

SOCIAL AND ENVIRONMENTAL RESPONSIBILITY POLICY

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I. Introduction

CARTLY Sàrl (hereinafter also "CARTLY" or the "company") is a service founded in 2021 that offers its customers access to a platform enabling the creation and management of virtual business cards that can be exchanged via various media, including via an Internet link (URL) sent via SMS, WhatsApp, or by scanning a QR code, as well as any other sharing mode available on the user's device (SMS, AirDrop, social networks, WhatsApp, email, MS Teams, etc.).

CARTLY employees share the company's values, which include a culture of service, transparency, partnership, empathy, creativity, responsiveness and commitment. Aware of its responsibilities, CARTLY is committed to taking into account the social, economic and environmental impacts of its activities in all its decisions, actions and recommendations to its customers.

CARTLY's commitment to sustainable development is reflected in a number of ways, including the purchase of trees through Almighty Trees in forest areas in Switzerland and abroad, with the aim of offsetting the company's carbon footprint.

This Corporate Social Responsibility (CSR) policy enables CARTLY to reduce its environmental impact, improve customer relations and enhance the relevance of its recommendations.

Our CSR policy is the key to shared, profitable growth for the company, its employees, partners, customers and the ecosystem in which we operate.

CARTLY's CSR policy is structured around the following four pillars:

1. Sustainable development ;
2. Social policy ;
3. Virtuous ecosystem and societal orientations ;
4. Global Compact.

II. Sustainable development

CARTLY uses IT resources to implement its services. Our aim is to reduce the impact of our information systems on the environment. In order to limit their carbon and energy footprint, CARTLY is taking various actions.

We have chosen to work exclusively with an eco-responsible Swiss hosting provider: Infomaniak Network SA (hereinafter also referred to as "Infomaniak"). Eco-innovation is at the heart of Infomaniak's philosophy, and since 2007 the company has been committed to reducing the energy consumption of its data centers.

CARTLY is also committed to a systematic approach to minimizing travel, notably through videoconferencing and web conferencing (using Microsoft Teams and Zoom in particular).

When it's necessary for company employees to travel, public transport is favored (public transport, shared vehicles, etc.).

III. Social policy

Commitment to employee well-being is at the heart of CARTLY management.

Through its organization, its management model and the benefits it offers, the company strives to contribute to the fulfillment of its employees. To this end, our company has put in place various measures that contribute to the well-being of its employees, such as telecommuting and a high degree of autonomy in the organization of work.

IV. Virtuous ecosystem and societal orientations

A. Transparency

The company is committed to treating its stakeholders in an honest and transparent manner, in particular by providing information promptly and by being open about any questions put to it. Information communicated to CARTLY associates, employees, customers and partners is accurate, clear and reliable.

B. Ethics

CARTLY places ethics at the heart of its business relations. We are committed to fighting corruption and influence peddling.

In application of these principles, anyone directly or indirectly involved in our projects must avoid situations in which personal interests could conflict with those of CARTLY and harm the company, its customers or partners.

We ensure that independence is at the heart of every decision we take with our various partners. Any potential conflict of interest must be communicated to CARTLY management to enable us to prevent or resolve it.

The company ensures that its subcontractors and suppliers are committed to an ethical approach, and that they also respect the principles set out in this policy.

C. Privacy

The company undertakes to respect the confidentiality and security of confidential information received from its employees, customers and partners, and not to divert it from its initial use by appropriating it or making it available to third parties without consent.

This also implies that employees respect the confidentiality and security of information and data (including personal data) processed by CARTLY. It is also essential for each employee to ensure that all information specific to CARTLY remains strictly confidential.

D. Competition

The company undertakes to comply with the rules of national and international competition law, and refrains from any practice that might hinder free competition.

E. Supplier commitments

Since its creation, CARTLY has given priority to choosing suppliers who meet sustainable development criteria.

CARTLY also scrupulously respects its suppliers' terms of payment.

V. United Nations Global Compact

CARTLY proactively respects the Ten Principles of the United Nations Global Compact¹, which focus on 4 main areas:

1. Human rights ;
2. International labour standards ;
3. Environment ;
4. Fighting corruption.

A. Human rights

1. Promoting and respecting the protection of international human rights law

CARTLY takes into account its potential impact on all rights. In particular, we refer to the International Bill of Human Rights and the main conventions of the International Labour Organization (ILO).

We pay particular attention to the rights of vulnerable groups, including women, children, people with disabilities, indigenous peoples, migrant workers, the elderly and others.

2. Make sure you are not complicit in human rights violations

CARTLY exercises due diligence, particularly within its value chain.

We have processes in place to identify, prevent or mitigate human rights risks associated with our products, operations or services.

B. International labor standards

3. Respect freedom of association and the right to collective bargaining

¹ <https://pactemonial.org/decouvrir/dix-principes-pacte-mondial-nations-unies/>.

Within our company, we respect freedom of association and the ability of our employees to freely discuss workplace issues in order to reach mutually acceptable agreements.

We see this freedom as an essential tool for labor peace.

4. Contribute to the elimination of all forms of forced or compulsory labor

CARTLY obviously does not use forced labor, but we also check that our partners do not.

5. Contribute to the effective abolition of child labor

Naturally, we don't use child labor, and we make sure that any organization we work with doesn't either.

6. Contribute to the elimination of discrimination in employment and occupation

CARTLY is deeply committed to avoiding all forms of discrimination at all levels of company life (recruitment, remuneration, working hours and rest periods / paid vacations, maternity protection, job security, job assignments, performance and promotion appraisals, training and opportunities, job prospects, social security, health and safety at work, etc.).

Our employees are selected on the basis of their ability to do the job, and there is no distinction, exclusion or preference based on any other grounds.

At the same time, we are aware of the diversity of language, culture and family situation that can exist within our workforce. Consequently, we encourage our managers to seek to understand the different types of discrimination and how they can affect our employees.

At CARTLY we see diversity and inclusion in the workplace as an opportunity to create positive results.

C. Environment

7. Applying the precautionary approach to environmental problems

Protecting the environment is one of CARTLY's founding principles, and one of its aims is to replace paper business cards with virtual ones.

We apply the principle of prevention and are convinced that it is more cost-effective to take early action to ensure that environmental damage does not occur.

8. Take initiatives to promote greater environmental responsibility

We ensure that our company's activities cause as little damage to the environment as possible, and this is anchored in our corporate policy.

In this respect, we ensure transparency and impartial dialogue with our partners.

9. Promoting the development and dissemination of environmentally-friendly technologies

We make every effort to ensure that the technologies we develop and use are environmentally friendly and less polluting. CARTLY is a highly digitalized company.

This is the spirit in which we promote and market our virtual business cards.

D. Fighting corruption

10. Act against corruption in all its forms, including extortion and bribery

We make all our employees aware of the problems and dangers of corruption in all its forms, so that it has no place in our company and our business.