



SOCIAL VALUES POLICY

1. Purpose

At Universal Fabrications, we recognize the profound influence businesses have on shaping society. Our Social Values Policy embodies our dedication to fostering a culture of respect, diversity, and responsibility in all aspects of our operations.

2. Company Core Values

1. Responsible

The social value of responsibility encompasses various aspects, including flexibility, accountability, trustworthiness and taking initiative.

Flexibility in the workplace refers to the ability of employees and employers to adapt to changing circumstances and work arrangements. It involves being open-minded, adaptable and willing to adjust schedules, tasks and methods to accommodate the needs of the organization and its employees. Embracing flexibility as a social value fosters a culture of resilience and agility, allowing the workforce to respond effectively to challenges and opportunities.

Accountability entails taking ownership of one's actions, decisions and outcomes. It involves being accountable to oneself, colleagues, supervisors, clients and other stakeholders for fulfilling responsibilities and delivering results. Cultivating a culture of accountability promotes transparency, trust and integrity within the organization.

Trustworthiness is fundamental to fostering positive relationships and maintaining a cohesive, productive work environment. It involves being reliable, honest, and consistent in words and actions, thereby earning the confidence and trust of colleagues, clients and stakeholders. Cultivating trustworthiness as a social value strengthens teamwork, promotes effective communication, and enhances organizational reputation.

Taking initiative involve proactively seeking opportunities, proposing solutions, and driving a positive change within the organization. It entails demonstrating creativity, resourcefulness, and a willingness to go above and beyond assigned tasks to contribute to the organization's success.

2. Respectful

Respectfulness underpins positive interactions and cultivates a supportive and harmonious workplace environment. It encompasses various aspects such as well-mannerism, punctuality, professionalism and teamwork.

Well-mannerism encompasses courteous, polite and respectful behaviour towards others in the workplace. It involves displaying good etiquette, consideration, and empathy in interactions with colleagues, clients and stakeholders.

Punctuality refers to the habit of being on time at work, at meetings and deadlines etc. It demonstrates respect for other people's time and commitments, as well as organizational processes and schedules. Emphasizing punctuality as a social value promotes efficiency, reliability and mutual consideration in the workplace.

Professionalism encompasses behaviours, attitudes and practices that reflect competence, integrity and ethical conduct in the workplace. It involves maintaining high standards of performance, adhering to organizational policies and norms, and conducting oneself with dignity and respect.

Teamwork or collaboration, involves working cooperatively with others towards shared goals, leveraging collective strengths, and supporting each other's success. It emphasizes communication, cooperation, and mutual respect among team members.

3. Hardworking

Hard work encompasses various traits such as reliability, diligence, consistency and trainability.

Being reliable means being consistent in delivering quality work and meeting commitments. A reliable individual is someone others can depend on to fulfil their obligations and responsibilities. They follow through on tasks, deadlines and promises.

Diligence involves putting persistent effort and attention to detail in one's work. Diligent individuals exhibit thoroughness and conscientiousness in their tasks, striving for excellence and not settling for mediocrity.

Consistency is the hallmark of hard work. Consistent individuals maintain a steady and unwavering effort over time, regardless of external factors or fluctuations in motivation. They adhere to high standards and routines. Consistency builds credibility and demonstrates a commitment to excellence.

Being trainable means being open to learning, adapting and improving one's skills and knowledge. Trainable individuals possess a growth mindset, embracing feedback and seeking opportunities for development.

4. Loyal

Loyalty is fundamental core value that embodies attributes such as dependability, commitment, honesty and open communication.

Dependability is a cornerstone of loyalty. A loyal individual can be relied upon to consistently fulfil responsibilities and commitments. They show up when needed, meet deadlines and deliver on promises.

Commitment reflects the dedication of a loyal individual. They demonstrate a strong sense of allegiance and dedication to their team, organization or cause. Even in challenging times, they remain devoted and resilient. Their commitment inspires others and fosters a sense of unity and purpose within the group.

Honesty is integral to loyalty. A loyal individual operates with integrity and transparency, communicating truthfully and ethically in all interactions. They are sincere and forthright in their dealings, maintaining trust and credibility with others.

Open communication is essential for fostering loyalty and trust. A loyal individual engages in transparent and constructive dialogues, sharing information openly and actively listening to others. They encourage feedback, address concerns and resolve conflicts openly and respectfully.

These core values of loyalty work synergistically to create a supportive and cohesive environment where individuals feel valued, respected and empowered. Together, they form a strong foundation for building meaningful connections, driving collective success, and fostering a sense of belonging and loyalty within teams and organizations.

3. Implementation

- a) **Training:** We provide ongoing training to our employees to ensure they understand and embody our social values. This includes a company core values presentation as part of the first day induction package as well.
- b) **Policies and Procedures:** We have established clear policies and procedures to guide our actions and ensure alignment with our social values. These include an Employee Handbook outlining expected behaviours, anti-discrimination and harassment policies, site security protocols.
- c) **Supplier and Partner Relations:** We seek to collaborate with suppliers and partners who share our commitment to social responsibility. We prioritize working with organizations that uphold ethical business practices, promote diversity and inclusion, and demonstrate environmental stewardship.
- d) **Continuous Improvement:** We regularly monitor and evaluate our performance against our social value policy, seeking feedback from employees, customers and stakeholders. We conduct audits, surveys and assessments to identify areas of improvement and implement corrective actions as needed.

4. Conclusion

Our Social Values Policy reflects our dedication to making a positive impact on society and the environment through responsible business practices. By upholding these values in all aspects of our operations, we strive to build a more inclusive, equitable and sustainable future for generations to come.