



# ESG Report

Dawn InfoTek Inc.



# ABOUT THIS REPORT



Dawn InfoTek Inc. (Dawn InfoTek) ESG Report provides an overview of our latest ESG efforts. Organized by Dawn InfoTek material ESG topics and covering data and information up to today, this report conveys not only the corporate perspective, but highlights the ESG efforts of our businesses.

## GOALS

- Reduce resource consumption and waste within the business
- Environmentally friendly practices and policies are in place and adhered to
- Achieve Net Zero status within the business by 2030
- Reduction in energy use across all offices globally
- Increase representation of underrepresented groups across the business
- Ensure gender, racial equity and equality across the business
- Recognized as an employer of choice with high employee engagement and satisfaction
- Increase awareness of data privacy requirements and embed data privacy into our day-to-day activities and processes
- Engage and support local initiatives and charities
- Align donations and sponsorships to support ESG plan
- Uphold our values of transparency, honesty and accountability in everything that we do



# ENVIRONMENTAL SUSTAINABILITY AND EMISSIONS & ENERGY

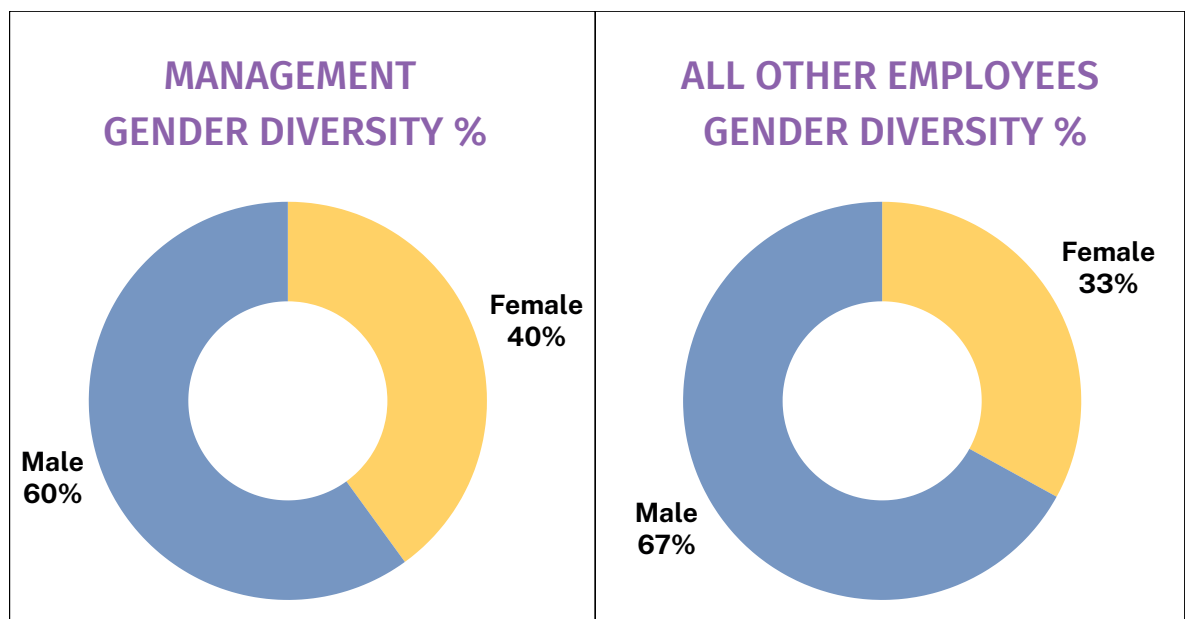
Dawn InfoTek has set climate change and greenhouse gas emissions as one of its key priorities, and encourages all our contractors, and employees to follow tips including but not limited as below to adds up to big energy savings on company office and clients' offices.

-  **Switch it Off** - Turn off the lights when natural light is sufficient and when leave the room.
-  **Climate Control** - Keep the temperature system on a moderate setting while in the office.
-  **Give it a Rest** - Power computer down when away. A computer turned off uses at least 65% less energy than a computer left on or idle on a screen saver.
-  **Take the Stairs** - Use the stairs as often as possible. Elevators consume electricity.
-  **Switch to CFLs** - Compact fluorescent light bulbs (CFLs) use 75% less energy than incandescent light bulbs and last up to 10 times longer.
-  **Conserve Paper** - Print and copy on two sides, save single-sided pages for notes, and print only what is needed.
-  **Recycle** - To deposit aluminum cans, plastics, glass, office paper, newspaper and cardboard.
-  **Promote Reuse** - Donate used cell phones and chargers, furniture, clothing and cleaning and office supplies.
-  **Get a Little Exercise** - Consider walking or riding a bike to the office if the distance is reasonable. Walk from the bus or subway stop to the office.



# DIVERSITY, EQUITY, EQUALITY & INCLUSION

Dawn InfoTek is dedicated to maintaining a diverse, equal, and inclusive work environment for all its stakeholders. We actively integrate diversity, equity, equality, and inclusion principles into the best practice procedures for hiring, developing, and engaging our employees. This helps us build a culture that provides equal opportunity and lifts up our employees with care and respect.



# EMPLOYEE WELLBEING

The pandemic has caused widespread repercussions across various levels and transformed the way companies' function. Considering that most employees are in remote setups, Dawn InfoTek structures employee wellbeing initiatives based on these new dimensions to create a happy and engaged workforce. Dawn InfoTek has initiated employee wellbeing initiatives including but not limited to the following to promote holistic health.



We have launched a **Wellness Sponsorship Program** to reimburse the expenses related to fitness (equipment, supply, class, gym, etc.) to encourage employees get more exercise and keep fit.

## Employee Wellness Program

Dawn InfoTek has initiated employee wellbeing initiatives including but not limited to the following to promote holistic health.

### **Encourage Employee Feedback**

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Ask the workforce what would help them achieve a greater sense of wellbeing. Get them involved in discussions about what they would find most beneficial.

### **Encourage Employee Feedback**

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Share tools that can help employees build efficiencies in the process and create realistic deadlines using time tracking software to make sure they can meet them easily.

### **Encourage Movement During the Workday**

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Ensure people aren't sitting for the entire workday, organize walking meetings, and insist people leave their desks for lunch. Alternately, set up 10-minute stretching sessions throughout the day in spare meeting rooms.

### **Implement Flexible Work Hours**

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Offer flexible working hours to help employees manage their time more effectively, particularly when it came to navigating childcare and reducing carbon footprints as part of wellbeing initiatives in workplace.

### **Foster a Supportive and Inclusive Workplace**

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Make HR policy in place so that staff know what to do if they need guidance around an office issue and hold meetings / workshops around equality in the workplace.

### **Ensure a Proper Office Workspace**

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Ensure the office workspace has good ventilation, plenty of light and a reasonable amount of room for each employee to spread out in.

# DATA PRIVACY



Dawn InfoTek prioritizes the security of data systems and the ethical handling of data. We view our responsibility to safeguard the privacy of individuals that trust us with their personal information as a guiding principle. To honor this commitment, we empower our businesses to establish their own privacy practices in response to conditions within the niche markets they serve, subject to general, enterprise-wide guidance and mandatory compliance activities such as data mapping and self-assessments.





Privacy policies are reviewed annually and updated as necessary as part of the maintenance of our privacy program. Dawn InfoTek briefs our Board of Directors on our privacy-related activities, and we continue our efforts to mitigate risks through policy implementation or updates, data mapping, training, and enhanced engagement with our businesses. We improved awareness of our data footprint and are now better positioned to protect the privacy of our stakeholders. Dawn InfoTek remains committed to its operation as a conservative data holder, with strict controls in place limiting the use of targeted advertising and the sale of personal data.

- INFORMATION SECURITY POLICY
- ASSET MANAGEMENT POLICY
- LOGICAL ACCESS CONTROL POLICY
- PASSWORD POLICY
- CONFIGURATION MANAGEMENT POLICY
- ANTI-VIRUS AND MALWARE POLICY
- MOBILE DEVICE MANAGEMENT
- COMMUNICATIONS SECURITY
- ENCRYPTION KEY AND CERTIFICATE MANAGEMENT STANDARD

# COMMUNITY

Dawn InfoTek understands that community engagement is a key social factor of ESG, and it helps build stronger relationships with the community. Dawn InfoTek cares about the community and is committed to making a positive impact, therefore, since the year 2005, has engaged, and supported local initiatives and charities, align donations and sponsorships to support ESG plan.



ORGANIZATION/EVENT	DESCRIPTION/PURPOSE	YEAR OF VOLUNTEER
<b>Scarborough Community Centre</b>	Help new immigrant on how to write resumes and find the first job in Canada; answer individual questions	2005
<b>Victoria International College of Business &amp; Technology</b>	Being Public Speak/Seminar (3 times) on how to help new Immigrants, new graduates, and anyone who lost job or wants to change job in IT Fields: -How to write resumes -How to search new jobs -How to answer interview questions -How to follow-up after interview	2014
<b>Access Employment</b>	Help unemployed professionals to find Job.	2013 - 2016
<b>Professional Career Development Forum and Job Fair</b>	Conduct face-to-face exchanges on the development trends and challenges of various industries, employment prospects, professional requirements, job search skills, interview preparation, career development, and other related topics.	2021 - 2023

# SPONSORSHIP

EVENT	ORGANIZATION	YEAR OF SPONSORSHIP
Red Cross		2005 - 2008
JDRF Ride for Diabetes		2011 - 2022
Ride to Conquer Cancer		2014 - 2018
Canada Panda Cup Table Tennis Tournament		2016 - 2023
Canada Chinese Universities Alumni Table Tennis Tournament		2016 - 2023
Manulife Heart & Stroke Ride for Heart		2019
Yorkville Run for The Kidney Foundation of Canada		2019
Sunil 4 Trails Charity Golf Tournament		2019 - 2022
Terry Fox Run		2020
Trails Youth Initiatives		2020 - 2022
Toronto Marathon		2020, 2022, 2023

# LEADERSHIP AND GOVERNANCE

Our ESG Governance is overseen at the highest level by our Board of Directors, with the Governance Committee of the Board supervising the ongoing implementation of Dawn InfoTek’s ESG program. Dawn InfoTek’s ESG, climate, and sustainability initiatives are managed on a business-by-business basis by ESG Coordinators.



**Dawn InfoTek\_Code of conduct\_v2023**





# CLOSEOUT

We are still in the early stages of our ESG efforts but have a strong commitment to maturing our approach, capabilities, and results as we feel this will better enable our businesses to compete and win in the marketplace or talent and customers. We are confident in our ability to do this.



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