

GOSTRAVVY SUSTAINABILITY, SOCIAL RESPONSIBILITY & GOVERNANCE POLICY

Policy Version

1.0

Effective Date

Aug 2025

Approved By

Founder & Director, Gostravvy LLP

1. Purpose

Gostravvy is committed to conducting business responsibly and sustainably by integrating environmental stewardship, social responsibility, ethical governance, employee well-being, and community impact into its operations and business practices.

As a people-focused consulting organization specializing in HR Consulting, Talent Solutions, Organizational Development, Leadership Development, Employer Branding, and, we recognize our responsibility to create long-term value for our clients, employees, business partners, communities, and society.

This policy establishes Gostravvy's commitment to sustainable business practices and serves as the framework guiding our environmental, social, and governance (ESG) efforts.

2. Scope

This policy applies to:

- All employees
- Consultants and contractors
- Leadership team
- Business partners
- Vendors and suppliers
- Any individual acting on behalf of Gostravvy

3. Sustainability Vision

To contribute to a future where organizations grow responsibly, workplaces empower people, and business success is achieved through ethical, inclusive, and sustainable practices.

4. Our Sustainability Principles

Gostravvy's sustainability strategy is built around five pillars:

1. People & Workplace Excellence
2. Ethical Governance
3. Environmental Responsibility
4. Sustainable Procurement & Partnerships
5. Community Impact & Social Responsibility

5. People & Workplace Excellence

People are at the heart of our business.

Gostravvy is committed to:

- Creating a safe, respectful, and inclusive workplace.
- Maintaining a culture of dignity, fairness, and mutual respect.
- Providing equal opportunities in recruitment, development, compensation, and career advancement.
- Supporting employee well-being, mental health, and work-life balance.
- Investing in continuous learning and professional development.
- Promoting employee engagement through transparent communication and feedback mechanisms.
- Preventing discrimination, harassment, retaliation, and workplace misconduct.

6. Diversity, Equity & Inclusion (DEI)

Gostravvy believes diversity drives innovation and strengthens organizational performance.

We are committed to:

- Merit-based recruitment and promotion practices.
- Equal employment opportunities regardless of gender, age, disability, ethnicity, religion, marital status, nationality, or socio-economic background.
- Building an inclusive workplace where every individual feels valued and respected.
- Encouraging diverse perspectives and equitable participation in decision-making.

7. Workplace Health, Safety & Well-being

Gostravvy is committed to maintaining a healthy and safe work environment.

We will:

- Maintain documented health and safety guidelines.
- Promote safe working practices and ergonomic awareness.
- Provide employees with access to health and wellness resources.
- Encourage preventive healthcare and well-being initiatives.
- Conduct periodic assessments of workplace safety requirements.
- Maintain emergency preparedness procedures where applicable.
- Review Health & Safety practices annually.

For remote and hybrid employees, Gostravvy encourages safe and ergonomic home-working environments.

8. Ethical Governance & Business Conduct

Integrity is fundamental to our business.

Gostravvy commits to:

- Conducting business honestly, fairly, and transparently.
- Complying with applicable laws and regulations.
- Maintaining high standards of professional ethics.
- Preventing bribery, corruption, fraud, and conflicts of interest.

- Protecting confidential information and intellectual property.
- Promoting accountability and responsible decision-making.

All employees, consultants, and representatives are expected to comply with Gostravvy's Code of Conduct.

9. Data Privacy & Information Security

As a consulting organization entrusted with sensitive employee and client information, Gostravvy is committed to:

- Maintaining strict confidentiality standards.
- Protecting personal and business data.
- Following applicable privacy and data protection requirements.
- Implementing appropriate information security practices.
- Ensuring responsible collection, use, storage, and disposal of information.

10. Environmental Responsibility

Although Gostravvy operates with a relatively low environmental footprint, we recognize our responsibility to reduce our environmental impact.

We commit to:

Digital-First Operations

- Minimizing paper consumption through digital documentation and communication.
- Utilizing electronic workflows and cloud-based collaboration tools.

Resource Efficiency

- Conserving electricity and office resources.
- Encouraging responsible use of office equipment.
- Promoting energy-efficient practices wherever feasible.

Waste Reduction

- Reducing unnecessary consumption of materials.
- Encouraging reuse and recycling practices.
- Promoting responsible disposal of electronic waste through authorized channels.

Responsible Travel

- Encouraging virtual meetings and collaboration where practical.
- Promoting efficient business travel practices to reduce environmental impact.

Water Conservation

- Encouraging responsible use of water resources in office and workplace settings.

11. Sustainable Procurement & Purchasing

Gostravvy recognizes the influence of procurement decisions on sustainability outcomes.

We commit to:

- Considering environmental, social, ethical, and governance factors during vendor selection where feasible.
- Supporting suppliers that demonstrate responsible business practices.
- Procuring products and services in a manner that balances quality, cost, ethics, and sustainability considerations.
- Promoting responsible purchasing decisions within operational requirements.

12. Supplier Code of Conduct

Gostravvy expects suppliers, contractors, and business partners to:

Legal Compliance

- Comply with all applicable laws and regulations.

Human Rights & Labor Standards

- Prohibit child labor and forced labor.
- Maintain fair employment practices.
- Promote non-discrimination and equal opportunity.

Health & Safety

- Provide safe and healthy working conditions.

Ethical Conduct

- Avoid bribery, corruption, and unethical practices.
- Conduct business with honesty and integrity.

Environmental Responsibility

- Comply with applicable environmental regulations.
- Support responsible environmental practices where possible.

Gostravvy reserves the right to discontinue relationships with suppliers that fail to meet these expectations.

13. Community Impact & Social Responsibility

Gostravvy is committed to creating positive social impact through:

- Supporting employability and workforce development initiatives.
- Providing career guidance and mentoring opportunities.
- Collaborating with educational institutions.
- Supporting women's leadership and professional advancement.
- Sharing knowledge and expertise that strengthen workplaces and communities.
- Encouraging volunteerism and community engagement where practical.

14. Sustainability Governance

The Founder & Director of Gostravvy shall have overall responsibility for sustainability matters, including:

- Environmental stewardship
- Social responsibility initiatives
- Employee well-being
- Ethical governance
- Supplier sustainability expectations
- Sustainability policy implementation

The leadership team shall review sustainability objectives and initiatives annually.

15. Sustainability Performance & Continuous Improvement

Gostravvy is committed to continuous improvement in sustainability performance.

We will:

- Periodically review sustainability objectives.
- Assess opportunities to improve environmental and social performance.
- Strengthen sustainability practices as the organization grows.
- Consider future alignment with recognized sustainability reporting frameworks where appropriate.

16. Policy Review

This policy shall be reviewed annually by the leadership team to ensure its continued relevance, effectiveness, and alignment with organizational objectives and stakeholder expectations.

Leadership Commitment

At Gostravvy, we believe sustainable success is achieved when organizations create value not only for business but also for people, communities, and society. Through ethical leadership, responsible business practices, employee well-being, and continuous improvement, we are committed to building a positive and lasting impact for all our stakeholders.

Parul Chaudhary.

Founder & Director, Gostravvy LLP

Date: 19th August 2025