

## ESG Policy – Environmental, Social and Governance

### 1. Environmental

#### 1.1 Environmental impact:

We are committed to taking responsibility for our environmental impacts which is why we strive to minimise our waste, energy, water, and carbon impacts.

We understand that transportation is one of the largest contributors to greenhouse gas emissions. Our employees work from home eliminating their need to travel every day hence reducing their carbon footprint and greenhouse gas emissions. If our employees are required to travel for work purposes, we encourage them to use public transport. Additionally, the fact that our employees work remotely eliminates our need for an office meaning we have no office carbon footprint. We hold as many staff, client, and candidate meetings as possible virtually to further reduce our carbon footprint. Our business is largely 'paperless' as employees share files online causing their need to print documents off to be minimal, reducing their paper consumption and waste.

### 2. Social

#### 2.1 Diversity and Inclusion:

We are dedicated to creating an inclusive and diverse team in which everybody feels included and respected. We offer equal opportunities to all our employees and do not discriminate against gender, age, religion, ethnicity, disability, or sexual orientation.

- Galejay strives to create a working environment that is free from discrimination, harassment, and intimidation.
- We source candidates from diverse backgrounds to put forward for roles with the aim of encouraging employers to consider a diverse and inclusive workforce.
- We welcome and encourage applications from candidates from underrepresented backgrounds and we aim to ensure that no employee, client, or candidate receives less favourable treatment on account of age, gender, religion, ethnicity, disability, or sexual orientation.

#### 2.2 Health and Well-being:

The health and wellbeing of our employees are extremely important to us, and we strive to create a positive working environment where our employees can thrive. Management demonstrates an "open door policy" with the aim of encouraging employees to openly communicate and provide feedback. A weekly meeting is held to ensure that management is regularly liaising with employees and management has frequent one-to-one meetings with employees to ensure any concerns are immediately addressed. Additionally, our employees have flexible working hours and management does not email staff after their working hours.

### **2.3 Civil and Human Rights:**

Galejay is committed to creating a workplace that protects and preserves the human rights of our employees. We are transparent about our business practices which are conducted in accordance with the Human Rights Act 1998 to ensure that human trafficking and modern slavery do not take place in our business.

### **2.4 Compensation and Benefits:**

We recognise the importance of creating a safe and inspiring working environment to retain employees and to help make them feel valued. Therefore, we offer our employees competitive compensation and benefits which include but are not limited to paid holiday and flexible working arrangements.

### **2.5 Strengthening Our Communities:**

It is important to us to provide meaningful support to the communities within the industry that we operate. Hence, we have provided charitable support to the '50 over Fifty' initiative which celebrates the contribution of women over 50 to the UK insurance industry and aims to help the UK Insurance Industry to become more age inclusive. Additionally, where possible, we employ college/ university graduates to get them on the career ladder.

### **2.6 Company Values**

We strive to conduct a service that adheres to our company values which are focused on honesty and integrity. The relationships that we establish with clients, candidates, and employees are maintained through trust and respect. We ensure that we are completely transparent with our business practices and every stage of the recruitment process.

## **3. Governance**

### **3.1 Business ethics:**

We strive to create a working environment that is safe and fair for all our employees and clients. Our management and all employees conduct themselves in compliance with the highest moral and ethical standards in line with the Code of Business Conduct and Ethics. We have an Open-Door Policy to encourage employees to voice any concerns that may have to ensure issues are resolved swiftly.

### **3.2 Transparency:**

We regularly review and update our ESG performance which is shared via our website to ensure that we are entirely transparent with our business practices.

### **3.3 Stakeholder Relationships:**

Galejay is comprised of the business owner and three paid employees. To ensure good stakeholder relationships, an “open-door policy” is in place to encourage stakeholders to communicate with management regularly and directly. Additionally, weekly meetings are conducted whereby stakeholders can voice their thoughts and opinions which are listened to and valued by the business owner.

### **3.4 Privacy and Cyber Security:**

Galejay Limited acquire, process, and store data about our employees and clients which is necessary for the company to carry out its duties. All the information and data are stored responsibly and securely in accordance with the Data Protection Act 2018 and the General Data Protection Regulation. All documents related to Galejay Limited are securely stored on an approved cloud storage system which only management and employees have access to. The Galejay website is secured by an SSL Certificate to ensure that it’s safe for users and to help reduce the risk of cyber-attacks.

### **3.5 Payments:**

We pay each of our employees a fair wage which is frequently reviewed, and the business is paid dividends, however, these are not profit-related.

### **3.6 Tax Strategy:**

We understand our responsibility, to be honest, and transparent about our tax affairs. All of Galejay’s income is made in the UK therefore the company fulfils its tax obligations in conformity with UK tax laws making sure that we pay our taxes in an accurate and timely manner.