

Company Policies, Statements and Action Plans

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Introduction

At Tailjay, we believe that every business challenge deserves a tailor-made solution.

That's why we've built a community of skilled professionals and expert teams with diverse backgrounds and expertise. We focus on finding the right solutions, specialists and teams to meet our clients' needs, and we remain flexible and responsive to changing circumstances.

Our remote-first approach offers improved productivity, reduced costs, and access to a broader talent pool. We have the resources and skills to scale up or pivot as needed, ensuring that we always deliver the best possible outcome for our clients.

We are committed to fostering a positive and productive work environment for all employees, contractors, and stakeholders. Our company policies serve as guidelines to ensure fairness, consistency, and compliance with applicable laws and regulations. This document outlines our key policies and expectations that govern various aspects of employment and conduct within our organization.

Tailjay embodies **the New Work Concept** as a core policy. We prioritize flexibility, autonomy, and collaboration, empowering individuals to take ownership and achieve work-life integration. Through continuous learning, innovation, and a healthy balance, we cultivate an environment where the New Work Concept thrives, driving our collective success.

Code of Conduct: We expect all individuals associated with Tailjay to adhere to high standards of ethics, professionalism, and integrity. Our Code of Conduct sets forth the principles and behaviors we value and expect from every member of our organization.

Anti-Harassment and Anti-Discrimination: We maintain a zero-tolerance policy towards any form of harassment or discrimination in the workplace. This policy aims to create a safe and respectful environment for everyone, ensuring that all individuals are treated with dignity and respect.

Attendance and Punctuality: Timeliness and consistent attendance are crucial to maintaining productivity and effective teamwork. Our Attendance and Punctuality policy outlines expectations for attendance, arrival times, breaks, and leave requests to ensure smooth operations.

Confidentiality and Data Protection: We prioritize the protection of sensitive company information, intellectual property, and customer data. Our Confidentiality and Data Protection policy provides guidelines for handling and safeguarding confidential information and emphasizes the responsibility of all employees and contractors in upholding data security.

Environmental Responsibility: We are dedicated to minimizing our environmental impact and promoting sustainable practices. Our Corporate Environmental Policy outlines our commitment to environmental responsibility, including reducing waste, conserving resources, and supporting initiatives for a greener future.

Equal Employment Opportunity: We are dedicated to providing equal opportunities for all employees and applicants, regardless of race, gender, religion, age, disability, or any other protected characteristic. Our Equal Employment Opportunity policy reflects our commitment to diversity, inclusivity, and fairness in all aspects of employment.

Remote-First Company: We embrace the concept of remote work and operate as a Remote-First company. This policy allows employees to work from anywhere, promoting flexibility, productivity, and work-life balance. We provide guidelines and expectations for remote work, including communication, collaboration, and ensuring the necessary infrastructure and security measures are in place.

Security Policies and Procedures: We prioritize the protection of sensitive company information and data. Our Security Policies and Procedures establish guidelines and measures to safeguard against unauthorized access, maintain data confidentiality, and ensure the secure operation of our systems.

Statements: Company statements serve as guiding principles that provide direction for how a business is run and why. These statements clarify the purpose, goals, and values of the company, informing its strategic decisions, operational practices, and overall management approach.

Action Plans: Action plans outline the specific steps and initiatives that a business or organization intends to undertake to achieve its goals and objectives. They provide a structured roadmap for implementing strategies and initiatives, assigning responsibilities, setting timelines, and allocating resources.

Review and Modification

We recognize the need to adapt and evolve our policies to meet the changing needs of our business and comply with evolving legal requirements. These policies will be periodically reviewed, updated, and communicated to ensure they remain relevant and effective.

Compliance and Questions

It is the responsibility of all employees and contractors to familiarize themselves with our company policies and comply with them. If you have any questions, concerns, or need clarification on any policy, please reach out to the HR department or management for assistance, or send email to policies@tailjay.com.

By following these policies, we collectively contribute to a positive work environment, support individual growth, and uphold the values and vision of Tailjay.

The New Work Concept

At Tailjay, we embrace the New Work concept, a transformative approach to work that challenges traditional work practices and fosters a culture of trust, flexibility, and individual empowerment. This policy outlines our commitment to implementing the principles of the New Work Concept and creating an environment that promotes work-life integration, autonomy, and innovation.

Definition of the New Work Concept

- a. The New Work Concept redefines the way we approach work, shifting from rigid structures and fixed schedules to a more flexible, results-driven approach. It focuses on individual empowerment, trust, and collaboration, enabling employees and contractors to achieve their best work while maintaining a healthy work-life balance.
- b. The New Work Concept encourages autonomy, self-management, and continuous learning, empowering individuals to take ownership of their work and contribute to the success of the organization.

Work-Life Integration

- a. Tailjay recognizes the importance of work-life integration, allowing employees and contractors to effectively balance their professional and personal lives. We support initiatives that promote flexibility in working hours, remote work, and alternative work arrangements to accommodate individual needs.
- b. Work-life integration encourages individuals to blend their personal and professional commitments, fostering a sense of well-being, increased productivity, and job satisfaction.

Autonomy and Empowerment

- a. At Tailjay, we believe in providing employees and contractors with the autonomy and decision-making authority to excel in their roles. The New Work Concept encourages self-management and personal responsibility, empowering individuals to make informed decisions and contribute to the organization's goals.
- b. Managers are expected to act as coaches and facilitators, providing guidance and support while empowering their teams to take ownership of their work and drive success.

Results-Oriented Approach

- a. The New Work Concept emphasizes a results-oriented approach, focusing on outcomes rather than rigid adherence to conventional work schedules. We prioritize the achievement of goals and the successful completion of projects over traditional notions of work hours or physical presence.

- b. By focusing on results, employees and contractors are empowered to manage their time effectively and adopt work styles that suit their strengths and preferences.

Continuous Learning and Innovation

- a. Tailjay encourages a culture of continuous learning and innovation. The New Work Concept values personal and professional growth, emphasizing the importance of acquiring new skills, staying updated with industry trends, and fostering a mindset of innovation and creativity.
- b. Employees and contractors are encouraged to seek learning opportunities, experiment with new ideas, and contribute to the improvement of work processes and organizational effectiveness.

Communication and Collaboration

- a. Effective communication and collaboration are essential in the New Work Concept. We encourage open and transparent communication, leveraging digital tools and platforms to facilitate seamless collaboration, knowledge sharing, and engagement.
- b. Regular team meetings, virtual brainstorming sessions, and social events are encouraged to foster connection, build relationships, and strengthen the sense of community among employees and contractors.

Policy Review

This New Work Concept policy will be periodically reviewed and updated to ensure its alignment with our evolving work practices and business needs. Employees and contractors are encouraged to provide feedback and suggestions to improve the policy and support the principles of the New Work Concept.

Code of Conduct

As a Remote-First company following the New Work concept, we are committed to maintaining a positive and inclusive work environment that promotes respect, professionalism, and integrity in a remote setting. This Code of Conduct outlines the standards of behavior expected from all employees and contractors when representing Tailjay. Adherence to this code fosters a culture of trust, collaboration, and mutual respect while embracing the principles of New Work.

Professionalism and Integrity

- a.** Upholding high standards of professionalism is essential in all remote interactions, both within the organization and with external stakeholders. This includes demonstrating courtesy, respect, and fair treatment to colleagues, clients, partners, and the public.
- b.** Acting with integrity is paramount. Employees and contractors must conduct themselves honestly, ethically, and transparently, maintaining the trust placed in them by Tailjay even in remote work environments.

Respectful and Inclusive Environment

- a.** We embrace diversity and inclusion in our remote work culture. Discrimination, harassment, or any form of disrespectful behavior based on race, gender, religion, age, disability, sexual orientation, or any other protected characteristic is strictly prohibited, regardless of physical location.
- b.** Treat all individuals with dignity and respect, valuing their contributions, ideas, and perspectives. Foster a culture of inclusivity that celebrates diversity and promotes collaboration in the remote work environment.

Confidentiality and Data Protection

- a.** Safeguarding confidential information remains essential in a remote work environment. Employees and contractors must maintain the confidentiality of sensitive company information, client data, and personal information in accordance with applicable laws, regulations, and company policies, even in remote settings.
- b.** Only access, use, and disclose information necessary for the performance of job duties. Obtain proper authorization for accessing sensitive information and ensure secure storage and transmission of data in remote work environments.

Professional Relationships

- a.** Avoid engaging in any behavior that may create a hostile or uncomfortable remote work environment. This includes but is not limited to bullying, intimidation, or any form of abusive conduct during virtual interactions.
- b.** Consensual and appropriate professional relationships are encouraged. Romantic or intimate relationships between individuals with a power imbalance should be disclosed to HR or management to ensure transparency and prevent conflicts of interest, even in remote work settings.

Compliance with Laws and Regulations

- a.** Comply with all applicable laws, regulations, and company policies in the conduct of remote work activities. This includes but is not limited to laws related to labor, safety, data protection, and intellectual property, adapting them to the remote work environment.
- b.** Seek guidance from appropriate channels, such as HR or legal counsel, when uncertain about compliance with specific laws or regulations in remote work settings.

Use of Company Resources

- a.** Use company resources, including technology, equipment, and communication tools, responsibly and solely for legitimate business purposes in remote work settings.
- b.** Respect and protect company assets, including intellectual property, and refrain from unauthorized use, duplication, or disclosure of proprietary information in remote work environments.

Reporting Violations

- a.** Report any suspected or observed violations of this Code of Conduct promptly through the designated channels outlined in the company's reporting procedure, ensuring remote employees have access to such channels.
- b.** Tailjay encourages the reporting of violations in good faith, and there will be no retaliation against individuals who report violations, provided they do so truthfully and without malice, even in remote work environments.

Consequences of Non-Compliance

- a.** Violations of this Code of Conduct, whether they occur in a physical or remote work environment, may result in disciplinary action, up to and including termination of employment or contract, depending on the severity and recurrence of the violation.
- b.** Tailjay reserves the right to take appropriate action to address violations, which may include conducting investigations and involving legal authorities, if necessary, even in remote work settings.

Acknowledgment

By continuing employment or engagement with Tailjay, employees and contractors acknowledge their understanding of and commitment to abide by this Code of Conduct, adapting it to the remote work environment and the principles of New Work.

Anti-Harassment and Anti-Discrimination

We are committed to providing a work environment that is free from harassment and discrimination. We strive to maintain a culture of respect, inclusivity, and equal opportunity for all employees, contractors, clients, and stakeholders. We prohibit any form of harassment or discrimination based on protected characteristics, including but not limited to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, or any other legally protected status.

Scope

This policy applies to all individuals associated with Tailjay, including employees, contractors, clients, visitors, and any other individuals who interact with our organization. It covers all aspects of employment, including recruitment, hiring, training, promotion, compensation, benefits, and termination.

Prohibited Conduct

We strictly prohibit any conduct that constitutes harassment or discrimination, including, but not limited to:

- a. **Verbal Harassment:** Engaging in derogatory comments, slurs, jokes, or offensive language that targets an individual's protected characteristics.
- b. **Physical Harassment:** Engaging in unwelcome physical contact, assault, or any other physically intimidating or hostile behavior.
- c. **Visual or Written Harassment:** Sharing or displaying offensive images, messages, or materials that create a hostile or intimidating environment.
- d. **Sexual Harassment:** Engaging in unwelcome advances, requests for sexual favors, or any other verbal, non-verbal, or physical conduct of a sexual nature.
- e. **Discrimination:** Treating individuals differently or unfavorably based on their protected characteristics in any aspect of employment, including hiring, promotion, assignments, or training opportunities.

Reporting Procedure

- a. Any employee or contractor who believes they have experienced or witnessed harassment or discrimination should report the incident promptly to their supervisor, manager, Human Resources, or any designated authority within the organization.

- b. Tailjay encourages reporting of incidents as soon as possible to allow for a timely investigation and resolution.
- c. Reports may be made orally or in writing and should include specific details of the incident, names of individuals involved, dates, times, and any supporting evidence or witnesses, if available.
- d. Retaliation against individuals who report incidents or participate in investigations is strictly prohibited and will result in appropriate disciplinary action.

Investigation and Resolution

- a. All reports of harassment or discrimination will be promptly and thoroughly investigated in a fair, objective, and confidential manner.
- b. Tailjay will take appropriate corrective action if the investigation confirms that harassment or discrimination has occurred. Disciplinary measures may range from counseling and training to suspension, termination, or any other action deemed necessary to address the issue effectively.

Confidentiality

Tailjay will handle all reported incidents with sensitivity and maintain confidentiality to the extent possible, considering the need to conduct a thorough investigation and comply with any legal obligations.

Compliance

Compliance with this Anti-Harassment and Anti-Discrimination Policy is mandatory for all individuals associated with Tailjay. Violations of this policy may result in disciplinary action, up to and including termination of employment or contract.

Training and Awareness

Tailjay is committed to providing education and training on preventing harassment and discrimination to all employees and contractors. We will conduct regular training sessions to raise awareness, promote a respectful work environment, and ensure compliance with this policy.

Attendance and Punctuality

We value the commitment of our employees and contractors to their work. We recognize that attendance and punctuality are essential for maintaining productivity, fostering effective teamwork, and ensuring client satisfaction. This policy establishes guidelines and expectations for attendance, arrival times, breaks, and leave requests.

Results-Oriented Approach and Flexibility

- a. We prioritize a results-oriented approach. While work obligations are to be fulfilled as scheduled, we emphasize the importance of focusing on achieving desired outcomes and meeting project deadlines.
- b. Tailjay encourages a flexible work environment where employees and contractors have the freedom to adjust their work hours, aligning with the principles of autonomy and work-life integration. The emphasis is on delivering results rather than adhering to rigid schedules.

Attendance Expectations

- a. All employees and contractors are expected to fulfill their work obligations, achieving desired outcomes and meeting project deadlines. Regular and consistent attendance is crucial for the smooth operation of our organization, promoting effective collaboration and teamwork.
- b. Flexibility in arrival and departure times, as agreed upon for specific roles, projects, and end clients, allows individuals to align their schedules with the requirements of their work while ensuring effective communication and collaboration with team members.
- c. Employees and contractors are entitled to designated breaks and rest periods as outlined in their employment agreement or project contract. Breaks should be taken at appropriate times, allowing individuals to recharge, maintain their well-being, and enhance productivity.

Leave Requests

- a. Planned leaves, such as vacation, personal, or medical leaves, should be requested in advance using the company's designated leave request process. The New Work Concept recognizes the importance of work-life balance and encourages employees and contractors to plan their leaves effectively.
- b. Employees and contractors should make every effort to plan and schedule leaves in a manner that minimizes disruption to workflow and ensures appropriate coverage. The New Work Concept emphasizes mutual respect and collaboration in managing leave requests.

Approval of Leave Requests

Approval of leave requests will be based on business needs, workload, and the availability of adequate staffing. The New Work Concept promotes open communication and collaboration to manage leaves effectively while considering the needs of the organization and the individual.

Compliance and Consequences

- a. Compliance with this Attendance and Punctuality policy is mandatory for all employees and contractors. Failure to comply may result in disciplinary action, including verbal warnings, written warnings, and, in severe cases, termination of employment or contract.
- b. Excessive or recurring instances of tardiness or unauthorized absences will be addressed through progressive disciplinary measures, as outlined in the company's disciplinary policy.

Recordkeeping

- a. When applicable, for example when working in a project that has a requirement of the timesheet usage, accurate records of attendance, arrival and departure times, breaks, and leaves will be maintained by the HR department or designated personnel.
- b. Employees and contractors are responsible for accurately reporting their attendance and notifying HR or their supervisor of any discrepancies or errors.

Flexibility and Special Circumstances

- a. Tailjay understands that occasional circumstances may require flexibility in attendance or work arrangements. In such cases, employees and contractors should consult with their supervisor or HR to discuss potential alternative arrangements.
- b. Tailjay will make reasonable accommodations for employees and contractors in accordance with applicable laws and regulations, considering individual circumstances and the needs of the organization.

Confidentiality and Data Protection

We recognize the importance of safeguarding confidential information, intellectual property, and customer data. This Confidentiality and Data Protection policy outlines the guidelines and expectations for all employees and contractors regarding the handling, storage, and protection of sensitive information to ensure the confidentiality, integrity, and availability of data.

Confidential Information

- a. Employees and contractors must treat all information obtained during the course of their work as confidential unless expressly authorized to disclose or use it for business purposes.
- b. Confidential information includes, but is not limited to, trade secrets, proprietary business information, customer and employee data, financial records, and any other information that could harm the company or its stakeholders if disclosed improperly.

Handling of Confidential Information

- a. All confidential information should be accessed and used only on a "need-to-know" basis for legitimate business purposes. Unauthorized access, use, or disclosure of confidential information is strictly prohibited.
- b. Employees and contractors must exercise caution when discussing confidential information and should ensure that conversations are held in secure environments or with authorized individuals.
- c. Confidential information should be securely stored and protected from unauthorized access, loss, theft, or damage. Physical documents and electronic files must be stored in designated secure locations, using appropriate security measures such as encryption and strong passwords.

Data Protection

- a. Employees and contractors must comply with applicable data protection laws and regulations when handling personal information of customers, employees, and other individuals. This includes obtaining proper consent, ensuring data accuracy, and providing appropriate safeguards for data protection.
- b. Personal data should only be collected, processed, or transferred for legitimate business purposes and in accordance with the company's Privacy Policy and applicable legal requirements.
- c. Use caution when sharing personal data with external parties and ensure that appropriate data protection agreements are in place to safeguard the information.

Third-Party Access

- a. Employees and contractors must exercise caution when granting third-party access to confidential or sensitive information. Such access should be limited to the minimum necessary to fulfill the business purpose, and proper agreements or contracts should be in place to protect the confidentiality and integrity of the information.
- b. Any third parties with access to confidential information must comply with confidentiality and data protection obligations as outlined in their respective agreements.

Reporting and Incident Response

- a. Employees and contractors must report any suspected or actual breaches of confidentiality or data protection incidents promptly to their supervisor, manager, or designated authority within the organization.
- b. Tailjay will promptly investigate reported incidents, take appropriate action to mitigate the impact, and comply with any legal obligations, including notifying affected individuals or regulatory authorities, if required.

Compliance and Training

- a. Compliance with this Confidentiality and Data Protection policy is mandatory for all employees and contractors. Violations may result in disciplinary action, up to and including termination of employment or contract, depending on the severity and recurrence of the violation.
- b. Tailjay will provide regular training and awareness programs to ensure employees and contractors are familiar with their obligations under this policy and are equipped to handle confidential information and protect data effectively.

Environmental Responsibility

At Tailjay, as a remote-first company specializing in knowledge work, we recognize the unique opportunities and responsibilities we have in promoting environmental sustainability. Our Corporate Environmental Policy outlines our commitment to sustainable practices and sets the framework for environmental responsibility in our remote work environment.

Compliance with Environmental Regulations

Tailjay is fully committed to complying with all applicable environmental laws, regulations, and standards in the jurisdictions where we operate. We will stay updated on environmental legislation and ensure our operations align with these requirements.

Environmental Impact Reduction

As a remote-first company with no physical office spaces or manufacturing processes, we focus on minimizing our environmental impact through the following areas:

- a. **Energy Efficiency:** We encourage our employees and contractors to practice energy-efficient habits in their home offices. This includes using energy-efficient devices, powering down equipment when not in use, and optimizing energy settings on computers and other electronic devices.
- b. **Waste Management:** In our digital work environment, we prioritize paperless operations and encourage the use of electronic documentation and communication. We emphasize responsible waste management practices by promoting digital filing systems, recycling electronic waste, and supporting local recycling initiatives.
- c. **Transportation and Commuting:** As a remote-first company, we inherently contribute to reducing transportation-related emissions by minimizing commuting. We encourage our team members to use eco-friendly transportation options for necessary travel, such as public transportation or electric vehicles, whenever feasible.
- d. **Sustainable Procurement:** While we do not engage in physical manufacturing, we apply sustainable procurement practices for any necessary purchases. We prioritize suppliers and vendors who demonstrate a commitment to environmental sustainability, including those with eco-friendly packaging, energy-efficient products, and responsible supply chain practices.

Employee and Contractor Engagement and Education

We believe that every individual plays a vital role in environmental stewardship. We foster a culture of environmental awareness and encourage our employees and contractors to adopt sustainable practices in their home offices and personal lives. We provide resources and information to promote eco-conscious choices, such as energy-saving tips, waste reduction strategies, and information on local sustainability initiatives.

Continuous Improvement

We are committed to continuously improving our environmental performance as a remote-first company. We regularly assess our practices and seek opportunities to enhance our sustainability efforts. This includes exploring emerging technologies, monitoring energy usage, and identifying innovative solutions to further minimize our environmental impact.

Communication and Transparency

We will communicate our environmental commitments, initiatives, and progress to our employees, contractors, clients, and the public. Through transparent reporting and open dialogue, we aim to inspire others and foster collaboration in achieving common sustainability goals.

Equal Employment Opportunity

We are committed to providing equal employment opportunities to all individuals, regardless of race, gender, religion, age, disability, sexual orientation, gender identity or expression, national origin, or any other protected characteristic. We believe in fostering a diverse and inclusive work environment that values and respects the contributions and experiences of every employee and contractor. Our policy prohibits discrimination in all aspects of employment, including recruitment, hiring, promotion, compensation, benefits, and training.

Non-Discrimination

- a. Tailjay prohibits any form of discrimination or harassment based on protected characteristics, including but not limited to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, or any other legally protected status.
- b. All employment decisions, including recruitment, hiring, promotion, and termination, will be made based on qualifications, performance, and business needs, ensuring fair and objective treatment of all individuals.

Recruitment and Hiring

- a. Tailjay is committed to attracting and selecting a diverse workforce. We will seek qualified candidates from a wide range of backgrounds and provide equal opportunities for employment to all applicants.
- b. Recruitment and hiring decisions will be based on merit, qualifications, and the ability to perform essential job functions, without regard to protected characteristics.

Compensation and Benefits

- a. Compensation and benefits will be determined based on factors such as job requirements, skills, experience, and performance, without discrimination or bias.
- b. Tailjay will provide equal opportunities for all employees and contractors to access and enjoy benefits, privileges, training, and career development programs, regardless of protected characteristics.

Harassment and Retaliation

- a. Tailjay maintains a zero-tolerance policy towards harassment or retaliation based on protected characteristics. Harassment, including but not limited to verbal, physical, or visual conduct, that creates a hostile, offensive, or intimidating work environment is strictly prohibited.

- b.** Employees and contractors who believe they have been subjected to harassment or retaliation should report the incident promptly through the designated channels outlined in the company's reporting procedure. Tailjay will promptly investigate all reports and take appropriate action to address and prevent further incidents.

Training and Awareness

- a.** Tailjay will provide training and education programs to employees and contractors to promote understanding, awareness, and compliance with this Equal Employment Opportunity policy.
- b.** Through training initiatives, we aim to foster a culture that embraces diversity and inclusion, ensuring all individuals are treated with dignity and respect.

Compliance and Consequences

- a.** Compliance with this Equal Employment Opportunity policy is mandatory for all employees and contractors. Violations may result in disciplinary action, up to and including termination of employment or contract, depending on the severity and recurrence of the violation.
- b.** Tailjay encourages employees and contractors to cooperate in the implementation of this policy and to bring any concerns or issues related to equal employment opportunities to the attention of the Human Resources department or the management.

Privacy Policy

We are committed to protecting the privacy and confidentiality of personal information we collect and process. This Privacy Policy outlines how we collect, use, disclose, and safeguard personal information in accordance with applicable data protection laws and regulations.

Collection of Personal Information

- a. We collect personal information from individuals, including but not limited to employees, contractors, clients, and website visitors, in a lawful and fair manner. The types of personal information collected may include name, contact information, employment details, and other relevant information necessary for the provision of our services or for employment purposes.
- b. Personal information may be collected through various channels, including our website, forms, applications, contracts, and communication with individuals.

Use of Personal Information

- a. We use personal information to fulfill contractual obligations, provide services, manage employment relationships, and ensure the efficient operation of our business.
- b. Personal information may be used for purposes such as communication, invoicing, record-keeping, performance evaluation, recruitment, compliance with legal obligations, and other legitimate business purposes.

Disclosure of Personal Information

- a. We may disclose personal information to third parties, such as service providers, contractors, or business partners, who assist us in delivering our services or conducting business operations. These third parties are bound by confidentiality obligations and are required to protect personal information in accordance with applicable laws.
- b. Personal information may also be disclosed in response to legal obligations, court orders, or government requests, or as otherwise required or permitted by law.

Data Retention and Security

- a. Personal information will be retained only for as long as necessary to fulfill the purposes for which it was collected or as required by law. We implement appropriate technical and organizational measures to protect personal information against unauthorized access, loss, or alteration.

- b. While we take reasonable precautions to protect personal information, no data transmission over the internet or electronic storage is completely secure. Therefore, we cannot guarantee the absolute security of personal information.

Rights of Individuals

- a. Individuals have certain rights regarding their personal information, which may include the right to access, rectify, restrict processing, or request deletion of personal information. Requests to exercise these rights should be submitted in writing to the designated contact person or department.
- b. We will make reasonable efforts to address individuals' rights and respond to their requests in accordance with applicable data protection laws.

Cookies and Tracking Technologies

Our website may use cookies or similar tracking technologies to enhance user experience and gather information about website usage. By using our website, individuals consent to the use of cookies as described in our separate Cookie Policy.

Remote-First Company

At Tailjay, we operate as a Remote First company. All employees and contractors are eligible for remote work as it is the default mode of operation at Tailjay.

Communication and Collaboration

- a. Employees and contractors are expected to maintain open and regular communication with their team members, clients, and other stakeholders using appropriate communication tools and platforms.
- b. Collaboration and teamwork should be fostered through the use of virtual meeting spaces, project management tools, and shared documentation platforms.

Work Hours and Availability

- a. Employees and contractors are expected to adhere to their agreed work schedule and be available for virtual meetings and collaboration during designated hours.
- b. Any changes to the work schedule should be communicated in advance and agreed upon by the relevant parties.

Home Office Setup and Equipment

- a. Employees and contractors are responsible for creating a suitable home office environment that promotes productivity, health, and safety.
- b. Reliable internet access is essential for remote work. Tailjay may provide equipment or reimburse relevant expenses as per the expense reimbursement policy.

Security and Data Protection

- a. Employees and contractors must adhere to Tailjay's security policies and procedures, including data protection, confidentiality, and intellectual property rights.
- b. Proper safeguards, such as secure access to company systems and encrypted communication channels, must be implemented to ensure data security.

Travel and On-Site Work

- a. Tailjay is a Remote First company, and on-site work is not the default mode of operation.
- b. In certain exceptional cases, services provided by Tailjay, such as advisory, consultation, or coaching, may require occasional on-site presence. The need for on-site work will be discussed, agreed upon, and communicated with employees or contractors in advance.

Security Policies and Procedures

We prioritize the protection of sensitive information, intellectual property, and the secure operation of our systems. Our [Confidentiality and Data Protection](#) policy, [Privacy Policy](#), Security Policies and Procedures policy, and [Code of Conduct](#) outline the guidelines and expectations for all employees and contractors regarding the implementation of security measures and professional conduct. These policies are designed to safeguard against unauthorized access, maintain data confidentiality, ensure the integrity of our systems, and promote ethical behavior within our organization..

Information Security and Data Protection

- a. All employees and contractors must adhere to the company's information security practices and policies. This includes proper handling of sensitive information, access control, data classification, and incident reporting.
- b. Use company-provided technology, systems, and networks responsibly and solely for legitimate business purposes. Protect access credentials and promptly report any suspected or unauthorized access attempts.

Access Control

- a. Access to sensitive systems, applications, and data should be granted based on the principle of least privilege. Users should only have access to resources necessary to perform their job responsibilities..
- b. Protect passwords and use strong, unique passwords for each account. Avoid sharing login credentials, and report any suspected unauthorized access or account compromise.

Malware Protection

- a. All devices used to access company systems should have up-to-date malware protection software installed.
- b. Exercise caution when downloading or opening email attachments, visiting websites, or installing software from untrusted sources.

Incident Reporting and Response

- a. Promptly report any security incidents, suspected breaches, or suspicious activities to the designated IT or security personnel following the company's incident reporting procedure.
- b. Cooperate fully in any investigations or actions taken to address security incidents and mitigate potential risks.

Physical Security

- a. Safeguard physical assets, including company-issued devices, access cards, and sensitive documents.
- b. Report any physical security concerns, such as suspicious individuals or activities, to the appropriate authorities or security personnel.

Remote Work Security

- a. Adhere to the company's remote work security guidelines and policies to ensure the security of company data and systems in remote work environments.
- b. Use secure and trusted networks when accessing company systems remotely. Avoid using public or unsecured Wi-Fi networks for sensitive work-related activities.

Training and Awareness

- a. Tailjay will provide training and awareness programs to employees and contractors to promote understanding of security policies and procedures and to educate individuals about potential security risks and best practices.
- b. Stay informed about emerging security threats and technologies through ongoing training and professional development.

Compliance and Consequences

- a. Compliance with this Security Policies and Procedures policy is mandatory for all employees and contractors. Violations may result in disciplinary action, up to and including termination of employment or contract, depending on the severity and recurrence of the violation.
- b. Tailjay reserves the right to take appropriate action to address security breaches, including legal action if necessary, and to recover any damages resulting from non-compliance.

Statements

Support for the Women's Empowerment Principles 21.6.2023

We, business leaders from across the globe, express support for advancing equality between women and men to:

- **Bring the Broadest pool talent to our endeavors;**
- **Further our companies' competitiveness;**
- **Meet our corporate responsibility and sustainability commitments;**
- **Model behavior within our companies that reflects the society we would like for our employees, fellow citizens and families;**
- **Encourage economic and social conditions that provide opportunities for women and men, girls and boys; and**
- **Foster sustainable development in the countries in which we operate.**

Therefore, we welcome the provisions of the Women's Empowerment Principles - Equality Means Business, produced and disseminated by the United Nations Entity for Gender Equality and the Empowerment of Women (UN Women) and the United Nations Global Compact. The Principles present seven steps that business and other sectors can take to advance and empower women.

Equal treatment of women and men is not just the right thing to do - it is also good for business. The full participation of women in our enterprise and in the larger community makes sound business sense now and in the future. A broad concept of sustainability and corporate responsibility that embraces women's empowerment as a key goal will benefit us all. The seven steps of the Women's Empowerment Principles will help us realize these opportunities.

We encourage business leaders to join us and use the Principles as guidance for actions that we can all take in the workplace, marketplace and community to empower women and benefit our companies and societies. We will strive to use sex-disaggregated data in our sustainability reporting to communicate our progress to our own stakeholders.

21.6.2023

TAILJAY PTE. LTD.



Kari Kinnunen, CEO

Sustainability Statement 20.6.2023

Tailjay demonstrates a significant commitment to sustainability across its operations. We align our business practices with the principles outlined in the UN Sustainable Procurement Framework, with a specific focus on environmental responsibility. As a remote-first company, we inherently contribute to sustainability through the following key benefits:

- 1. Reduced Carbon Footprint:** By operating remotely, our team members avoid daily commutes, resulting in a significant reduction in greenhouse gas emissions. This approach minimizes our carbon footprint and helps mitigate the environmental impact associated with traditional office-based work models.
- 2. Energy Efficiency:** With a remote workforce, we optimize energy consumption by eliminating the need for extensive office spaces and reducing energy usage for heating, cooling, and lighting. This allows us to conserve resources and promote energy efficiency.
- 3. Waste Reduction:** By operating remotely, we minimize the use of physical resources and paper consumption. Our digital-first approach reduces paper waste and supports a paperless work environment, contributing to waste reduction and promoting sustainable practices.
- 4. Talent Pool and Geographic Diversity:** Being a remote-first company enables us to tap into a global talent pool without geographical limitations. This approach not only fosters diversity but also reduces the need for extensive business travel and associated environmental impacts.

At Tailjay, we are dedicated to integrating sustainability into our procurement processes, supplier relationships, and daily operations. We continually evaluate and adopt eco-friendly technologies and practices to minimize our environmental footprint and promote responsible resource management. Our remote-first approach not only enhances productivity and access to diverse talent but also aligns with our commitment to environmental stewardship and sustainable business practices.

20.6.2023

TAILJAY PTE. LTD.



Kari Kinnunen, CEO

Action Plans

Gender Action Plan for Tailjay 21.6.2023

Tailjay is committed to promoting gender equality and fostering an inclusive work environment. Our Gender Action Plan outlines the specific actions and strategies we will implement to advance gender equality, empower women, and create a workplace that values diversity and inclusivity.

1. Leadership and Accountability

- Establish a Gender Equality Committee or designate a focal point responsible for overseeing gender-related initiatives and monitoring progress.
- Integrate gender equality objectives into our overall business strategy and performance evaluation processes.
- Ensure senior leadership actively supports and champions gender equality efforts within the organization.

2. Equal Opportunities and Recruitment

- Conduct a comprehensive review of recruitment and selection processes to identify and eliminate any biases or barriers that may hinder the hiring and advancement of women.
- Implement strategies to attract a diverse pool of candidates, including women, for all positions at various levels within the organization.
- Regularly review workforce demographics to identify any gender disparities and take corrective actions to address them.

3. Training and Professional Development

- Offer targeted training programs on gender equality, unconscious bias, and inclusive leadership to all employees.
- Develop mentorship and sponsorship programs to support the career advancement of women within Tailjay.
- Encourage and provide resources for employees to attend external workshops, conferences, and training programs that promote gender equality and professional growth.

4. Work-Life Balance and Flexible Policies

- Establish and promote flexible work arrangements to support employees in achieving a healthy work-life balance.
- Enhance parental leave policies and provide resources for childcare support to ensure employees, regardless of gender, can effectively manage their personal and professional responsibilities.
- Foster a culture that values and supports employees' well-being and promotes a healthy work-life integration.

5. Gender-Inclusive Work Environment

- Develop and implement a comprehensive anti-discrimination and harassment policy that clearly outlines the expectations and consequences related to gender-based misconduct.

- Create safe reporting channels for any incidents of gender-based discrimination, harassment, or bias, ensuring confidentiality and providing support for affected individuals.
- Organize awareness campaigns and workshops to promote gender inclusivity, diversity, and respect in the workplace.

6. Pay Equity and Benefits

- Conduct regular pay equity audits to identify and address any gender pay gaps within the organization.
- Ensure transparency and fairness in compensation structures and practices.
- Provide equitable benefits packages that address the specific needs and challenges faced by women in the workplace.

7. Supplier Diversity and Partnerships

- Encourage and support supplier diversity by actively seeking partnerships with women-owned businesses and enterprises led by underrepresented groups.
- Evaluate our supply chain to ensure it aligns with our commitment to gender equality and sustainability.
- Engage with organizations and initiatives that promote gender equality to amplify our impact and contribute to broader societal change.

8. Monitoring, Evaluation, and Reporting

- Establish clear indicators and targets to measure progress on gender equality goals.
- Regularly review and assess the effectiveness of implemented actions and strategies.
- Provide transparent reporting on gender-related initiatives and progress to stakeholders, both internally and externally.

By implementing this Gender Action Plan, Tailjay aims to create a workplace that recognizes and values the contributions of women, promotes gender equality, and fosters an inclusive and supportive environment for all employees. We are committed to continual improvement and ensuring that gender equality remains a core value within our organization.

21.6.2023

TAILJAY PTE. LTD.



Kari Kinnunen, CEO