

# SiFi Networks Environmental, Social, Governance Goals and Awareness Workbook.

Operator of FiberCities® - Open Access Fiber Optic Networks



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# Introduction

This document describes the efforts and commitments of SiFi Networks and its employees towards Environmental, Social, and Governance topics. Selected ESG efforts are summarized herein and set the company's commitment to formulate plans and actions.

## Selected ESG Goals

### Environmental - As a steward of nature:



Energy Consumption



Waste and Recycling



Greenhouse Gas Emissions



Global / Regional Environmental Events Participation



Material Sourcing and Resource Efficiency



Water Discharge



Resilience to Catastrophic / Disaster

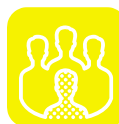


Climate Change Risk Assessment

**Social** - Relationships with employees, suppliers, customers, stakeholders, and the communities where we operate:



**Company Communications & Employee Engagement**



**Community Development**



**Customer Satisfaction**



**Human Resource Development**



**Health and Safety**



**Stakeholder Relations**

**Governance** - Company leadership, oversight, internal controls:



**Data Governance**



**Cybersecurity**



**Whistleblower Protection**



**Internal Control**

# Energy Consumption

**To minimize environmental impacts, it is important to understand the energy being consumed by operations staff and equipment.**

Document **electrical** equipment for each major operation including shelters, cabinets, data centers, and offices.

Document **gasoline-powered** and motorized equipment being used for each major operation including motor vehicles and generators being utilized.

Document electrical and gas usage for company offices.

Analyze reduction methods and green energy suppliers.

Set a reporting year target, and future year targets for energy consumption for each energy type consumed.

Educate Employees and Stakeholders



# Greenhouse Gas Emissions

**To minimize environmental impacts, it is important to understand and work to reduce greenhouse gas emissions.**

Calculate all greenhouse gas emissions for operations equipment, vehicles, and offices.

Analyze equipment and vehicle choices, with efforts to reduce or eliminate the use of fossil fuels such as gas and diesel.

Set a reporting year target, and future year targets for greenhouse emissions for each piece of equipment and vehicle used.

**CO<sup>2</sup>**



# Waste and Recycling

**To minimize environmental impacts, it is important to understand how we can reduce waste and recycle products.**

Research and document waste types stemming from construction activities and operations.

Research common material transport containers and their ability to be recycled.

Understand contractor's waste for major activities such as trenching, water jetting, and high-pressured vacuums.

Engage company employees to reduce waste and recycle at their workplace and at home.

Provide recycling services and methodologies.



# Water Discharge

**To minimize environmental impacts, it is important to understand and mitigate discharges into stormwater systems.**

Ensure through our contractors and operators, the protection of our stormwater systems and bodies of water from contaminated water discharges.

Assure that partners, and company standard operating procedures, protect stormwater systems per standards set forth by the EPA and other governing bodies.

Adjust environmental water discharge measures depending on the nature of the site activities and the sensitivity of the surrounding land or water environment.

Stormwater grates and inlets to be protected from accidental discharge from construction equipment, supplies, and disturbed soil discharges during stormwater events.



# Material Sourcing & Resource Efficiencies; Vendor Engagement

**Material sourcing includes finding and vetting materials and suppliers. Resource efficiency focuses on using the earth's limited resources in a sustainable manner while minimizing impacts on the environment.**

Research current materials to better understand whether we are using the most sustainable products.

Identify any environmental material risks and those risks associated with the global economy and climate change.

Study current packaging and shipping methods looking for reduction /recycling of packaging materials; lower carbon shipping footprint.

Reduce amount of waste created by our contractors by providing material storage requirements and installation methods.



# Global / Regional Environmental Events Participation

**Participate in global and local environmental events.**

Understand and document global environmental events in the UK and US, such as Arbor Day, National Tree Week, and Earth Day.

Understand and document environmental planned events in cities and communities that we operate in.

Support events with volunteer labor contributions from SiFi's employees and its partners.

Support employees in their personal efforts in contributing to local environmental planned events.

Evaluate and support company financial donations to environmental events.





# Resilience to Catastrophe

**Our ability to resist, absorb, accommodate, adapt, and recover from the effects of a disaster in a timely and efficient manner.**

Understand the climate and geographical possibilities of the regions we operate in, such as earthquake and flooding potentials from stormwater.

Enhance our resistance and recovery programs for each city, identifying and implementing backup systems for loss of power such as batteries, solar power, wind, & generators.

Continue to improve designs of our shelters and network paths to absorb potential disasters including earthquake resistance materials and redundant network paths.

Tie in the current business continuity plan that SiFi Network and SNO have developed.



# Climate Change Risk Assessment

**Climate change is a documented phenomenon that must be addressed by global companies.**

Complete a climate change risk assessment focusing on our company, our employees, and the cities we operate in.

Identify the likelihood of future climate hazards and their potential impacts on the cities and the communities we operate in.

Identify potential hazards from climate-related events, trends, forecasts, and projections, developing plans to avoid or manage these risks.

Prioritize climate actions and understand investments required for adaptation.

Test risk management strategies.



# Company Communications & Employee Engagement

**Company Communications and employee engagement is the lifeline of any successful company.**

Redesign and build new SiFi **Intranet** site providing a better company communication platform.

Populate the **Intranet** site with attributes allowing employees to have better personal connections. Items include time zones, weather, and holidays.

Utilize ESG goals to inspire employee engagement.

Building on growing company culture with company postings on news and developments offered by SiFi officers.



## Community Development

**Community development is the work of building and sustaining neighborhoods. It brings opportunities and services to bear on behalf of residents and businesses in a defined neighborhood.**

Continue development and execution of SiFi's Fiber Aid program providing reduced or eliminated costs for internet services to qualified households.

Partner with grassroots organizations and other neighborhood stakeholders on community event opportunities.

Provide service points in select communities enabling Smart City application features.

Continue weekly community outreach program, utilizing free food events, (i.e. taco truck) inform residents and community members of new high-speed fiber services and reduced cost Internet Service Provider options in their neighborhoods.



# Customer Satisfaction

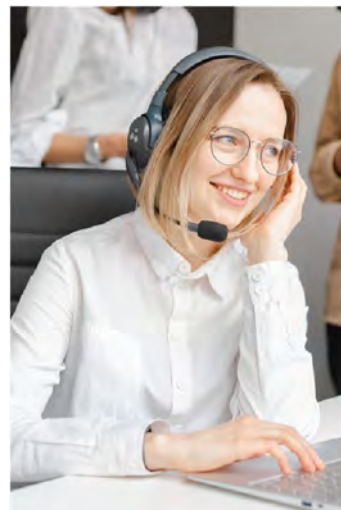
**A measurement that determines how happy customers are with our company's products, services, and capabilities.**

Conduct third-party surveys to identify customer satisfaction.

Enhance our customer service helpline with better defined scripting and routing of calls to our community relations professionals.

Continue to grow our community relations staff assuring all funded cities are represented.

Support and enhance our sales program by turning community members into long-term customers.



# Human Resources

**Our employees at SiFi are considered a significant asset. Their care and development are the key to our company's success.**

We have joined a Professional Employer Organisation arrangement (PEO) which enables us to utilise the enhanced benefits of this resource.

Our aim is to continue to enhance benefit programmes so that a more comprehensive package is available. This is now evident with employees having a greater range of options and flexibility to extend their cover to encompass additional benefits at their own cost should they wish to do so.



HR functions have also evolved in the last twelve months to now include much improved time recording and expense management applications.

However, HR policies covering areas such as expenses, PTO, travel, wellness etc need to continue to evolve in order to keep pace with the ever-evolving team and environment. A review process is currently underway to update and publish a number of policies aligned with this objective.

Further promotion of Human Resources within the organisation is an ongoing requirement to consolidate on what has been achieved to date.

Employee performance review and feedback program needs to be developed alongside encouraging the continuation of open communication on an ongoing basis.

Evolvement of the current recruitment program and process by learning from what we have done previously and the outcomes.

Study and better understand employee retention and growth, how can we improve on retention?

# Health and Safety

**A safe workplace is a sound business. The purpose of health and safety is to protect employees, partners, customers, and members of the public.**

Communicate to employees and stakeholders SiFi's commitment to the health and safety of its employees, partners, and stakeholders.

Assure employees are working in a healthy environment including company offices and warehouse facilities. Department leaders shall work to better understand employees' home workplace environment and assist with ways to improve.

Require and assure that contractors have established an active safety program and are abiding by OSHA regulations. Yearly update of SiFi's company safety plan.



# Stakeholder Relations

**All entities affected by the operation of SiFi's business.**

Clearly establish and document all stakeholders at the corporate, investment, supply chain, partners, government, customers, and community levels.

Establish methods and best practices to share information such as reporting, adherence, goals and objectives, accomplishments, and survey results.

Utilize numerous avenues and technologies for communications including planned meetings and events, marketing, outreach, websites, and social media.

Assure that stakeholders are receiving information that is relevant to their needs and build positive attitudes to SiFi's company commitments, goals, and projects.



# Data Governance

**Data governance consists of policies, processes, and organizational structure to support enterprise data management.**

Communicate to employees the importance of data governance especially as SiFi scales and accumulates more data sources and assets. Address version control, accuracy, security, trust, capitalization on efforts, and time reductions.

Create and maintain policies for saving and tagging company documents and data on the company drive.

Utilize the SharePoint Intranet site to focus employees' efforts on saving and sharing their work in the appropriate department site.

Apply quarterly review and cleanup of corporate files assuring version control and file storage accuracy.



# Whistleblower Protections

**A whistleblower is an employee, who exposes information or activity within an organization that is deemed illegal, illicit, unsafe, or fraudulent.**

Communicate the importance of corporate governance and the role that employees play in assuring governance practices are applied and adhered to.

Communicate to employees, leadership, and board commitments to protections of employees, that in good faith report incidences of improper governance practices.





# Internal Controls - Operational Reporting

**Internal controls are the mechanisms and procedures implemented ensuring the accuracy and timeliness of operational reporting.**

Utilization of SNO Application Development program.

Working session capturing requirements for integration of systems, applications, platforms, and 3rd party systems.

Utilization of field-based device applications for real-time data feeds

Visual representation of construction progress at the shelter, cabinets, chamber, and conduit level.

Accurate and just-in-time reporting



## Cybersecurity

**To minimize cyber threats to our company it is important to stay vigilant with our cybersecurity measures.**

Maintain the ISMS (Information Security Management System) as a centrally managed framework that enables SiFi to manage, monitor, review and improve our information security practices. Providing a systematic approach for assessing SiFi's information security posture, identifying information security risk, and selecting appropriate controls to reduce those risks.

Carry out our information security risk assessment to identify risks associated with the loss of confidentiality, integrity, and availability of SiFi's Information.

Review and maintain our Information Security Policies that are designed to provide high level requirements intended to reduce any identified risks.

Continue to provide an Information Security Awareness Training Programme to ensure that all SiFi employees are aware of their information security responsibilities and are appropriately informed of the Information Security Policies that are relevant for their job function.

Confirm that business areas have implemented processes and procedures specific to their own business area that are aligning their job functions to the Information Security Policies.

Continually assess the effectiveness and compliance to policies, processes, and procedures to drive continual improvement.

