

SASB COMPLIANCE
Professional Services Framework

Sustainability Disclosure Topics & Accounting Metrics

TOPIC	STANDARD CODE	METRIC	CATEGORY	MEASUREMENT	MANAGEMENT INPUT
Data Security	SV-PS-230a.1	Description of approach to identifying and addressing data security risks	Discussion and analysis	N/a	<p>Genashtim is committed to treat information of employees, customers, stakeholders and other interested parties with the utmost care and confidentiality. With our Data Security Policy, we ensure that we gather, store and handle data fairly, transparently and with respect towards individual rights.</p> <p>To exercise data protection we're committed to:</p> <ul style="list-style-type: none"> Restrict and monitor access to sensitive data Develop transparent data collection procedures Train employees in online privacy and security measures Build secure networks to protect online data from cyberattacks Establish clear procedures for reporting privacy breaches or data misuse Include contract clauses or communicate statements on how we handle data <p>Establish data protection practices (document shredding, secure locks, data encryption, frequent backups, access authorization etc.)</p> <p>To ensure system integrity, routine system checks are run regularly.</p>
	SV-PS-230a.2	Description of policies and practices relating to collection, usage, and retention of customer information	Discussion and analysis	N/a	<p>We treat customer privacy very seriously and designed out policies to meet global standards and requirements.</p> <p>For details on our policy on data collection, usage and retention among other things, please see our privacy policy contained at https://genashtim.com/privacy-policy/</p>

	SV-PS-230a.3	(1) Number of data breaches	Quantitative	Number	Nil. Genashtim has not suffered any data breaches.	
		(2) percentage involving customers' confidential business information (CBI) or personally identifiable information (PII)	% of customers	%		
		(3) number of customers affected	Quantitative	Number		
		Corrective action taken in response to data breach	Discussion and analysis	n/a		
Workforce Diversity & Engagement	SV-PS-330a.1				<p>Genashtim believes in the inherent benefits of a diverse and inclusive workplace, to maximize or business results and attract, recruit, engage and retain a talented workforce. We are committed to providing an environment free of discrimination and unfair bias, where everyone has the opportunity to fully participate in creating business success and where each person is valued, respected for his or her different attributes, skills and experience</p> <p>Our remote work model, leveraging technology to connect and empower people who would otherwise be limited in their opportunities such as persons with disabilities, mothers who need to take care of their children at home, ex-convicts, HIV sufferers, lepers, refugees in refugee centers, etc.</p> <p>We also provide flexibility with scheduling and breaks allowing for employees to step away from their work to meet their needs.</p> <p>For more information about our diversity which is built into the foundation of the company, please visit our website at https://genashtim.com/about-us/.</p>	
		Percentage of gender and racial/ethnic group representation for	Quantitative	%		
		(1) executive management				
		(2) all other employees ³	Quantitative	%		
	SV-PS-330a.2	turnover rate for employees				
		(1) Voluntary and	Quantitative	Rate	23%	
(2) involuntary		Quantitative	Rate	<1%		

	Gender representation of global employees (%)			Racial/Ethnic Group Representation (%)					
	No of Employees	Female	Male	Asian	Black or African American	Hispanic/Latino	White	Other ¹	N/A ²
General Management	9	5	4	9					
All Other Employees-Non Contingent	23	12	11	16	1	0	6	0	0
All Other Employees-Contingent	109	62	47	101	0	0	0	0	0

	SV-PS-330a.3	Employee engagement as a percentage	Quantitative	%	89%. We utilised our own Employee engagement Survey (EES) < http://ezy-ees.com/#about >, which was co-developed with insights of experts and veterans of the relevant fields. The EES consists of eight critical pillars that the company believes will yield more objective outcomes (1) Organizational Leadership, (2) Effective Leadership, (3) Management Supervision, (4) Work Description, (5) Work Team, (6) Work Environment, (7) Career Development, and (8) Ability to Contribute. Survey are based on a 9 points scale, and percentage is given by dividing the final score against the scale. To view our full Employment Engagement Report for 2020, please go to this link: https://genashtim-my.sharepoint.com/:b:/g/personal/ee_beng_genashtim_com/EUT637rFswdMq0PGq8_2dagBQyUJQe50UceuwROQzP3cAw?e=xkd6K6
Professional Integrity	SV-PS-510a.1	Description of approach to ensuring professional integrity	Discussion and analysis	n/a	Our Code of Conduct policy outlines the expectations members of the Genashtim team are held to. It details the behaviours that we are expected to model. By adhering to our Code of Conduct we demonstrate to ourselves and our stakeholders our values and pride in what we do as an organization.
					<p>Anti bribery/corruption: Genashtim is committed to conducting its business ethically and in compliance with all applicable laws and regulations, including the U.S. Foreign Corrupt Practices Act (FCPA), the United Kingdom Bribery Act (UKBA) and similar laws in other countries that prohibit improper payments to obtain a business advantage. Our policy prohibits corruption and details what is prohibited and provides some guidance on gifts and expenditure while also outlining responsibilities, reporting and disciplinary actions.</p> <p>Conflict of interest: Our conflict of interest policy lays out the tenets with respect to an irreconcilable circumstance and the obligations of staff and the organisation in settling any such inconsistencies.</p> <p>Protection and accuracy of information, and access management:</p>

					<p>As outlined in SV-PS-230a.1 our data security policy details how we protect information and maintain accuracy of information within the organization. Access is further detailed within our Access Control and Access Management policy which provides guidance on usage of equipment, and granting and management of accesses.</p> <p>Whistleblower policy: In line with our demand for a high level of ethics and integrity, we encourage employees to come forward with any concerns of conduct or actions. Our policy details with whom concerns may be raised, explicitly prohibits retaliation and how concerns are to be addressed, amongst other things.</p>
	SV-PS-510a.2	Total amount of monetary losses as a result of legal proceedings associated with professional integrity	Quantitative	Reporting currency	Nil
Activity Metrics	SV-PS-000.A	Number of employees by:			
		(1) full-time and part-time	Quantitative	Number	118 Full time
		(2) temporary	Quantitative	Number	1 Intern
	(3) contract	Quantitative	Number	22 Contingent Part Time	
	SV-PS-000.B	Employee hours worked, percentage billable Quantitative	Quantitative	Hours, % percentage	

Gender representation of global employees (%)				Racial/Ethnic Group Representation (%)						
	No of Employees	Female	Male							
				Asian	Black or African American	Hispanic/Latino	White	Other ^	N/A *	
General Management	9	5	4	9						
All Other Employees – Non Contingent	23	12	11	16	1	0	6	0	0	0
All Other Employees – Contingent	109	62	47	101	0	0	8	0	0	0