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SUSTAINABILITY POLICY

POLICY STATEMENT:

At Data Quest we are committed to conducting our business in a manner that promotes environmental sustainability, enhances social responsibility, and ensures economic viability.

This Sustainability Policy outlines our dedication to minimizing environmental impact, fostering a diverse and inclusive workplace, supporting our communities, and upholding high ethical standards. We strive for continuous improvement in our sustainability performance, guided by transparency, accountability, and engagement with our stakeholders.

SCOPE OF THE POLICY:

This policy applies to all operations, activities, and employees of Data Quest including subsidiaries and contractors. It encompasses environmental stewardship, social responsibility, economic viability, and compliance with applicable laws and regulations related to sustainability.

PARTIES AND RESPONSIBILITIES:

- Managing Director: Accountable for overall sustainability strategy and policy approval.
- Quality Manager: Ensures that sustainability practices meet the required standards and continuously improve.
- Department Heads and Managers: Implement specific aspects of the policy within their respective areas.
- Employees: Expected to support and participate in sustainability efforts as part of their roles and responsibilities.

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KEY ELEMENTS DISCUSSED IN THIS POLICY:

A. Environmental Sustainability

At Data Quest, our environmental policy reflects our commitment to sustainability in all aspects of our operations as a training and consulting firm. We are dedicated to reducing energy and water consumption through efficient resource management practices.

Our comprehensive waste management strategies focus on waste reduction, recycling, and safe disposal. We prioritize low waste and low paper use, and we are planning to go green and transition to a paperless operation.

Additionally, we actively engage in biodiversity conservation efforts to protect and enhance local ecosystems. By adopting environmentally friendly technologies and practices, we ensure that our operations and consultancy services promote sustainable development and environmental stewardship.

B. Social Sustainability

At Data Quest, our social responsibility policy underscores our commitment to fostering a positive and inclusive work environment.

We prioritize employee wellbeing by ensuring the health, safety, and welfare of our staff. Our diversity and inclusion policies promote a diverse and inclusive workplace, reflecting our belief in the value of varied perspectives.

We are deeply involved in community engagement, supporting local development initiatives. Central to our mission is providing ongoing training and career development opportunities for our employees, helping them grow professionally. We maintain transparent communication with stakeholders about our sustainability efforts, ensuring accountability and fostering trust.

C. Economic Sustainability

At Data Quest, our economic sustainability policy is grounded in our commitment to ethical business practices and long-term financial health. We adhere to high ethical standards in all business operations, guided by a strict code of conduct and robust anti-bribery measures. We invest in innovative technologies to enhance sustainability and drive efficiency.

Our focus on financial performance ensures long-term economic viability and profitability. Additionally, we identify and mitigate sustainability-related

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risks through comprehensive risk management strategies, safeguarding our economic stability and resilience.

IMPLEMENTATION AND MONITORING

Data Quest's implementation methods for social, environmental, and economic sustainability include setting clear, measurable sustainability goals and objectives, regularly measuring and reporting on sustainability performance, and committing to continuous evaluation and improvement of sustainability practices.

We ensure adherence to all relevant regulations through rigorous regulatory compliance. Additionally, we establish a governance structure to oversee sustainability initiatives, ensuring robust sustainability governance throughout our operations.

PROCEDURES:

- **Resource Management:**

We at Data Quest implement energy audits across all facilities within the next quarter, evaluate opportunities for energy efficiency upgrades, and prioritize initiatives with a payback period of less than two years.

- **Waste Management:**

We develop a waste reduction strategy focusing on recycling and waste minimization. We plan to establish recycling stations across all facilities by the end of this year.

- **Employee Wellbeing:**

We review and update health and safety policies to align with industry best practices. We conduct wellness surveys to gauge employee needs and preferences, and implement wellness programs and flexible work arrangements where feasible. .

- **Diversity and Inclusion:**

We develop a diversity and inclusion strategy with measurable goals for recruitment, retention, and career progression. We implement unconscious bias training for all managers, with the Diversity and Inclusion Officer overseeing this effort.

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- **Training and Development:**

We enhance training programs to include sustainability principles and practices. We implement leadership development programs to nurture talent internally. The Training and Development Manager is responsible for these initiatives.

- **Communication:**

We develop a communications strategy to keep stakeholders informed about our sustainability efforts. We publish an annual sustainability report highlighting achievements, challenges, and future goals.

- **Code of Conduct:**

We review and update the code of conduct and ethics policies to include specific guidelines on anti-corruption and ethical business practices. We conduct training sessions for all employees.

- **Financial Performance:**

We develop a financial sustainability strategy that balances short-term financial goals with long-term sustainability objectives. We conduct regular financial risk assessments and update risk management strategies accordingly.

- **Risk Management:**

We enhance the company's risk management framework to include specific criteria for identifying and mitigating sustainability-related risks. We conduct regular reviews and updates to the risk register.

- **Performance Metrics (KPIs):**

We define and document key performance indicators (KPIs) for each sustainability goal. We implement systems to track and monitor progress regularly. Department heads relevant to each area are responsible for this task.

- **Continuous Improvement:**

We establish a feedback loop for continuous improvement based on stakeholder input, performance reviews, and emerging sustainability trends. We encourage innovation and the adaptation of best practices.

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- **Accountability and Transparency:**

We establish clear accountability for sustainability goals and initiatives across all levels of the organization. We develop mechanisms for transparent communication with stakeholders, including regular updates and feedback channels.

Authority's Approval: Authority's Approval: This Sustainability Policy was drafted by the Quality Manager and approved by the Managing Director to ensure alignment with our company's mission, values, and strategic objectives, as well as applicable SDGs.

*Managing Director,
Amed Latif.*

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