

## SOCIAL & ENVIRONMENTAL COMMITMENT

At Office Inspirations, we are committed to conducting our business in a socially responsible and ethical manner. We recognize our responsibility to contribute positively to the community that supports us. We recycle as much as we can and are passionately committed to reducing our ecological footprint by being energy neutral and promoting alternative transportation methods for commuting.

Our employees are one of our most important assets. We are proud to provide a work environment where employees are appreciated, valued and given regular feedback. We promote based on merits and skill and do not discriminate based on age, color, creed or relationship orientation.

Our commitment to continual improvement led us to create our voluntary commitments to reduce our carbon footprint. We conduct reviews of our environmental performance and progress, in order to create a cycle of continual improvement.

Office Inspirations is committed to establishing, promoting, maintaining and improving a culture of sustainability and environmental responsibility by our staff.

Office Inspirations is committed to providing timely management review of sustainable business operating procedures and practices. We commit to track, measurement and report on our performance of the implementation of sustainability practices with a commitment of continual improvement in these areas.

We look to be a partner in providing sustainable products during the all the procurement processes of our clients. With regards to environment-related incidents and penalties we had no records of environmentally relevant incidents and had not been charged any penalties. And we had no records of industrial accidents.

Last Review: 19 November 2019

Signed by: Sinan Hanash, Office Inspirations, General Manager

