net zero impact by 2030.
- Engage with industry and local areas to support large-scale environmental transformation that we cannot achieve alone.



- Support the creation of a sustainable future through operational activities, corporate accountability, sustainable consumption, ethical practices and use of resources.
- Strive to meet or exceed legislative and regulatory requirements for sustainability where possible.
- Ensure our environmental impacts are regularly measured and reported on.

## **SOCIAL CONTRIBUTION**

A deep commitment to social responsibility is core to who we are as a company. We recognise that a significant number of people living in the communities in which we operate, face disadvantage and or barriers that restrict their ability to find and maintain employment.

We strive to be an optimal employer to our workforce, and service provider to our participants, as well as a valued partner to our employers and communities. We believe people are at the heart of our business and take pride in our outstanding work culture. The result is a caring and committed workforce who work together to provide support to those most vulnerable, enabling everyone to have an equal opportunity of securing meaningful work.

To support the commitment to social contribution CVGT will:

- Promote diversity, equality and inclusion at all levels of the organisation, by promoting employment opportunities, and supporting career progression.
- Provide a workplace free of discrimination, with wage and gender equity, workplace flexibility (where possible) and important protections, such as Protected Disclosure policies.
- Engage with the communities in which we operate with respect and strive to make a meaningful and durable economic, cultural, and social contribution to them, through initiatives that have a clear social impact, such as: philanthropic contributions, supporting social impact initiatives, community sponsorships, contributing to industry research and job placements.
- Act fairly and equitably when engaging with key stakeholders in our business and recognise the value of diversity in the stakeholders that we partner with.
- Show our employees high levels of care and respect, and we will reward and recognise the valuable contributions they make to our organisation.
- Provide a safe and healthy workplace, including having effective policies to maintain physical and mental health and wellbeing.
- Measure and celebrate the success of our social impact.
- Ethically source goods and services from organisations that meet our ESG expectations, in line with our procurement and investment policies. We oppose the exploitation of workers, and we will not tolerate forced labour, illegal payrates, or labour which involves physical, verbal or psychological harassment, or intimidation of any kind.

## **RESPONSIBLE GOVERNANCE**

Governance is key to strengthening the core of our business. From our Board and executive leadership team, we are committed to best-in-class governance practices, ensuring we operate with accountability, integrity and transparency in everything we do. CVGT is committed to pursuing the most responsible business practices, acting with integrity, and managing risk, with appropriate Board oversight.



To support the commitment to responsible governance, CVGT will:

- Approach all aspects of corporate governance ethically and with clear standards of excellent corporate behaviour.
- Comply with all applicable laws, rules, regulations and policies, as well as unwavering adherence to our values.
- Hold ourselves accountable through our corporate governance framework. CVGT's corporate governance framework ensures that timely and accurate information is disclosed on all material matters regarding the financial situation, performance, ownership and governance of the company, in accordance with the ACNC Governance Standards.
- Have appropriate policies and frameworks in place to ensure our directors and all employees, conduct themselves in accordance with the highest moral and ethical standards, informed by a robust Culture Code.
- Proactively implement controls to prevent, deter and identify inappropriate behaviour, to minimise its occurrence and its consequences.
- Align our committees and practices with the goals of this policy.

## Related Documents

The ESG Policy should be read in conjunction with the CVGT Environmental Kickstarter Plan, the Governance Framework and the following associated documents, which include but are not limited to:

|                             |                             |
|-----------------------------|-----------------------------|
| Investment Policy           | Protected Disclosure Policy |
| Procurement Policy          | Governance Policy           |
| Conflict of Interest Policy | Culture Code                |
| Fraud & Corruption Policy   | Indigenous Employment Plan  |
| Access and Equity Policy    | Safety Policy               |

## Breach of policy

A breach of this policy is grounds for disciplinary action, up to and including termination of employment.

## Authorisation

This policy has been authorised by the Executive Management Team and the Board of Directors.

Elizabeth Corbett  
Chair, Board of Directors  
CVGT Employment  
25 January 2023

## Definitions

**ESG** means Environmental, Social and Governance.

**“E”** - the Environmental aspects. This refers to CVGT's environmental impact and environmental stewardship.



“S” - the Social aspects. This refers to how CVGT manages relationships with, and creates value for, stakeholders - including the interaction with its employees, beneficiaries, and the community.

“G” - the Governance aspects. This refers to the governance dimension on CVGT’s leadership and structure, including the management practices, policies, as well as internal controls.

## Version History

| Version | Latest review date | Revision Date | Summary of changes    |
|---------|--------------------|---------------|-----------------------|
| 1       | January 2023       | January 2025  | Approved and adopted. |