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Ethical Trading Policy 2023

Contents

Introduction	2
Compliance with Laws and Regulations	2
Forced Labor and Child Labor	2
Fair Employment Practices.....	2
Freedom of Association and Collective Bargaining.....	2
Health and Safety.....	3
Environmental Responsibility.....	3
Supply Chain Responsibility	3
Anti-Corruption and Bribery	3
Conflict Minerals	4
Continuous Improvement	4
Training and Communication	4
Reporting and Accountability.....	4
Stakeholder Engagement	4
Commitment to Transparency	5
Partnerships and Collaboration.....	5

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Ethical Trading Policy 2023

Introduction

At System Bookings, we are dedicated to conducting our business with the highest standards of ethics and social responsibility. This Ethical Trading Policy reflects our commitment to upholding human rights, promoting fair labor practices, protecting the environment, and fostering sustainable relationships with our suppliers and partners. We firmly believe that ethical trading practices not only contribute to the well-being of individuals and communities but also create a positive and enduring impact on the global business ecosystem.

Compliance with Laws and Regulations

- a. System Bookings will adhere to all applicable laws and regulations related to ethical trading, labor practices, human rights, and environmental protection in the countries where we operate. We will proactively monitor changes in laws and regulations to ensure ongoing compliance.
- b. We expect our suppliers, contractors, and business partners to align with the same commitment and adhere to local laws and regulations governing their business activities.

Forced Labor and Child Labor

- a. System Bookings unequivocally prohibits the use of forced or compulsory labor in any form, including debt bondage, human trafficking, or any practice that restricts individuals' freedom.
- b. Child labor is strictly forbidden at System Bookings. We will not engage in any business practices that exploit or involve child labor, as defined by International Labor Organization (ILO) conventions or local laws.

Fair Employment Practices

- a. At System Bookings, we foster an inclusive and diverse work environment that promotes equal opportunities for all employees.
- b. We treat all employees with respect and dignity, without discrimination based on race, ethnicity, gender, religion, age, disability, or any other protected characteristic.
- c. Our compensation and benefits policies aim to meet or exceed industry standards, reflecting our commitment to fair employment practices.

Freedom of Association and Collective Bargaining

- a. We recognize and uphold the rights of our employees to freely associate, join labor unions, or engage in collective bargaining, as allowed by local laws and regulations.

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Ethical Trading Policy 2023

b. System Bookings supports open and constructive dialogue with employee representatives and encourages the peaceful resolution of workplace concerns through collective bargaining, where applicable.

Health and Safety

a. The health and safety of our employees and stakeholders are paramount. System Bookings maintains a safe and healthy work environment, adhering to relevant health and safety regulations and best practices.

b. We implement regular risk assessments, safety training programs, and emergency response protocols to minimize potential hazards and ensure the well-being of our workforce.

Environmental Responsibility

a. System Bookings is committed to minimizing our environmental impact and promoting sustainability in all aspects of our operations.

b. We actively seek to reduce our carbon footprint, conserve natural resources, and implement eco-friendly practices throughout our supply chain.

Supply Chain Responsibility

a. As part of our commitment to ethical trading, we conduct due diligence on our suppliers and business partners to ensure their adherence to ethical practices and standards.

b. We expect our suppliers to embrace ethical trading principles and maintain transparency in their business practices.

Anti-Corruption and Bribery

a. System Bookings has a zero-tolerance policy for corruption and bribery. We strictly prohibit any form of corruption, including bribery, kickbacks, or any improper inducements, whether to public officials or private individuals.

b. Our employees, suppliers, and partners are expected to uphold the highest standards of integrity and to conduct business with honesty and transparency.

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Ethical Trading Policy 2023

Conflict Minerals

- a. System Bookings is committed to avoiding the use of minerals sourced from conflict-affected regions that finance armed conflicts and human rights abuses.
- b. We actively work with our suppliers to ensure the responsible sourcing of minerals and avoid the use of conflict minerals in our products.

Continuous Improvement

- a. At System Bookings, we recognize that ethical trading is an ongoing journey. We continually review and improve our Ethical Trading Policy to align with evolving best practices and international standards.
- b. Feedback from employees, suppliers, stakeholders, and external experts is valued and used to identify areas for improvement and to enhance the effectiveness of our ethical trading initiatives.

Training and Communication

- a. We provide comprehensive training and resources to our employees, suppliers, and partners to raise awareness of our Ethical Trading Policy and its practical implementation.
- b. System Bookings encourages open communication and transparency, welcoming feedback and suggestions from employees and stakeholders.

Reporting and Accountability

- a. Reporting mechanisms are in place to encourage employees, suppliers, and partners to report any violations or potential breaches of this policy without fear of retaliation.
- b. System Bookings will promptly investigate and address any reported concerns, ensuring that appropriate corrective actions are taken.

Stakeholder Engagement

- a. We actively engage with stakeholders, including NGOs, community representatives, and industry associations, to ensure that our ethical trading practices align with community expectations and global sustainability goals.
- b. System Bookings participates in industry initiatives and collaborative efforts to promote ethical trading and sustainable business practices.

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Ethical Trading Policy 2023

Commitment to Transparency

- a. System Bookings is committed to transparency in our operations. We regularly publish reports on our ethical performance, including progress made in achieving our ethical trading goals.
- b. We are dedicated to public accountability and strive to remain responsive to inquiries from the public and stakeholders.

Partnerships and Collaboration

- a. We seek to build strong partnerships with suppliers, customers, and stakeholders who share our commitment to ethical trading and sustainability.
- b. System Bookings actively collaborates with industry peers, NGOs, and organizations to address common challenges and drive positive change in the global supply chain.

By adhering to this comprehensive Ethical Trading Policy, System Bookings aims to set an example of responsible and ethical business practices, making a positive impact on society, the environment, and the communities we serve. We recognize that ethical trading is a shared responsibility that requires the continuous dedication and collaboration of all stakeholders. Together, we can contribute to a more sustainable and ethical global business landscape.