



INVESTIGATIVE EXCELLENCE SINCE 1953

Research Associates, Inc

Environmental, Social and
Governance Policy



INTRODUCTION

At Research Associates, Inc. (“RAI”), we recognize the vital role of Environmental, Social, and Governance (ESG) factors play in business operations. We are committed to conducting our business in a manner that reflects our dedication to sustainability, social responsibility, and ethical governance. This ESG Policy outlines our commitment to ESG principles and the guidelines that direct our actions.



Overarching Principles

1

Every team member at RAI plays a critical role in upholding our ESG commitments.

2

Managers and Team Leaders are responsible for implementing and promoting ESG practices within their group.

3

Senior management and ownership are ultimately responsible for the continued success and ongoing development of the ESG initiative.

4

ESG is a fundamental aspect of our business. We aim to create a positive impact on society, protect the environment, and ensure ethical governance.

Environmental Responsibility

We are committed to minimizing our environmental impact and promoting sustainability by engaging in regular practices that sustain and protect the environment to ensure that future generations can live in a clean and safe world.

To that end, RAI has taken and will continue to take steps to reduce our carbon footprint by implementing practices that reduce greenhouse gasses and increase energy efficiency, including:

1. Measuring our carbon footprint through annual calculations of the estimated total emissions. RAI utilizes the services of an independent resource and these tests shall commence in calendar year 2023 and by the end of the first quarter each year beginning in 2024. We will seek ways to continually improve upon the carbon footprint score each year.
2. Maintaining a robust recycling program through an independent provider supplying recycling bins for shredding and other proper disposal methods.
3. Maintaining the policy of ensuring that the physical spaces we occupy are thermally efficient, incorporating products that are LEED-certified.
4. Maintaining flexible work schedules where applicable to encourage the reduction in commuting by vehicle.

Environmental Responsibility

5. Maintaining the current practices of printing documents only when necessary and only source paper products from a provider that is certified by the Sustainable Forestry Initiative, the PEFC - Programme for the Endorsement of Forest Certification or other recognized conservation body.
6. Continuing to authorize business travel only as required and encourage the use of online tools to conduct remote meetings.
7. Continuing to utilize electricity plans for automated low power and sleeping modes for lighting, computers, HVAC systems, and office equipment.
8. Only fully using heating and air conditioning during business hours with electronic controls to reduce energy consumption during non-business hours.
9. Expand and incorporate additional tools to reduce water usage and waste generation and prioritize the use of renewable and eco-friendly materials in our operations.

Social Responsibility

1.

Employee Well-Being

We provide a safe, inclusive, and supportive work environment for all employees. This includes performing thorough background investigations on all new team members and continuing background checks on all existing employees every two years.

2.

Employee Health

We will continue to prioritize the health and well-being of our employees, providing resources for mental and physical wellness by maintaining competitive employer-paid health insurance coverage for team members and their families that include access to healthcare for the physical and mental well-being of our people.

Social Responsibility

3.

Anti-Harassment

We will continue to maintain policies that encourage team members to report any acts that are deemed harassment, bullying, improper social media interactions or other unwanted conduct from co-workers, vendors, clients, contractors and others within the business ecosystem of RAI.

4.

DEI Policy

We will continue to maintain our policies promoting diversity, equity, and inclusion with respect to hiring, promotion, retention as well as ensuring such policies are followed with respect to the selection of vendors, contractors and other business partners.

Governance

Ethical Conduct

1. We will uphold the highest standards of ethics and integrity in all our business dealings.
2. We will avoid conflicts of interest and ensure that our actions are guided by ethical principles.
3. To that end, we will continue to require all team members to attend and participate in training on the Unfair, Deceptive and Abusive Practices Act on an annual basis.
4. We will conduct annual training on existing RAI policies regarding ethical practices in handling sensitive data and when engaging in work responsibilities.





Governance

Transparency

1. We will maintain open and transparent communication with all stakeholders, including clients, employees, suppliers, and shareholders.
2. We will regularly report on our ESG performance and initiatives to our stakeholders, including clients, employees, suppliers, and shareholders. We believe in transparency and will share our progress and achievements in ESG matters.



Governance

Legal Compliance

1. We are committed to complying with all applicable laws and regulations related to ESG factors and the laws and regulations governing our business.
2. To that end, we require:
 - All team members complete legal and compliance training upon the commencement of employment.
 - Continuing training for all team members of their legal obligations as well as those regulating RAI.
 - For employees handling PII regulated under the Fair Credit Reporting Act, completion of industry approved legal certification courses and to maintain legal certification throughout their tenure.
 - Cyber awareness and privacy training on a quarterly basis to ensure the protection of PII and other sensitive information.

Additional Policy Terms

The RAI President is designated as the person responsible for the administration of this Policy.

The RAI president must approve all exceptions to this Policy.

This Policy will be reviewed annually by the RAI President and Board of Directors.

This Policy applies to all RAI employees as well as business partners and suppliers.

Questions regarding this Policy should be directed to info@raiglobal.com.

This Policy is supported by existing RAI Policies and Procedures regarding employment, safety, security and ethical conduct.

Stakeholders are encouraged to report any violations of this Policy to the RAI President.

This Policy describes the minimum standards to be followed by all RAI stakeholders.