



Unveiling our Core: the CO2Action Book



Public policies

Title: *Unveiling our Core: The CO2Action Book*

Version: 1.0

Valid from: November 2023. All the policies made publicly available have been revised and approved by the CEO on March 14th, 2023.

Valid for: All CO2Action, LLC employees, unless otherwise specified.

All policies put in place by CO2Action, LLC are complementary to state-specific policies and laws. In case of conflict, the policy offering better benefits to the employee/contractor will prevail.

The content presented in this document is a summary of some of our internal policies intended for public sharing. The complete policy document is accessible to all employees upon hiring and is available in our system at all times. Any updates are promptly communicated to all staff, and each member is required to acknowledge and sign the document within our internal system.

Throughout the document, CO2Action, LLC is referred to as “CO2Action” and/or “the company”.



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GUIDING PRINCIPLES AND PRACTICES

Mission

Sustainability management in industries of all kinds.

Our mission is to empower organizations to increase their sustainability awareness and reduce their greenhouse gas emissions by providing the necessary solutions to improve their environmental stewardship and ethical practices.

Vision

An industry leader in sustainability consulting.

CO2Action strives to be a leader among consulting firms that help organizations integrate sustainability and management into their business strategy.



Equal Employment Opportunity Policy

Introduction

CO2Action recognizes that equal employment opportunity is a matter of employment obligation, social justice, and legal responsibility, and takes pride in providing equal employment opportunities to everyone. Accordingly, the purpose of this policy is to reinforce CO2Action's commitment to the creation and maintenance of a diverse working environment where equality, respect, and consideration for one another are the norm.

While CO2Action believes that equal opportunity should and does apply to everyone, the company also understands that it is especially important for people in groups that have historically been subjected to unfair treatment in the workplace. Although CO2Action does not promise to employ or promote all people in such groups, the company does pledge to treat qualified applicants and employees/contractors eligible for promotion fairly and to avoid discriminating against them based on conscious or unconscious biases.

Policy

CO2Action is an equal opportunity employer and will provide equality in employment for all people employed or seeking employment.

Every person will be given a fair and equitable chance to compete for appointment, promotion, or transfer, and to pursue their career as effectively as others.

Employment decisions relating to appointment, promotion, and career development will be determined according to individual merit and competence.

Consistent with this, CO2Action does not condone any form of unlawful discrimination or vilification, including that which relates to race, ethnicity, beliefs, religion, gender, gender identity, sexual orientation, citizenship status, age, marital status, family responsibilities, family status, status as a parent or carer, pregnancy, potential pregnancy, veteran status, disability, any other relevant factor.

In all cases, no factors other than performance and competence are to be used as the basis for performance assessment, training and development opportunities, and promotions.



CO2Action's managers and supervisors are responsible for ensuring that this policy is fully implemented and that everyone complies.

Anyone in a senior capacity that is aware of a CO2Action employee/contractor engaging in prohibited conduct that fails to take immediate and appropriate corrective action will also be disciplined accordingly.



Rights and Duties Policy

Introduction

CO2Action has built a team of highly engaged remote workers and interns who are motivated to give their best performance every day. The company understands that the biggest perk of working remotely is the freedom and flexibility it provides and makes sure that employees/contractors and interns can take full advantage of it.

The purpose of this policy is to make employees/contractors and interns of CO2Action aware of the company's expectations of reporting to work, responsibilities, vacation and time-off, benefits, and compensations.

Policy

Payment, working hours, and absenteeism.

An hourly-based payment will be run twice a month, as described in each employment or internship contract. To receive full payment, all employees/contractors and interns should complete their own stipulated working hours.

Working hours can be completed by the employees/contractors or interns according to their preferred schedule, as long as the individuals fulfill their obligations and attend the necessary meetings.

10 working days of absence without a verifiable reason will be considered job abandonment. The employee/contractor or intern would then have to provide evidence to justify their absence. The management will authenticate the evidence and decide the future course of action on a case-to-case basis.

While employees/contractors and interns should avoid absenteeism at all times, CO2Action understands that emergencies can come up at any time and make them unable to attend to their necessary job duties.

CO2Action will consider the following exceptional circumstances for absenteeism: childbirth, bereavement, military duty, power cuts, funerals, jury duty, medical appointment, medical emergency or health barrier, unavoidable emergencies, personal tasks, as long as the absenteeism has received written approval, formally or informally, by a manager or supervisor.



CO2Action expects employees, interns, and supervisors to report, at least once a week, at a scheduled time convenient to them to pre-plan all tasks and meetings accordingly.

If a member's chronic absenteeism starts to disrupt the company's daily operations, it will be considered 'inappropriate behavior,' and the management might take disciplinary actions against the individual.

Other Duties

- Correct use of corporate email and communication channels.
- Attendance of client and partner meetings.

Benefits and rights

- Project commissions.
- Attendance bonus.
- Overtime payment.
- Healthcare and insurance (in the states and countries where this is required by law).
- Family and Medical Leave Act (FMLA, for eligible employees/contractors).
- Parental leave.
- Paid time off (for eligible employees/contractors).
- Federal holidays (New Year's Day, Birthday of Martin Luther King, Jr., Washington's Birthday/Presidents Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Indigenous Peoples' Day/Columbus Day, Veterans Day, Thanksgiving Day, Christmas Day, Inauguration Day).
- Time off for voting.
- Company-owned devices for employees/contractors to develop their work related to CO2Action.
- Provide improvement suggestions.



Career Management Policy

Introduction

CO2Action recognizes under this policy that its goal is always to encourage employees/contractors to grow with the company and to offer a space for open discussion and future planning.

Policy

Employees/contractors have the right to meet CO2Action's CEO or COO once a month to discuss their feedback about the working environment and conditions, future expectations, and problems related to the company.

Employees/contractors have the right to meet CO2Action's CEO or COO at least twice a year to discuss their career plans and goals within and out of the company.

Some topics that might be discussed in these meetings include but are not limited to:

- Employee's/contractor's goals for the year.
- Projects the employee/contractor would like to implement, expand, or join.
- Current duties that could benefit from additional resources or training.



Environmental Sustainability Policy

Introduction

With this Environmental Sustainability Policy, CO2Action formalizes the company's commitment to supporting the principles of environmental sustainability and recognizes that a sustainable environment is central to everyone's lives and work.

The aim of this Environmental Sustainability Policy is to implement environmental actions within the company, monitor the environmental actions and improvements internally, and communicate environmental initiatives internally and externally.

Policy

CO2Action respects its relationship with the natural environment and its ecosystems. The company acknowledges the adverse impacts that human activity can impose and takes actions to prevent the degradation of those natural systems.

Understanding that CO2Action is a remote company, it is committed to the following principles and practices:

- Monitoring and managing the company's environmental performance and working towards targets set to reduce adverse impacts.
- Complying with relevant policies, practices, regulations, and legislation.
- Disposing of waste appropriately, including e-waste at designated e-waste centers.
- Committing to the principles of preventing pollution of the environment and continual improvement.
- Minimizing pollution by taking steps to limit carbon emissions resulting from the company's activities.
- Where possible, encouraging suppliers to meet high standards of environmental performance.
- Communicating this policy to all members, as well as making this policy available to the public.



- Reporting on the company's environmental performance in both internal and external communications, on a yearly basis.
- Reviewing this policy annually and measuring targets and performance as part of that review.

All members are committed to cooperating in the accounting of their greenhouse gas emissions resulting from company-related activities, following guidelines discussed internally, as well as being aligned with carbon neutrality and net-zero goals.

Keeping track of personal emissions is optional but recommended.

All remote members commit to making changes in their households and lifestyle, like switching incandescent for LED bulbs, and selecting a preferred renewable energy provider, when possible, to reduce their carbon footprint. CO2Action will cover these changes up to a certain amount of money defined internally, when necessary.



Statement of Commitment to Ethical Conduct

CO2Action recognizes that its foundation is based upon the trust which its clients and employees/contractors have in the performance and integrity of the company. Such trust depends on the personal conduct and capability of the staff and their desire to jointly create value for its clients and business partners. The principles in this statement represent the minimum standard for employees, interns, supervisors, managers, and directors.

Conduct of business and non-discrimination

All members of CO2Action are expected to uphold the highest standards of honesty, fairness, dignity, and integrity, ensuring there is no conflict between their private and business interests. The commitment extends to complying with all applicable laws, rules, and regulations in every aspect of internal operations. Following the principles of the *Equal Employment Opportunity Policy*, CO2Action vehemently opposes any form of discrimination or harassment among members, irrespective of race, ethnicity, beliefs, religion, gender, gender identity, sexual orientation, citizenship status, age, marital status, family responsibilities, family status, status as a parent or carer, pregnancy, potential pregnancy, veteran status, disability, or any other relevant factor.

Confidential information

The safeguarding of client-related data serves as a crucial underpinning for the trust extended by its clients. All confidential and sensitive information and records, whether of a private, corporate, or pertaining to CO2Action's affairs or employees, must be rigorously maintained in a secure and confidential manner, preventing access by colleagues who do not possess the necessary authority for the effective performance of their duties, including interactions with third parties. In instances where individuals lacking clear authority persistently seek access to such confidential information, it is imperative that the individuals involved promptly notify the management. CO2Action reaffirms its commitment to wholeheartedly cooperating with all relevant public and regulatory authorities to ensure the highest standards of data protection and security.



Statement Against Child Labor

CO2Action states its position against employing minors and aims to ensure that the company and everyone connected to it follows the law and cares for children's interests.

CO2Action, in its commitment to safeguarding children's health, education, and leisure, strictly adheres to a policy of not employing individuals under the age of 18. Furthermore, the company maintains a resolute stance against engaging in business with organizations that employ children under the age of 16. This condition is embedded in every contractual agreement, and CO2Action retains the right to terminate such agreements without incurring penalties if stakeholders contravene this condition or fail to establish and execute an elimination plan. When forging partnerships, the company refrains from conducting business with entities that employ children of any age in hazardous or arduous roles or fail to adhere to relevant labor laws regarding working hours and compensation. Notably, legal exceptions are recognized for parental employment and occasional work.

Internal actions

To enforce its internal policy against child labor and contribute to its eradication, CO2Action is dedicated to the following actions: educating its staff about youth labor laws and providing guidance on reporting suspected instances of child labor; maintaining and verifying documentation that confirms the age of CO2Action employees before their employment; communicating the anti-child labor policy to all affiliated organizations; and incorporating the necessary stipulations in each working contract to uphold the policy. In cases where suppliers identify child labor within their operations, CO2Action insists on the development and oversight of an elimination plan. In such situations, CO2Action actively collaborates with stakeholders to formulate plans that prioritize the welfare of children, involving them and their families in the process to ensure the protection of their best interests.



Final notes

The company has implemented other policies not included in this document, such as the Grievance Procedure Policy, which outlines how employees/contractors can constructively express their complaints; the Disciplinary Action Policy, which explains how the company addresses members' misconduct or inadequate performance; and the Corporate Travel & Expense Reimbursement Policy, detailing the rules for travel booking and expense management. Any changes and updates will be promptly communicated to employees and relevant stakeholders and will be reflected in the updated version of this document.