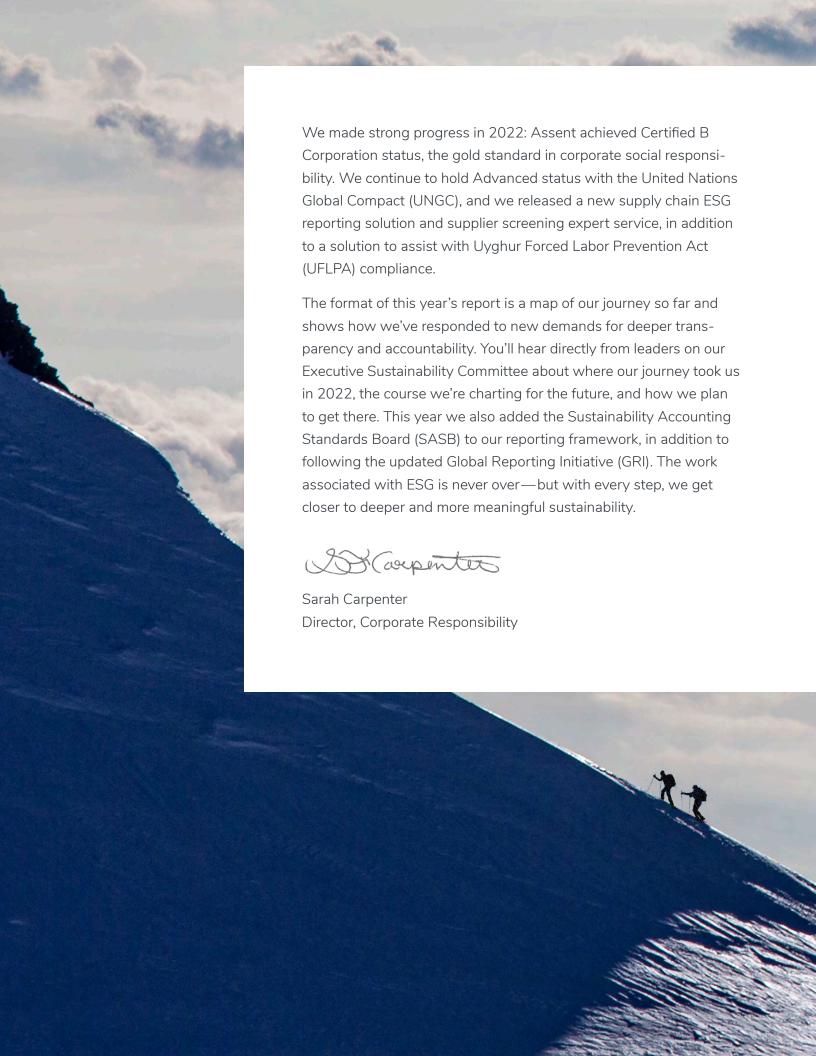


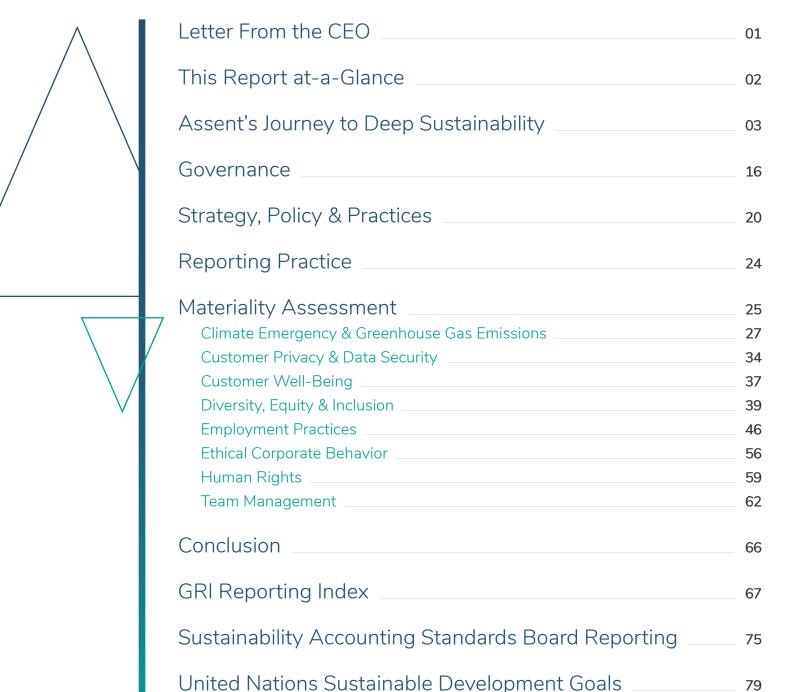


The business community is on a collective sustainability journey. We are all facing increased pressure and scrutiny from the market and customers to go deeper with our environmental, social, and governance (ESG) programs. Global factors, like the war in Ukraine, the climate crisis, as well as growing scrutiny on forced labor practices in China and the minerals industry, challenge us to prioritize supply chain transparency.

Assent is on a journey to deep sustainability, and in 2022 we focused on our ESG governance and accountability. We charted our course by identifying our most material topics, using the findings of our 2021 materiality assessment. We also formed a new Executive Sustainability Committee with executive-level ownership and accountability for our sustainability impacts. And we added the role of Corporate Sustainability Program Manager to our team, which will help ensure we're taking concrete actions and operating from a common understanding of what success means for Assent with regard to ESG. Our engagement with ESG has never been more deeply embedded in all levels of our organization.



## Table of Contents



United Nations Global Compact Ten Principles

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## Letter From the CEO

To our stakeholders,

Assent is on a mission to make the world's supply chains deeply and durably good. We have a responsibility to lead by example and guide manufacturers on their journeys to deep sustainability.

Supply chains represent the biggest opportunity and biggest obstacle on this journey. Here's why: Complex manufacturing supply chains are deep and touch global communities, economies, and ecologies, yet they lack transparency without the right tools and guidance. When manufacturers make progress toward building a more sustainable supply chain, they have a broader net positive impact. Assent's purpose is to use our depth of experience and perspective to chart a course toward meaningful sustainability and map out global supply chains for our customers.

We're making it possible for others to journey alongside us by developing new solutions and services, and embracing new technologies like machine learning. The need for deeper supply chain insight is particularly urgent today, with stricter restrictions on per- and polyfluoroalkyl substances (PFAS), also known as "forever chemicals." Our advanced platform and team of experts mean that we're able to quickly assist manufacturers as they comply with new regulations and protect human and environmental health.

This year, we made progress on a number of fronts: We became a Certified B Corporation, recognizing our potential to help other businesses become more sustainable and use business as a force for good. We launched the industry's first end-to-end supply chain ESG reporting solution, giving manufacturers tools and guidance to help them at every step of their journey, from initial supplier engagement all the way through to writing corporate sustainability reports. We also formalized the roles and responsibilities of our Executive Sustainability Committee and determined the material topics that will be our waymarkers. You'll find these and many more successes, puzzles, and learnings in this year's report.

Andrew Waitman

Chief Executive Officer

Mouter

## This Report at-a-Glance

#### Assentee Breakdown

Total number of Assentees (employees) in 2022

A snapshot of some of the major milestones and key performance indicators from our journey to deep sustainability in 2022.

New Hires Turnover 360 156



#### Greenhouse Gas Emissions

Scope three emissions from our suppliers make up 82% of our total carbon footprint. Assent offset its scope one and two emissions using a credible, high-quality offset project based in Kenya and Mississippi, USA. We removed 150 metric tons of carbon dioxide equivalent and avoided 55 metric tons through Clearloop Panola County Solar.

Scope   Metric tons of carbon dioxide equivalent (tCO2e)				
Scope One – Direct Emissions	73.2			
Scope Two – Energy Indirect Emissions	132			
Scope Three – Other Indirect Emissions	2,091			
Gross Other Indirect (Scope Three) GHG Emissions*	2,091			
Emissions Intensity**	2.446219382			

Categories and activities include: Air travel, road travel, hotels, non-production-related procurement, production-related procurement, data servers, waste, water

Our progress led to us becoming a certified B Corporation, joining the exclusive list of companies that balance purpose and profit.

85.3 Overall B Impact Score

Assentees donated over

\$16,555

to various global charities



- ► In September 2022, Assent released the first complete ESG solution developed specifically for complex manufacturing supply chains.
- All Assentees receive three paid days for professional development.
- 100% of full-time Assentees receive semi-annual performance and development reviews, including all levels of the organization.
- Established a new Executive Sustainability Committee.

<sup>&</sup>quot;Using team member count as the denominator.



## Assent's Journey to Deep Sustainability:

## Charting the Course Internally & Externally

Assent constantly strives for a state of deeper sustainability. This means that ESG considerations are embedded in all aspects of our business, and that decision making goes beyond checkbox compliance. We also build connections between sustainability and compliance by breaking down siloed thinking about how businesses thrive.

This report maps out Assent's journey to deep sustainability, including the identification of our material topics and the establishment of sound governance structures. As we continue on our path, we will continue to prioritize getting deeper with our data, our progress, and our commitments. This includes our commitment to sharing our knowledge and solutions with manufacturers in all sectors.

We develop and maintain a complete, end-to-end supply chain sustainability platform that gives manufacturers insights into their product compliance, ESG management, and trade compliance. We combine cloud-based software with expert services to help manufacturers across the globe see deeper into their products and parts. Our mission is to make the world's supply chains deeply and durably good, so manufacturers can grow better and bring responsible products to the market.

We serve manufacturers with complex supply chains and footprints that often span multiple economies, communities, and environments. In 2022, we provided software and services to more than 700 customers, and our database, the Assent Sustainability Network, includes more than 250,000 suppliers. Currently, Assent's core verticals include:



Aerospace & Defense



Industrial Equipment



Automotive



Medical Devices



Electronics

#### Our software and services include:

- ➤ A software-as-a-service (SaaS) platform with solutions for supply chain ESG reporting, product compliance, vendor management, trade compliance as well as dashboards and a supplier portal
- Expert guidance from Assent's in-house team of subject matter experts, with over 200 years of collective experience in human rights, responsible sourcing, regulatory compliance, supply chain management, and ESG
- Supplier engagement, education, and support programs, including live support in multiple languages and a supplier portal with selfserve educational resources

- Enhanced Supplier Screening with adverse media screening and denied party screening, conducted by Assent experts, utilizing over 2 million digital sources and supported by advanced data systems
- Automation and machine learning applications for data collection, analysis, verification, and reporting

In addition, Assent's subject matter experts publish free educational materials such as instructional guides and webinars about new legislation and regulations, industry best practices, and updates to industry templates such as the Slavery and Trafficking Risk Template (STRT) and Extended Mineral Reporting Template (EMRT).



### Our Global Presence

Assent Inc. is a privately held company headquartered in Ottawa, Canada, with offices in five countries. We also have satellite offices across Canada, Switzerland, the UK, Germany, and Greece.



#### Canada

Assent Inc. 525 Coventry Road Ottawa, ON K1K 2C5 Canada

#### Kenya

Eldoret Daima Plaza (MUPS Plaza), 21st floor, Uganda-Nairobi Road Eldoret, Kenya

#### Malaysia

Assent Compliance Malaysia Sdn. Bhd. Unit 9.02, Menara Boustead Penang 39, Jalan Sultan Ahmad Shah 10050 Penang

#### **Netherlands**

Assent Compliance Netherlands B.V. Barbara Strozzilaan 101, 1083 HN Amsterdam, Netherlands

#### **United States**

Assent Compliance USA Ltd. 20 E Broad ST FL 8 Columbus, OH 43215-3403 U.S.A.



Our ownership group is formed by a combination of equity firms, founders, and employees. We have the continued support of world-class investment firms, with Warburg Pincus and Vista Equity Partners as our two most significant business partners. To date, we have benefited from financing rounds for a total of over \$540 million USD.

There have been no significant changes to our business relationships, core activities, or value chains since our previous report.

#### **Investors & Partners**

\$540 Million+ Funding Raised

WARBURG PINCUS









**Corporate Partners** 





HANZA intertek



Total number of Assentees (employees) in 2022

939

celebrated reaching a 1,000 Assentee milestone.

Contractors

38

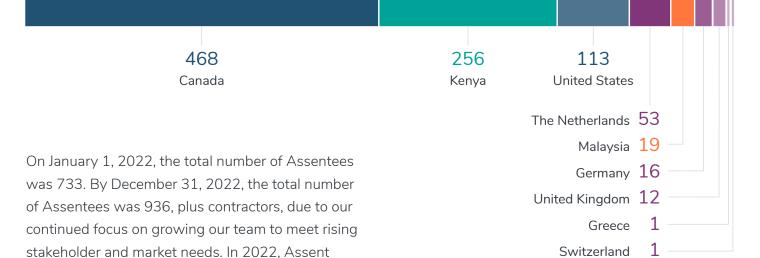
**Vendor Subcontractors** 

28

#### **Gender Identity**



#### Region



#### Team Breakdown

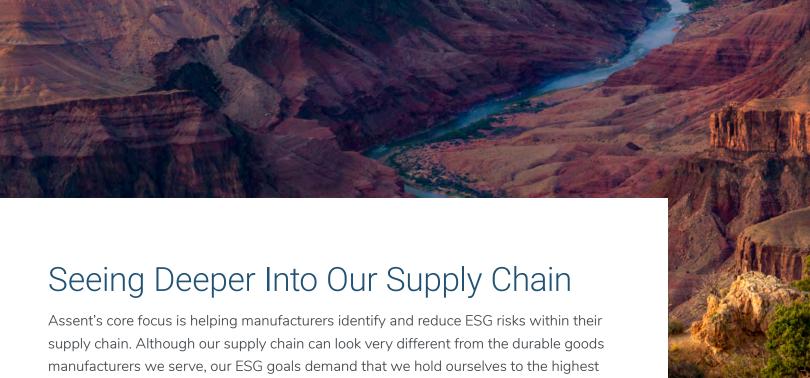
	Permanent Employees		Temporary Employees		Full-Time Employees		Part-Time Employees	
	Male	Female	Male	Female	Male	Female	Male	Female
Canada	272	183	0	2	272	181	0	2
United States	67	44	0	0	66	43	1	1
The Netherlands	26	23	0	0	26	21	0	2
Malaysia	0	17	0	0	0	17	0	0
Kenya	112	143	0	0	112	143	0	0
Germany	12	4	0	0	12	4	0	0
UK	7	4	0	0	6	4	1	0
Switzerland	0	1	0	0	0	1	0	0
Greece	0	1	0	0	0	1	0	0

<sup>\*</sup>Assent does not have non-guaranteed-hours employees.

Assent collects team member data using BambooHR, a tracking system that our Employee Experience (EX) department updates daily to ensure its accuracy. Assentees can self-report on gender identity within the system, and EX manages records on employment region. Assentee demographic data disclosed in this report was pulled from BambooHR on December 31, 2022.

Contractors are not employees of Assent. They have specific skills and assets that Assent requires to complete specific projects amongst various departments. The contractors are from different entities. They provide consulting services and complete contract work. Vendor sub-contractors are individuals who work under a separate company, who Assent has a contractual relationship with to provide us with specific services. These vendor sub-contractors provide us with outsourced coding services for our software development teams. Assent compiles data about non-employee workers through payroll/financial records.

<sup>\*\*</sup>Region represents the listed countries in which we operate. Employment status follows legal and industry definitions. Gender identity includes male, female, and non-binary, tracked through self-disclosure in BambooHR.



Assent's core focus is helping manufacturers identify and reduce ESG risks within their supply chain. Although our supply chain can look very different from the durable goods manufacturers we serve, our ESG goals demand that we hold ourselves to the highest standards when deciding who we purchase from and partner with. To help us reach our goals, our strategy includes our Environmentally Preferable Purchasing (EPP) policy, detailed later in this report, and our Code of Business Conduct and Ethics.

As a SaaS company, Assent's supply chain consists mainly of data servers, namely Amazon Web Services (AWS), in addition to non-production-related purchases such as software and services. In 2022, we did not significantly change our supply chain based on ESG considerations—namely because we have been historically purposeful in building our existing supply chain.

#### Top five supplier categories in 2022:

- 1. Consultants
- 2. Software
- 3. Marketing materials
- 4. Server hosting
- 5. Computer equipment

Scope three emissions from our suppliers make up 82% of our total carbon footprint. In 2023, we are devising a strategy to manage our supply chain impact. More details about our carbon footprint are covered in our section on environmental performance.

#### **Supply Chain Transparency**

Total number of suppliers: 347

Top geographic locations of suppliers:

- Canada
- European Union & United Kingdom
- United States

 $\mbox{\ensuremath{^{1}}}\mbo$ 



## Supplier Social & Environmental Assessments

In 2021, Assent created an Environmentally Preferable Purchasing (EPP) policy to help departments add an environmental assessment to their purchasing practices, in addition to the security and privacy risk screening process already in place at Assent. Our Code of Conduct also requires that all Assent partners and vendors adhere to international human rights standards.

The EPP outlines best practices for selecting vendors, including:

- Selecting products that meet the EPP standards when possible while still being economically efficient
- Buying in bulk whenever possible to reduce packaging and shipping impacts on the environment
- Ensuring those responsible for spending/invoices verify compliance with green initiatives
- Monitoring the buyer to ensure they follow the EPP
- Having upper management encourage the use of green and environmentally responsible vendors, service providers, and relay the importance of the EPP goals in the global offices

We have a number of departments using the EPP to reduce our environmental and social impacts. In this report, we've included two examples of how Assent teams are using supplier assessments to improve our supply chain sustainability.

To improve the rollout of our EPP and guide a formal reporting methodology, Assent created the Corporate Sustainability Program Manager position, filled by Katie Allen, with a mandate to help execute Executive Sustainability Committee strategies and policies.

#### Contributed by:

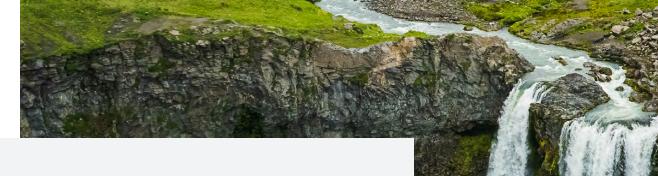
#### Katie Allen

Corporate Sustainability Program Manager



Joining Assent in 2022 was an indicator of the maturity of our corporate sustainability programming. I joined a team eager to take the good work that had already been accomplished, and take it even deeper. This role creates a new level of accountability and acts as a support system for our leaders across the organization. It's a big step to help us take our sustainability initiative even further.





#### Sustainability With Style

Assent's Marketing department made implementing our EPP Policy a mission in 2022. We took steps to reduce the negative social and environmental impacts of our marketing materials, events, and customer relations by screening suppliers for sustainability performance. The result? A better experience for our customers and prospects that lets us put our values into action. Here are some of the steps we took:

- Switched to the merchandise vendor, Swagger, which is a 1% for the Planet partner and sources from socially responsible manufacturers. Swagger donates 1% of sales to environmental causes.
- Reduced the quantity of printed and physical materials by combining digital experiences at our events and conference booths, including a switch to reusable booths and saying goodbye to one-time-use banners.
- Selecting printers that offer 100% recycled, chlorine-free, and Forest Stewardship Council (FSC) certified paper. Printing locally whenever possible to reduce greenhouse gas (GHG) emissions.
- ► Transitioned our annual conference, Assent Evolve, into an all-virtual event for 2022.



Software and information technology made up 38% of our total supply chain spend.

To ensure we're making purchasing decisions that support our customer privacy goals, Assent has a documented Software Procurement process that is in scope of our ISO 9001:2015 Quality Management System audit. Our IT experts continuously monitor, analyze, and actively improve our policy, and the process is distributed to Assentees.

### Alliances & Association Memberships

Assent is committed to working closely with industry groups to collectively advance global initiatives in sustainability, human rights, and environmental programs in the private sector.

Assent is the first North American tech company to hold both B Corp certification and Advanced status with the UNGC. These rankings recognize significant performance in corporate sustainability and transparency.















































UNGC: Decent Work in Global Supply Chains Action Platform

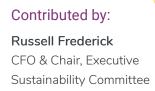
UNGC: Justice & Strong Institutions Action Platform

**UNGC Netherlands** 



### Sustainability Milestone: **Becoming B Corporation Certified**

Since Assent began its journey, our guiding principles have always been sustainability and being a force for good. As we work with clients to help them reach a state of deeper sustainability, it is also important that we continue to lead by example. In 2022, our progress led to us becoming a certified B Corporation, joining the exclusive list of companies that balance purpose and profit, with a deep commitment to embedding sustainability across the organization and beyond, to make a purposeful impact on our communities and on our clients.



#### **Overall B Impact Score**

Based on the B Impact assessment Assent Inc. earned an overall score of 85.3. The median score for ordinary businesses who complete the assessment is currently 50.9.



- 85.3 Overall B Impact Score
- 80 Qualifies for B Corp Certification
- 50.9 Median Score for Ordinary Businesses

Transparency is essential to B Corp Certification: Assent's B Impact Score is publicly available on the B Corp website.

We started this journey because we are uniquely positioned to make a meaningful impact on the world and amplify our customers' sustainability efforts. We talk about purpose a lot at Assent—that's because progress with regard to sustainability and ESG requires purposeful engagement from all levels. This certification wouldn't have been possible without the help of so many Assentees and their depth of experience and knowledge.

This new certification is third-party proof that Assent's supply chain sustainability management solution and our internal governance structures are built to last. It means we are leading the pack in innovative business practices focused on the global good. By undergoing B Corp auditing and having our performance metrics made transparent in the B Lab system, Assent will be held continuously accountable for our commitment to economic sustainability and ESG, driving us forward in our mission to help manufacturers deliver responsible and sustainable products to market.



### **Building the ESG Foundation** Manufacturers Need

In September 2022, Assent released the first complete ESG solution developed specifically for complex manufacturing supply chains, helping them see deeper into their hidden supply chain ESG risks and charting a course to sustainability. For most manufacturers, the majority of their sustainability impact is outside their four walls, and that makes it vital to include supply chain data to avoid accidental greenwashing. Supply chains are complex, but we believe managing their ESG impact shouldn't be.

Our solution gives manufacturers the foundation to establish a deeper supply chain sustainability program that matures with their organization's goals and helps them address their biggest environmental, economic, and social risks. We combine expert guidance, enhanced supplier screening, and 11 flexible ESG assessment topics under our single platform to support all of a manufacturer's supply chain due diligence needs—from initial supplier engagement all the way through to writing their corporate sustainability reports. As part of the release, Assent introduced four new features: corrective actions, evidence review, ESG report inserts, and rating and ranking agency support.

These features enhance manufacturers' ability to confidently collect, manage, and share program results progress with stakeholders. Corrective actions also give suppliers prescriptive guidance to drive continuous improvements across their own sustainability programs. Assent rolls this complex data up into interactive dashboards, risk scorecards, and reports aligned with recog-



The Assent ESG Reporting solution helps manufacturers report on:

- Biodiversity
- Human trafficking and slavery

- Labor rights
- Human rights
- Diversity and inclusion
- Organizational commitment and governance

#### The Assent ESG Solution

In addition to highlighting the Assent ESG solution during the release, Assent spotlighted Jonathan Harris at Corsair Gaming Incorporated, an electronic and gaming equipment manufacturer. Corsair Gaming Inc. elevated its existing program with Assent to include ESG and dive deep into its supply chain to bring out meaningful data for defensible ESG reporting.

#### **Assent ESG Solution**

Watch video



**Assent & Corsair Gaming: Building** an ESG Program

Watch video





## Governance

Assent's Board of Directors and Leadership team govern our mission and vision. The Board includes Assent executives and strategic investor partners with specialized knowledge in supply chain sustainability and business growth.

Assent's highest governance body, the Board of Directors, includes two Assent executives and two independent non-executives. The Board of Directors contains two committees: the Audit Committee and the Compensation Committee.

Contributed by: Russell Frederick CFO & Chair. Executive Sustainability Committee

#### **Board of Directors**

#### **Andrew Waitman**

Chief Executive Officer Chair of the Board

#### Assent

Board member since January 2015

#### Jonathan Hughes

Cofounder

#### Assent

Board member since 2010

#### Justin Sadrian

Managing Director

#### Warburg Pincus

Board member since October 2018

#### Samuel Lipsick

Vice President

#### Warburg Pincus

Board member since October 2018

#### Sean Cantwell

Managing Partner

#### **Volition Capital**

Board member since June 2016

#### Stephen Marsh

Chairman & Founder Smarsh

#### Shanti Atkins

Founder

#### **NAVEX Global**

Board member since February 2021

#### Jake Hodgman

Managing Director

#### Vista Equity Partners

Board member since December 2021

#### Patrick Severson

Senior Managing Director, Co-Head

Vista Foundation Fund

Board member since December 2021

#### Assent Leadership Team

**Andrew Waitman** 

Chief Executive Officer

Russell Frederick

Chief Financial Officer

**Dave Curley** 

Chief Revenue Officer

Heather Frick

Chief Marketing Officer

Keira Torkko

Chief People Officer

Marty Labelle

Chief Product & Data Officer

Jonathan Hughes

Cofounder

James Calder

Senior Vice President, Corporate Development & Regulatory

Information about the Board of Directors and Assent Leadership team is **available online**, including sustainability-related competencies and experience advising on corporate social responsibility programs. Many of our board members are leaders in organizations that have programs in place to integrate ESG within their strategies, operations, and the actions of their portfolio companies. Assent's corporate sustainability program has benefited from these programs through toolkits, advice, and benchmarking support. Moreover, individual directors hold ESG competencies, such as Shanti Atkins who has over two decades of governance, risk, compliance, and GRI experience.

In 2021, the board included seven men and one woman. As of January 1, 2022, it includes eight men and one woman. Seven board members are Assent stakeholders (two as employees and five as shareholders) based on the GRI's definition.

#### Leading With Courage, Working With Purpose

Assent's values inform and inspire everything we do, and how we do it. We are on a mission to make the world's supply chains deeply and durably good, and that means working with purpose and doing what's right—whatever it takes. When we say whatever it takes, we never forget it takes all of us. This includes our governing bodies, committees, Executive team, and Board of Directors.



Optimism



Fearlessness



Diligence



Integrity



Joy



Depth



Perspective

#### **Governance Oversight & Policies**

Assent does not have a formal process for nominating or selecting members of the Board of Directors, as the Board is composed primarily of investor shareholders and Assent executives. While there is no written policy, Assent does consider the diversity, independence, and experience relating to economic, environmental, and social topics. The Chair of the Board of Directors is not an executive officer at Assent.

Currently, Assent does not have a formal process to manage conflicts of interest in our governance or disclose conflicts of interest regarding cross-board membership, cross-shareholding, the existence of controlling stakeholders, or related parties.

Critical concerns are communicated at quarterly Board meetings. In 2022, no critical concerns were raised.

Currently, there is no formal sustainability or ESG training in place for the Board of Directors. Assent's Board of Directors includes members with decades of experience in sustainability and ethical governance. Many of Assent's Board of Directors are leaders in organizations recognized for sound economic, environmental, and social impact management. Both Warburg Pincus and Vista Equity Partners are signatories to the United Nations-supported Principles for Responsible Investment (PRI). In addition, Board member Shanti Atkins has over two decades of governance, risk, compliance, and GRI experience.

### **Executive Sustainability Committee**

The Board of Directors and Leadership team also act as the highest governance body responsible for overseeing Assent's impacts on the economy, environment, and people. To support this function, in 2022, Assent formed the Executive Sustainability Committee made up of corporate sustainability experts that advise the board and leadership team. Assent Chief Financial Officer (CFO) Russell Frederick chairs the Executive Sustainability Committee, which consists of no less than three C-suite executives at all times. The Chief Executive Officer (CEO) decides appointments, rotations, and resignations within the committee. Members serve for a minimum two-year term. A diverse group of members occupy the remainder of the roles on the committee and offer expertise across a range of Assent's material sustainability topics and sustainability in general.

The purpose of the Executive Sustainability Committee is to assist the CEO and Board of Directors in creating a positive impact on society and the environment, as determined by Assent's articles of incorporation, as amended on July 25, 2022. It also helps fulfill our commitments to the UNGC Ten Principles, and manages the execution of Assent's



sustainability policies and strategies, ensuring compliance with all relevant legal obligations and responsibilities. It also establishes, promotes, and integrates sustainability principles in a focused way across all departments.

The committee reviews and approves Assent's annual sustainability report after all the information has been collected and undergone the drafting process. It also approves the material topic selection from our materiality assessment. Using the results of our materiality assessment, each executive-level member of the committee was assigned responsibility for a material topic, including its supporting strategy and delegation to other employees.

The Committee meets no less than four times per year to ensure that Assent makes meaningful progress toward its social and environmental goals based on the results of our materiality assessment. It reviews its own effectiveness and the processes used regularly.

The creation of Assent's Executive Sustainability Committee is a major milestone in our sustainability strategy: It formalizes executive leadership for ESG projects, adds accountability to our ESG goals, and outlines specific responsibilities across our organization. In 2023, Assent will formalize the role of its Board of Directors in overseeing the management of material sustainability topics.

#### Activities led by the Executive Sustainability Committee in 2022 included:

- Defined and hired a new Corporate Sustainability Program Manager role at Assent to proactively monitor and execute on our sustainability across all departments.
- Identified the top-eight material topics for Assent's sustainability management program using the findings from the Assent Materiality Assessment.
- Renewed sustainability governance to support the CEO and Board of Directors in the creation of positive impact.
- Embarked on the development of a sustainability strategy to guide Assent in growing with purpose





## Strategy, Policy & Practices

## **Policy Commitments**

We have two primary policies that support responsible business conduct at Assent: our Code of Business Conduct and Ethics and the Executive Sustainability Committee Charter. Both were informed by internal sustainability subject matter experts with guidance from members of the Assent Leadership team. The Code of Business Conduct and Ethics was approved by the CFO and the Chief People Officer (CPO). The Executive Sustainability Committee Charter was approved by the most senior executive (CEO).

The Code of Business Conduct and Ethics lays out guidelines for conducting business on behalf of Assent, grounded in the principles of integrity, honesty, transparency, respect, and respecting human rights. It references the International Bill of Human Rights and the fundamental rights in the eight International Labour Organization (ILO) core conventions as set out in the Declaration on Fundamental Principles and Rights at Work.

The Code applies to all Assentees, contractors, directors, executives, and the Executive Sustainability Committee, worldwide. Adherence to the Code is a condition of employment, as well as a requirement for vendors, partners, and contractors. Assent has not yet made this policy available to the public, as this has not been identified as a priority. The Code of Business Conduct and Ethics is reviewed and signed by all new Assentees before their start date and posted on the Intranet for internal access. We use elements of our code in response to requests for proposals (RFPs) or customer queries, but we don't proactively distribute it. The Executive Sustainability Committee Charter is available on the Intranet for access to internal staff. We are currently working on an ethical risk assessment process to ensure the Code and its supporting principles are effectively implemented across the organization.

The Executive Sustainability Committee Charter outlines duties and responsibilities and governs the operations of the Assent Executive Sustainability Committee and stipulates conducting due diligence.

While it is important that we meet existing regulatory requirements and customer expectations, we also take a precautionary approach to our sustainability responsibilities, such as climate action, in alignment with the UNGC Ten Principles.

## Processes to Remediate Negative Impacts

We are committed to providing for and cooperating in the remediation of negative impacts that we have caused or contributed to. To support this commitment, we established a Workplace Violence and Harassment Policy, and a Code of Business Conduct and Ethics policy to ensure that any negative impacts are addressed in a timely and effective manner. Our EX team evaluates the outcome of each complaint, concern, or grievance, and determines whether it was effectively resolved. Through platforms like Officevibe, we collect feedback from stakeholders such as affected team members and other relevant parties about the effectiveness of the grievance mechanisms and other remediation processes.



Any individual who has experienced or witnessed negative impacts has an opportunity to report them through Officevibe, Anonymous Assent Feedback Box via SuggestionOx, and their EX Business Partners. We are committed to taking necessary actions to address and prevent any negative impacts from recurring, and individuals are protected from reprisal if any negative impacts are reported through these channels.

Assent has a documented set of guidelines tied to Workplace Investigation best practices and our Workplace Violence and Harassment Policy to address any reported negative impacts in the form of a Workplace Investigation guideline in order to address these matters in an impartial, consistent manner. We will be continuously updating and reviewing Assent's remediation process and policies, by actively seeking feedback from stakeholders, including EX Business Partners, Internal Communications and Branding Specialists, and senior leadership members. We also have our Health and Safety Policy that supports the remediation of negative impacts.

### Mechanisms for Seeking Advice/Concerns

At Assent, individuals typically seek advice on implementing our policies for responsible business conduct by consulting their direct managers or the EX business partner assigned to their teams. They may also refer to the Code of Business Conduct and Ethics policy for guidance, which is available on Assent's human resources information platform, BambooHR, and our self-serve global intranet. Additionally, Assent has a designated email and anonymous reporting tool for Assentees to report any concerns or ask questions.

Assent had no significant instances of non-compliance with laws and regulations in the 2022 reporting period and has not paid any fines or incurred any non-monetary sanctions.



## Stakeholder Engagement

The materiality assessment project team identified our stakeholder groups as part of the completion of our materiality assessment in 2022. While selecting team members for the materiality assessment, we strove for diversity of locations, roles, and seniority.

We engage with the following stakeholder groups, directly or indirectly:

#### Stakeholder Group

#### **Customers**

We engage with our customers to promote ongoing alignment between our solutions and our customer needs. We engage them on several topics, including:

- Platform functionality
- Product roadmap
- Regulatory issues
- ► Satisfaction with support

#### How We Engage

- Net promoter score surveys
- Newsletters, webinars, events, educational content
- ► Industry associations
- ▶ Direct communications

#### **Assentees**

We engage with Assentees to promote ongoing alignment between the needs of Assentees and the interests of Assent.

- Company-wide communications and meetings
- Anonymous feedback box
- Direct communications (for example, between manager and Assentee)
- ► Career, Advance, Review, Empower (C.A.R.E.) reviews
- Officevibe surveys
- Drop Everything and Learn (D.E.A.L)

#### **Investors**

We engage with our investors to support our financial performance while creating a positive impact on society and the environment.

- Investor meetings
- Investor reports
- Direct communications

#### **Suppliers**

We engage with suppliers in Assent's Sustainability Network to promote ongoing alignment between our solutions and our suppliers' needs. We engage them on several topics, including:

- Regulatory education
- Data exchange challenges
- Supplier Portal navigation
- ▶ Training needs

We also engage with suppliers selling us goods and/or services to promote alignment between their offering and sustainability impact and our needs.

- Supplier onboarding
- Language support where available
- Co-hosted webinars and events with customers
- Newsletters, webinars, educational content
- ► Industry associations
- Direct communications
- Knowledge base of regulatory and product knowledge for self-serve education

#### Industry & B Lab Peers

We engage with industry and B Lab peers to understand industry standards and leading practices, share learning, and collaborate on solutions.

- Multi-stakeholder initiatives
- Industry associations
- Events and roundtables

#### Regulators & Policymakers

We engage with regulators and policymakers to learn about news and developments and—where appropriate—to inform their decision-making.

- Multi-stakeholder initiatives
- ► Industry associations
- Direct communications

#### **Civil Society**

We engage with civil society to uncover emerging sustainability issues and to learn about leading practices.

- Multi-stakeholder initiatives
- Events and roundtables

Assent used the Datamaran software platform to survey some of these stakeholders during our materiality assessment on topics that are relevant to our environmental, social, and economic performance for sustained and continued business growth. For our other stakeholders, we captured perspectives through online research and reports.





## Reporting Practice

Assent aligns our sustainability reporting with the calendar year. Our most recent report was issued on April 1, 2022, for the 2021 reporting year, complying with UNGC reporting timelines. This report was published on April 1, 2023, and was created following the updated Global Reporting Initiative (GRI) standards and includes the Sustainability Accounting Board Standards (SASB).

This report covers Assent's entire global operations, although we were not able to collect full GRI data for every Assent office. All our subsidiaries are 100% wholly-owned therefore no adjustments are needed. The reporting approach will not differ across disclosures and material topics. In addition, our audited consolidated financial statements include all reported entities.

This report is not externally audited but, as a UNGC member, we submit our report for public evaluation as part of our mandatory disclosure commitments. You can review Assent's sustainability reports on the UNGC database here.



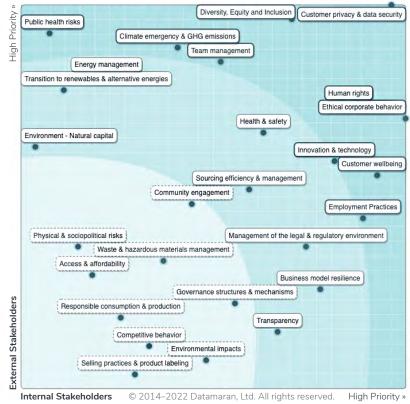


## Materiality Assessment

One of the most significant milestones Assent achieved in 2022 was the completion of a formal materiality assessment. We began stakeholder engagement and data collection in 2021, with oversight from a cross-departmental project team with executive sponsorship. We used Datamaran, a third-party data service provider to capture perspectives from all of our key external and internal stakeholders about the sustainability issues material to Assent. The materiality assessment project team selected the following stakeholder groups: employees, industries and peers, regulators, policymakers, media, suppliers, customers, investors, and the B Lab community. We strove for diversity across locations, roles, and seniority.

By analyzing the results of this data,
Assent's Executive Sustainability
Committee was able to select the
top-eight material topics for Assent.
To ensure meaningful engagement
with the materiality assessment,
Assent plans to conduct regular
surveys internally with employees and
to reassess the topics every few years.
As this is our first year using this list of
material topics, there are no changes
compared to last year to report.





Materiality Topic	Reporting Metrics
Climate emergency and greehouse gas emissions	<ul><li>Energy</li><li>Water and effluents</li><li>Emissions</li></ul>
Customer privacy and data security	► Customer privacy
Customer wellbeing	
Diversity equity inclusion (DEI)	<ul><li>Diversity and equal opportunity</li><li>Non-discrimination</li></ul>
Ethical corporate behavior	<ul><li>Corporate giving</li><li>Anti-corruption</li></ul>
Employment practices	<ul> <li>Employment</li> <li>Occupational health and safety</li> <li>Market presence</li> </ul>
Human rights	<ul> <li>Freedom of association and collective bargaining</li> <li>Child labor</li> <li>Forced or compulsory labor</li> </ul>
Team management	<ul><li>Training and education</li><li>Transparency</li></ul>

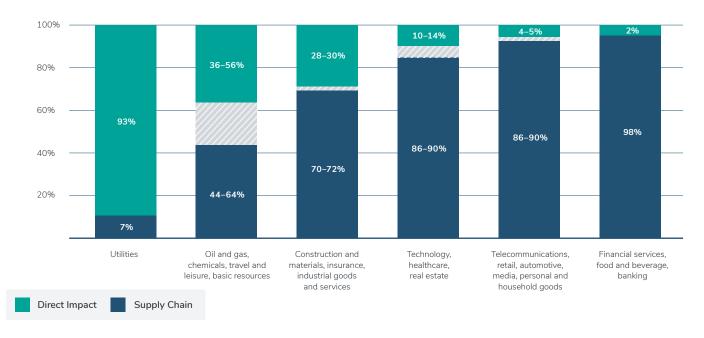


# Climate Emergency & Greenhouse Gas Emissions

As a leader in supply chain sustainability, Assent is uniquely poised to help businesses tackle the challenges of addressing climate change and reducing manufacturing's global environmental impact. A publication from the Principles for Responsible Investing (PRI) detailed that for nearly all manufacturing sectors, the majority of their environmental impact was located in the supply chain rather than their direct processes.<sup>1</sup>

Contributed by:

Marty Labelle
Chief Product
& Data Officer



Principles for Responsible Investing. (2017). Managing ESG risk in Supply Chains. https://www.unpri.org/private-equity/managing-esg-risk-in-the-supply-chains-of-private-companies-and-assets/615.article

Assent's supply chain sustainability management solution and expertise enable organizations to collect and analyze environmental impact data from their suppliers so that they can make more meaningful reductions to their environmental footprints.

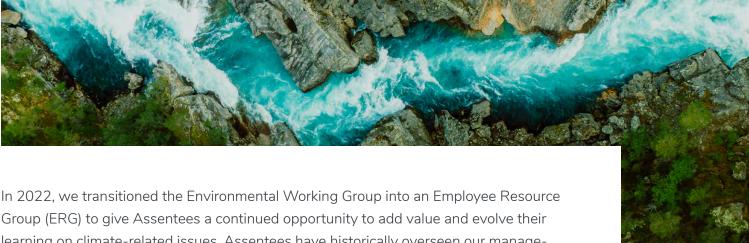
Like many manufacturers, Assent is on a sustainability journey to understand, measure, and improve our environmental performance. This section of the report details our progress.

Climate change is a potential source of economic, environmental, and social impacts. It can lead to increased costs for businesses due to supply chain disruptions and natural disasters, or affect the availability of raw materials. Environmentally, changes in global temperature can result in severe weather conditions, rising sea levels, melting ice caps, extinctions, and habitat loss. Climate change also threatens human rights, such as access to drinking water and land rights of indigenous peoples. In particular, it affects developing nations and marginalized persons, creating scarcity, displacement, and civil unrest. For these reasons, Assent is committed to reducing both our environmental footprint and those of manufacturers, whose supply chains represent some of the most significant potential impacts.

Taking action on climate change means that Assent, and our customers, can create new business opportunities and jobs, particularly in renewable energy and sustainable agriculture sectors. Reducing our GHG emissions helps us mitigate the impacts of climate change, and supports our mission to protect human rights across the globe. By raising awareness of environmental sustainability, we aim to promote greater engagement and advocacy within the business community.

## Managing Our Environmental Footprint

Assent's Code of Business Conduct and Ethics affirms our commitment to combating climate change and lowering our overall environmental footprint. Historically, Assent's Environmental Working Group has overseen our management of climate-related issues. However, in 2022, this responsibility was transferred to Assent's Chief Product Officer and Chief Data Officer given the level of oversight needed for the effective management of a priority sustainability topic. This shift will support a more consistent and strategic approach to managing our climate-related impacts. It will build on the success of Assent's Environmental Working Group, which shepherded a number of important changes throughout the organization, including the promotion of sustainable transportation options and climate-friendly diets.



In 2022, we transitioned the Environmental Working Group into an Employee Resource Group (ERG) to give Assentees a continued opportunity to add value and evolve their learning on climate-related issues. Assentees have historically overseen our management approach to climate-related issues through the Environmental Working Group. Employees have access to a number of other channels to give feedback on and inform the sustainability work of Assent. This includes Officevibe and other anonymous feedback channels.

Under the new Executive Sustainability Committee's governance, we are actively working to set goals and targets for our energy consumption, water usage, and carbon footprint. We have identified that our operations carry the risk of negatively impacting the environment in the following ways:

- ▶ Energy consumption: Data centers and servers used to host software applications consume large amounts of energy, which can contribute to GHG emissions and climate change.
- ➤ Travel emissions: Business travel, such as visiting customers or attending conferences, can result in significant GHG emissions from air and ground transportation. Encouraging virtual meetings and reducing travel emissions through carbon offset programs can help minimize the climate impact of business travel.
- ▶ Resource consumption and carbon footprint of our offices: The energy consumption and emissions from heating, cooling, and lighting of buildings.
- Water usage: The consumption of water, particularly in areas with limited water resources, can have significant environmental impacts.
- Waste management: The generation of waste, such as office paper, packaging, and electronic waste, can be significant in a multi-office company.
- Supply chain emissions: The production, transportation, and disposal of goods and services used by the company, such as office supplies and equipment, can contribute to GHG emissions.

## Energy

Our energy consumption and reduction tracking efforts are delegated to Assent's environmental work group, reporting to the Executive Sustainability Committee. This group involves Assentees and collects feedback to help us be mindful of our energy use.

Where possible, Assent collects energy consumption data for our global offices. A significant number of Assentees worked from their homes (WFH) in the 2022 reporting period. We are not able to fully determine the WFH energy consumption of our operations at this time. Furthermore, many of Assent's global offices are located in buildings where energy consumption is managed by an external property owner, which limits our access to data. Despite these data access issues, we are committed to transparent reporting of available data.

#### **Energy Consumption by Region**

Our internal energy intensity ratio is 424. (398,438 kWh/939 employees).

#### **External Energy Consumption**

Like many other businesses, the majority of Assent's environmental impact and energy consumption happens within our supply chain rather than our own operations. As a SaaS company, we rely on external data centers that require continuous uptime and energy, making energy efficiency material to our environmental impact.

Region	Total Energy Consumption (kWh)
Canada	55,784
Kenya	337,642
Malaysia	5,012
United States	No data available
Netherlands	No data available

Assent relies on data servers managed by AWS and Rogers Communications Inc. to host our platform. AWS is considered energy efficient: "3.6 times more energy efficient than the median of surveyed enterprise data centers in the U.S. and up to five times more energy efficient than typical EU enterprise infrastructure." By 2025, AWS expects to power its operations with 100% renewable energy. Assent's access to energy data specific to thirdparty servers is limited: we can report that 6.4 tonnes of carbon dioxide equivalent (tCO2e) can be attributed to this external source. We do not have a formal system for measuring energy consumption related to business travel or commuting.

### **Energy Reduction Efforts**

In the 2022 reporting period, Assent did not undertake any major energy consumption reduction projects, having completed a major energy-smart renovation of the Ottawa office in 2021 that reduced lighting energy use by 60 percent. As a software provider, there are no direct actions available to reduce the energy requirements from using our product.

#### Renovating for Energy Efficiency

Our Ottawa office renovations included efforts to reduce energy consumption:

- Replaced heating/cooling with a high-efficiency HVAC system and filters
- Reduced lighting energy use by 60 percent by switching to LED bulbs
- ► Reduced light usage with dimmer switches
- Reduced energy waste by installing built-in occupancy sensors

#### Water & Effluents

Assent does not have significant environmental outputs in the form of water discharge or effluents. The majority of our impact comes from water withdrawal and consumption for our global offices. In the majority of regions, we are not able to collect data on water.

756,000

Consumption and withdrawal in Canada



### **Emissions**

For many organizations, Assent included, the majority of climate impact and GHG emissions data is located in the supply chain rather than coming from direct operations. This makes it imperative for emissions reporting to consider indirect (scope two and three) emissions in their reporting. That is why Assent's ESG solution includes tools to help manufacturers review if suppliers provide emission reports.

Assent participated in the UNGC Climate Ambition Accelerator program in 2021. Assent stakeholders received training in measuring, monitoring, and reducing emissions. Through our participation in this program, we have been able to expand our reporting to include scope one, two, and three emissions compared to our 2021 report, which only included scope three.

#### **GHG Emissions**

Scope One -**Direct Emissions** 

/3.2

Metric tons of carbon dioxide equivalent (tCO2e) Scope Two – Energy **Indirect Emissions** 

Metric tons of carbon dioxide equivalent (tCO2e) Scope Three – Other **Indirect Emissions** 

Metric tons of carbon dioxide equivalent (tCO2e)

Gross Other Indirect (Scope Three) GHG Emissions\*

Metric tons of carbon dioxide equivalent (tCO2e) Emissions Intensity\*\*

Metric tons of carbon dioxide equivalent (tCO2e)

Emissions are being reported in CO2 equivalent units and may include other GHGs. Assent has not determined a base year for our emission calculations yet. This is the first year we are reporting our full scope one, two, and three emissions.

Assent offset its scope one and two emissions using a credible, high-quality offset project based in Kenya and Mississippi, USA. We removed 150 metric tons of carbon dioxide equivalent through the International Small Group Tree Planting Program and avoided 55 metric tons through Clearloop Panola County Solar.

<sup>\*</sup> Categories and activities include: Air travel, road travel, hotels, non-production-related procurement, production-related procurement, data servers, waste, water

<sup>\*\*</sup> Using team member count as the denominator.

We use the GHG Calculator, Greenstone, to apply emission factors to our data inputs. However, the following items were measured using the following sources:

- Air travel and hotels were calculated using the International Civil Aviation Organization (ICAO) methodology, layering both aircraft model and class into the calculations and working to include sustainable aviation fuels (SAF). Data points from the Cornell Institute and Department for Environment, Food and Rural Affairs (DEFRA) are also analyzed and updated frequently.
- Our non-production and production-related purchases emissions factors were calculated using U.S. Environmental Protection Agency (EPA) data.

Data server data was calculated by AWS, and data server data at Rogers used **Ontario emissions factors**.

Because this is our first year with access to this data, we did not undertake any specific GHG emission reduction activities in 2022.

## Economic Impact of the Climate Emergency

Assent does not currently have processes in place to report on the potential risk factors and opportunities of climate change on our economic performance. However, we plan on adding this capability as part of our growing ESG reporting commitments.





## Customer Privacy & Data Security

Assent collects, analyzes, and processes confidential and proprietary information from millions of global users as part of our mission to dig deep into the world's supply chains. This makes it imperative that we hold ourselves to the highest standards of customer privacy and data security by using state-of-the-art privacy programs and adhering to international privacy regulations.

Assent is Soc 2 Type II certified, complies with the General Data Protection Regulation (GDPR), and the California Consumer Privacy Act (CCPA) in the U.S. Assent ensures that it collects the minimum Personal Identifiable Information (PII) required to fulfill its services and maintains a retention schedule whereby PII transferred by customers is destroyed once service to that customer is complete.

Customer privacy and data security were identified as material to Assent because consumer trust in digital technologies is essential for the innovation and widespread adoption required for the future of sustainable manufacturing. Strong privacy policies protect consumers' sensitive information from theft and misuse. They also prevent identity fraud and cybercrime, which can have serious negative impacts on the economy.

Contributed by: Samantha Heagle Director, Information Security & Privacy



### Protecting Customer Privacy

Assent is committed through its Security and Privacy programs to not knowingly contribute to negative impacts related to data security and privacy, including loss of sensitive information, reputational harm to Assent customers, financial losses, loss of customer trust, and potential violations of human rights such as the right to privacy and freedom of expression. In 2022, Assent had no substantiated complaints about breaching of data privacy or loss of customer data, no complaints from outside parties or regulatory bodies, and no identified leaks or thefts of customer data.

Assent has a comprehensive set of policies around data security and privacy, based on the ISO27001 framework. In order to build trust with our customers, we are committed to transparency with regard to data collection, use, and sharing. These include:

- Researching and implementing comprehensive data security and privacy policies around collecting, storing, and using personal data, in addition to establishing procedures for handling data breaches or other incidents.
- Conducting regular risk assessments to identify and correct potential vulnerabilities. Regularly monitoring data access by Assentees or contractors.
- Training Assentees on data security and privacy on a frequent schedule to raise awareness of data security processes and help them understand their role in protecting private information. This includes online training courses and phishing simulations.

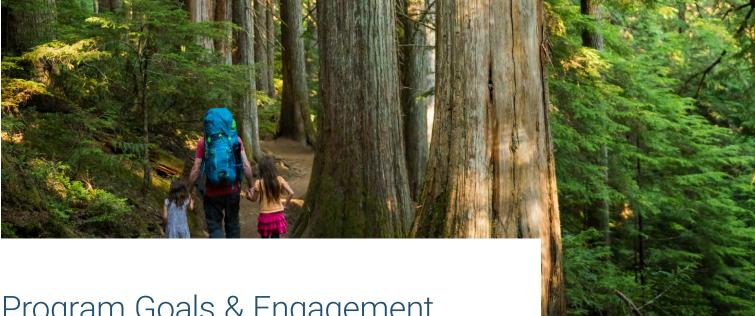
Implementing technical safeguards, including encryption, firewalls, and intrusion detection systems to prevent unauthorized access to data.

#### How Assent Protects Customer Privacy

Read Assent's privacy policy to learn how we use and protect customer data.

Privacy Policy





## Program Goals & Engagement

Assent has appointed a Data Protection Officer (DPO) to oversee our privacy program along with a cross-functional team, including Assent leadership. Assent's Corporate Security department is in constant communication with this team and other stakeholders, including customers and vendors. These interactions inform our ongoing data privacy and security strategy and identify areas of risk. In addition, we monitor international privacy laws and have monthly privacy council meetings. In response to emerging regulations or risks, we update the privacy policy and our procedures accordingly.

The Corporate Security team measures the effectiveness of the program's goals by:

- Establishing and measuring key performance indicators (KPIs) such as time to close off security incidents, number of phishing simulation failures, number of Assentees trained on data security
- Conducting audits to evaluate the effectiveness of data security and privacy controls, including testing technical safeguards, monitoring data access, and assessing training program engagement
- Implementing incident response procedures to ensure Assent can quickly respond to incidents
- Monitoring employee adherence to policies and taking appropriate action if deviations are detected

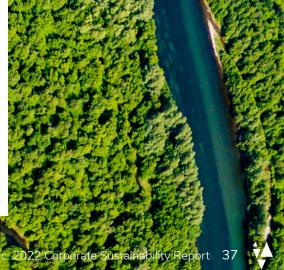


## Customer Well-Being

For Assent to be a reliable partner and guide for manufacturers, it's vital that we have policies and practices that ensure customers are treated fairly and honestly during commercial transactions. This includes our advisory services, customer support, supplier education, and sales interactions. Customer well-being is the mechanism by which we measure and manage customer satisfaction, loyalty, and brand reputation.

Maintaining customer well-being is not simply about Assent's economic growth. There are a number of economic, environmental, and social impacts affected by customer satisfaction. When customers are unhappy in our relationship, it reduces how effectively we can help them and their suppliers remove harmful substances, like PFAS, from their products, and in turn, reduce the impact on the environment and community health. When customers see Assent being socially responsible, while still delivering excellent services and solutions, we can guide them to being better stewards for employee and social health while improving their brand reputation. When we fail to satisfy customers, it reflects poorly on our corporate responsibility efforts and can deter others from investing in social sustainability projects. Customers that trust Assent are more likely to expand their ESG or compliance programs with us, and enjoy the economic and competitive advantages.

Contributed by: Paul Potter VP, Customer Success





Assent is committed to a positive customer experience that meets the expectations set in our sales and marketing communications. However, there is always the risk that Assent may contribute to customer dissatisfaction and to negative social, environmental, or economic impacts. We have a Customer Success team responsible for mitigating these risks and ensuring customers are better off when using our services and solutions. In addition, Assent has taken steps to improve our performance on this material topic and reduce related ESG risks, including:

- ▶ Beginning development on a Customer Satisfaction (CSAT) program, with the goal of completion in the third guarter of 2023
- Initiatives to measure how Assent resolves customer issues and validate customer satisfaction in the following years, including going back into records from past years

Because customer well-being is a new addition to Assent's corporate responsibility program, we are still establishing metrics to measure and assess the success of our actions. They will be measured using CSAT customer surveys, to capture feedback just after their most recent interaction with Assent. We will assess the results and monitor trends of lower responses for action items. Once those actions are complete, we will continue monitoring to validate customer satisfaction. We also plan on establishing a baseline for our efforts and tracking our progress on this journey over the coming years. Once we have this information, we will document it and share lessons learned in our future corporate responsibility reports. In addition, as part of our reporting requirements to the Assent Board, we will begin work on the first initiatives and make recommendations on their effectiveness.





## Diversity, Equity & Inclusion

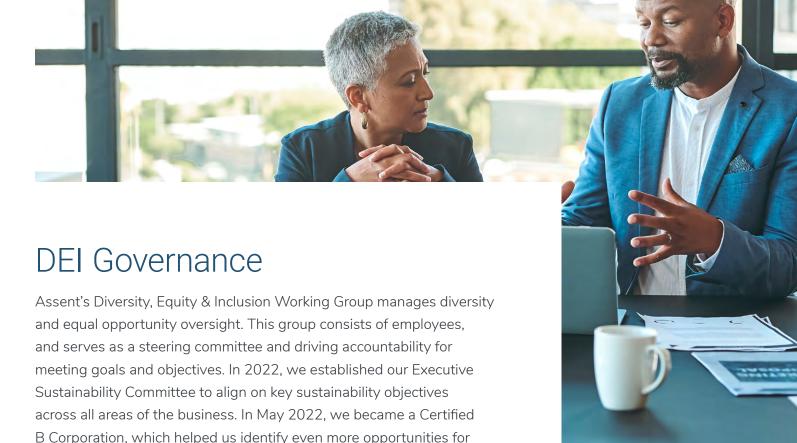
Perspective is one of Assent's core values, not just because we believe that all persons deserve respect but also because diverse points of view, areas of expertise, and cultures fuel our ability to serve the global manufacturing community. By having a diversity, equity, and inclusion (DEI) focus at Assent, we can develop more effective compliance, human rights, and sustainability solutions that help manufacturers improve their environmental, economic, and community impacts. We serve manufacturers from several diverse countries, with differing cultural values, and our diverse teams make it possible to build productive relationships with our customers and their suppliers.

Contributed by: Keira Torkko Chief People Officer



Just as we offer solutions for manufacturers to promote and protect human rights, we've made human rights under DEI a key topic for our corporate responsibility program. DEI increases our creativity and ability to innovate. We are better decision-makers and problem solvers as a team, and it underscores our reputation as an excellent place to work.

Assent's goal is to provide a work environment where everyone feels valued for their contributions. Our DEI policy sets out commitments to the proactive elimination of discrimination at work. It guides our leadership, Board, Assentees, subcontractors, and partners in building an inclusive culture. The DEI policy specifically includes gender expression, anti-agism, multicultural inclusion, and LGBTQIA2+ identities. In our Code of Business Conduct and Ethics Policy, Assent affirms its commitment to the core internationally recognized human rights contained in the International Bill of Human Rights coupled with the principles concerning fundamental rights in the eight International Labour Organization (ILO) core conventions as set out in the Declaration on Fundamental Principles and Rights at Work.



We report on our workplace diversity as part of our requirements under the GRI and UNGC on our significant locations of operation: Canada, the U.S., The Netherlands, Malaysia, Kenya, as well as smaller office hubs in Germany, the UK, Switzerland, and Greece. Outside of our direct control, there is a slight risk of indirect negative DEI impact involvement in our supply chain. However, we do not have data to report on this. In 2022 we launched an internal Diversio survey and plan to release another in early 2023. This will allow us to assess the success of our DEI initiatives, both internally and from a retention and hiring perspective, to determine if there have been any positive advancements in diversity within our organization. To evaluate the effectiveness of these actions, Assent can measure team member satisfaction and engagement levels through regular surveys (Officevibe) and pulse polls, gather feedback from team members through our Assent Feedback Box and Ask Me Anything opportunities during our All-Hands meetings throughout the year, and assess

growth. We track this growth in DEI in many ways, including engagement with the Inclusion Matters Slack channel, intranet subscribers, tracking the use of our new WellStyle program (which is detailed under

the uptake and usage of our DEI Resource Center and other initiatives.

the Employment Practices section of this report), and Officevibe.

In 2022, engagement with stakeholders was key to informing our actions. For example, we launched a DEI Resource Center on our intranet in response to team member feedback. By regularly engaging with stakeholders and tracking the impact of their actions, we will continually improve our efforts to promote diversity, equity, and inclusion in the workplace.

## Our DEI Journey's Progress

This year we made great strides in our DEI management, such as the relaunch of ERGs for multicultural connections, gender equality and inclusivity, community and earth, and accessibility and health. We include our Code of Business Conduct and Ethics Policy and DEI training in our onboarding, plus voluntary training through our intranet and learning management system Assent University. Improvements made to ERGs in 2022 have helped us listen and learn from Assentees. We have also ensured we communicate skills-based career pathways through our Career, Advance, Review, Empower (C.A.R.E.) process that happens twice a year.



- Completed our Diversio survey to collect demographic information on Assentees, and we plan to conduct another survey in 2023.
- Increased engagement by approximately 400% by improving internal communications around events.
- Launched a DEI Resource Center on our intranet, which provides information and resources to support Assentees in their efforts to promote diversity, equity, and inclusion.
- March Allyship Week to celebrate women, gender equality, and intersectionality hosted by Assent ERGs and a UNGC partner.
- June Pride Month keynote speaker: An Assentee shared with us how breaking down geographical and emotional barriers brought them to Assent.

- ► Hosted a sharing circle with a local community elder to recognize Truth & Reconciliation Day for Indigenous people.
- Created a WellStyle reimbursement program to cover diverse family needs, including IVF treatment, adoption, and relationship counseling.
- Initiated a global Parental leave program with annual salary top-up for 12 weeks open to all parents including adoption, surrogacy, and same-sex couples.
- Developed a name transition guide to internally support Assentees' gender identity.
- Created Assentee Choice, providing safe abortion access support in the U.S.
- Performed a review of internal DEI policy and processes.

In 2022, our EX Team/Talent Acquisition group used our learnings in DEI to initiate the development of a new quide, Leader Hiring Guide, focused on promoting an FAQ for diversity in the interviewing process for hiring managers.





#### Individual Contributor (Functional Roles, Including Technical & Administrative) Count of Male & Female Employees Who Have Self-Identified as Such

	Count of Males	Count of Females	Total Count	Ratio Male:Female	Percentage Male	Percentage Male	Remuneration Ratio (Male:Female)
Canada							
	208	138	346	3:2	60.12%	39.88%	1.08:1
United States							
	63	31	94	2:1	67.02%	32.98%	1.11:1
The Netherlar	nds						
	19	21	40	1:1	47.50%	52.50%	1.02:1
Malaysia							
	0	16	16	0:1	0.00%	100.00%	N/A
Kenya							
	97	125	222	9:11	43.69%	56.31%	1.04:1
Germany							
	10	4	14	3:2	71.43%	28.57%	1:1.03
United Kingdo	om						
	8	4	12	2:1	66.67%	33.33%	1.16:1
Switzerland							
	0	1	1	0:1	0.00%	100.00%	N/A

#### Leader (Middle Management)

Count of Male & Female Employees Who Have Self-Identified as Such

	Count of Males	Count of Females	Total Count	Ratio Male: Female	Percentage Male	Percentage Female	Remuneration Ratio (Male:Female)
Canada							
	42	21	63	2:1	66.67%	33.33%	1.10:1
United States							
	0	2	2	0:1	0.00%	100.00%	N/A
The Netherlands							
	4	3	7	1:1	57.14%	42.86%	1.21:1
Malaysia							
	0	1	1	0:1	0.00%	100.00%	N/A
Kenya							
	13	15	28	1:1	46.43%	53.57%	1:1.1
Germany							
	1	0	1	1:0	100.00%	0.00%	N/A



#### Senior Leader (Senior Management & Executives)

Count of Male & Female Employees Who Have Self-Identified as Such

	Count of Males	Count of Females	Total Count	Ratio Male: Female	Percentage Male	Percentage Female	Remuneration Ratio (Male:Female)
Canada							
	20	15	35	4:3	57.14%	42.86%	1.17:1
United States							
	5	10	15	1:2	33.33%	66.67%	1:1.07
The Netherlands							
	2	0	2	2:0	100.00%	0.00%	N/A
Kenya							
	1	0	1	1:0	100.00%	0.00%	N/A
Germany							
	1	0	1	1:0	100.00%	0.00%	N/A
Greece							
	0	1	1	0:1	0.00%	100.00%	N/A



### Non-Discrimination

All Assentees are responsible for ensuring our organization is free from harassment and discrimination, at all levels and departments. Our code of conduct outlines acceptable behavior and speech in the workplace, as well as discipline and remediation processes.

Assent's Code of Conduct establishes acceptable behavior and expectations for all Assentees, ensuring that everyone has equal treatment.

Assent leadership continuously reviews our processes to eliminate unintentional systemic biases and periodically reports to the Board of Directors on compliance efforts, including alleged violations of the code of conduct and actions taken in response. In 2022, the total number of discrimination incidents and remediation actions was zero.

We use the Officevibe system to collect anonymous feedback from employees about discrimination concerns, and managers receive leadership training on handling discrimination in the workplace. Reports can be submitted anonymously via the Assent Feedback Box or through our EX email available on the intranet. Failure to comply with our Diversity, Equity, and Inclusion Policy may be grounds for disciplinary action, up to and including termination which is shared within our policy. Managers have a further responsibility to ensure that behavior that negatively affects inclusivity and diversity is discouraged, and to initiate swift corrective action when such behavior is observed or reported.





## Employment Practices

Assent's employment mission is to "Make Work a Purpose, Not Just a Place." This means our leaders have a responsibility to create a work environment where Assentees feel engaged with our economic and environmental goals. Our employment practices are purposefully designed to bring team members into our sustainability efforts, including minimizing waste, conserving resources, and being mindful of our carbon footprint. We respect the rights of our team members, including labor rights, and provide avenues for community work and giving. In 2022, we hired over 400 new Assentees, making employment practices one of our largest opportunities for economic, environmental, and community growth.

Contributed by: Keira Torkko Chief People Officer

## Policy & Practice

Assent is dedicated to preventing and remedying negative impacts that we have caused or contributed to. We have established the Diversity, Equity, and Inclusion Policy; Workplace Violence and Harassment Policy; and Code of Business Conduct and Ethics Policy to ensure prompt and effective resolution of negative impacts. We encourage anyone who has experienced or witnessed negative impacts to report them through designated channels such as the Workplace Violence and Harassment Policy and Guidelines, Officevibe, their leader, our Assent Feedback Box, or their EX Business Partner.

We take appropriate actions to prevent recurring negative impacts and individuals will not face retaliation for reporting. Our Workplace Investigation guideline provides a consistent and unbiased approach to addressing reported negative impacts. If there is a perceived conflict with our policies and initiatives, Assentees are encouraged to seek assistance from a manager or EX Business Partner and to review the Workplace Violence and Harassment Policy. Our Employee Experience team handles all complaints fairly and impartially in accordance with workplace investigation best practices and the Workplace Violence and Harassment Policy.

Our labor standards, hiring practices, and compensation are aligned with or exceed local labor laws specific to the regions in which Assentees live and work. Our employment policies are communicated during onboarding and monitored by our EX Team. We provide ongoing training for managers to maintain a fair and supportive work environment. Managers have a responsibility to create an open and inclusive atmosphere where team members feel comfortable raising concerns. At Assent, we strive to create a workplace where open and professional communication is encouraged.

## Growing Our Employment Programs

Our target is 100% consistent implementation of our employment policies across all levels of our organization. We conduct surveys through our feedback systems to assess our growth in this area. Another goal is to resolve negative impacts reported by Assentees in a fair and impartial manner, in accordance with the workplace investigation best practices in our policies.. Through consistent internal communications, such as company-wide emails, newsletter articles, intranet posts, and All-Hands meetings, we aim to annually decrease the number of negative impacts. These communication channels are also used to share progress updates and promote transparency.

Assent continued to engage with stakeholders in 2022 to gather input and feedback on the effectiveness of its policies and procedures. This way, we can update our policies and procedures as needed to reflect lessons learned and ensure that they remain effective in addressing negative impacts in the workplace. We



prioritize transparency and open communication to foster a positive work environment that promotes personal and professional growth for all team members. To ensure that our team members' voices are heard, we encourage open lines of communication between managers, leadership, and all team members. Regular surveys (bi-weekly) are conducted through Officevibe to gather insights and opinions on key topics, and our employees are provided with various channels to share their concerns and feedback with leadership. By fostering an open and collaborative work environment, we believe that everyone has the opportunity to participate, develop, and succeed.



#### Listening & Seeing Deeper With Officevibe

The feedback received is taken into consideration and has led to several changes in the company's policies and procedures, such as modifications to the global benefits programs (called Total Rewards), the creation of a DEI Resource Center on the intranet, and changes to compensation structures. With Officevibe we continue to collect and aggregate the survey responses, providing Assent and its leaders with insights into Assentee satisfaction and engagement levels. The data continues to be analyzed to identify areas for improvement and track progress over time.

With an 82% engagement rate, we continue to have a higher participation rate than the benchmark in our industry.

Assent tracks Assentee engagement using 10 metrics: Alignment, Relationships (Manager and Peer), Recognition, Satisfaction, Happiness, Wellness, Personal Growth, Feedback, and Ambassadorship.

## Team Growth

#### New Hires & Turnover in 2022

New Hires

Turnover



#### New Hires — Gender & Age Group

	Male	Female	Male Under 30	Female Under 30	Male 30-50	Female 30-50	Male Over 50	Female Over 50
Canada	82	49	29	14	52	31	1	4
United States	28	21	6	4	16	14	6	3
The Netherlands	13	12	3	4	8	7	2	1
Malaysia	0	9	0	6	0	3	0	0
Kenya	21	40	14	31	7	9	0	0
Germany	6	3	1	1	5	2	0	0
UK	4	2	1	1	2	1	1	0

#### Turnover — Gender & Age Group

	Male	Female	Male Under 30	Female Under 30	Male 30-50	Female 30-50	Male Over 50	Female Over 50
Canada	60	31	29	9	26	18	5	4
United States	8	4	1	1	5	2	2	1
The Netherlands	3	0	0	0	3	0	0	0
Malaysia	0	7	0	4	0	3	0	0
Kenya	8	8	3	5	5	3	0	0
Germany	4	1	1	0	1	1	2	0
UK	0	2	0	0	0	2	0	0

Assent is continuing to expand our market presence in the EU, focusing on hiring subject matter experts from local communities. Our global team of experts helps guide product development to align with emerging market concerns and regulations, such as the German Supply Chain Due Diligence Act. Assent does not have complete data to report on the ratio of standard entry-level wage by gender compared to local minimum wage.

Under "Fair Wages, Benefits & Working Time" in our Code of Business Conduct and Ethics, we outline that wages and benefits paid for a standard working week meet, at a minimum, national legal standards or industry benchmark standards (living wage), whichever is higher. We conduct a significant portion of our business activities in our global office locations: Kenya, Malaysia, North America, and Europe. We give workers remuneration that satisfies their basic needs and the basic needs of family members who are directly dependent on them.

86 percent of senior management are hired from the local community. The term "senior management" at Assent refers to the highest level of executives within our company, such as the CEO, CFO, and other top-level leaders who are responsible for making strategic decisions and leading the overall direction of the organization. Local is defined based on the proximity to the organization's facilities or headquarters. Significant locations of operation refers to the places where Assent has a significant presence, in terms of the number of employees and office facilities.



## Investing in Team Health: Total Rewards Program

Our compensation and benefits are globally competitive, and we acknowledge and reward high-performing team members. Assent's Total Rewards program encompasses Assentee health over a wide range of aspects. Total rewards offerings, including the WellStyle program, are tailored to specific geographic locations that we are continuously working toward expanding.

### **Assent Total Rewards Program**



#### Wellness

- Paid sick leave (life leave) seven days per calendar year (no shortterm disability paid coverage other than EI/UI)
- WellStyle wellness reimbursement account (details vary by country)
- Medical
- Dental
- ▶ Life and long-term disability benefits
- ► Regular wellness initiatives



#### Personal Growth & Learning

- Accrual of paid vacation time
- Paid Volunteer work days
- Peer recognition program with rewards
- Learning management system (LMS) with on-demand content
- Drop Everything and Learn (DEAL) days





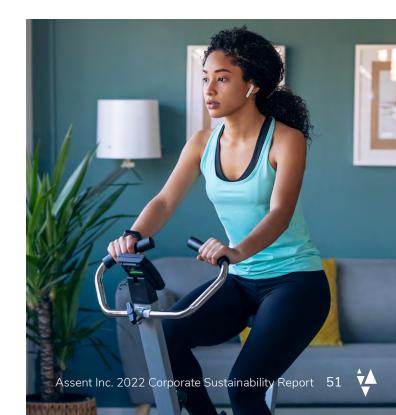
### Life & Community

- ► Parental leave paid top-up 75% for 12 weeks
- Paid professional development and volunteer days
- ▶ Paid bereavement leave
- ► Employee Family Assistance Plan (EFAP)—details vary by country
- Corporate giving initiatives
- Flexible hybrid work options



### Financial Health

- Retirement savings (group RRSP in Canada, Pension match in Kenya, 401K match in U.S., 4% pension allowance in the EU, UK, and Malaysia)
- ▶ Competitive base salary
- Corporate bonus program



Assent's compensation packages include highly competitive coverage of medical, dental, and healthcare services. As a global organization, this requires working with a variety of insurance providers. For all regions, Assent medical insurance covers access to emergency inpatient medical care and outpatient medical care, paramedical care, long-term disability, as well as dental and vision care.

- Canada: Medical and dental insurance through Canada Life plus an Employee Assistance Program (EAP)
- ▶ U.S.: Medical insurance through Aetna plus an EAP and dental care through Guardian
- ► Kenya: Medical insurance through UAP Old Mutual Kenya plus an EAP
- ► Malaysia: Medical insurance through AIA
- ▶ Netherlands: Private medical insurance plus ARBO
- ► **Germany**: Private medical insurance
- ► **Greece**: Medical insurance through Generali

### Making Progress: Parental Leave

Through our stakeholder engagement programs, in 2021 Assentees indicated that our parental leave program could be improved beyond the basic coverage mandated by regional legislative requirements. In 2022 Assent updated our parental leave to include a 75 percent top up or salary continuance for the first twelve weeks of parental leave. This improved program is available to all Assentees globally.



## Occupational Health & Safety

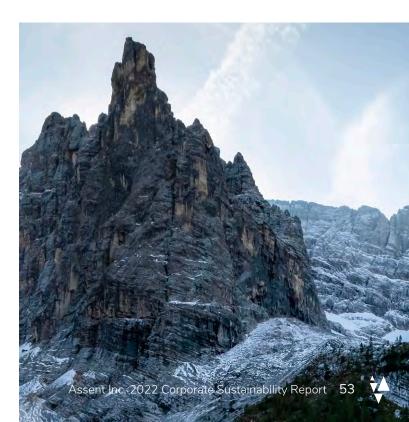
Assent takes measures to ensure that Assentees have safe working conditions both while working in one of our regional offices and while working from home. We have implemented a global system of policies and procedures to comply with legal requirements, including:

- Occupational Health and Safety Act, R.S.O. 1990, c. O.1
- Working Conditions Act (Arbeidsomstandighedenwet), the Working Conditions Decree (Arbobesluit), and the Working Conditions Regulations (Arboregeling) in the Netherlands
- Preventing Workplace Violence Bill 168
- ► The Occupational Health & Safety Act, 2007 (Kenya)
- Occupational Safety and Health Act of 1970 (USA)

We have a volunteer Joint Health and Safety Committees (JHSC) for our two largest regional offices, in Ontario and Kenya, and use an occupational health and safety service company, Arbodienst, to support compliance with ArbeidsOmstandigheden (working conditions) standards in the Netherlands. This service company enables Netherlands-based Assentees to report hazards and risks through its online portal. The above committees include worker representation in addition to management representation, in line with applicable legislation. All Assentess are encouraged to report and escalate safety concerns through our feedback platform or directly to their managers: all members of the JHSC will be available on the Intranet in order for Assentees to be able to report to the applicable team or person for support.

Because we work under a hybrid model, our occupational health and safety management incorporates both physical and virtual elements, including:

- A Health and Safety policy and a Workplace Violence and Harassment policy, both of which include processes for reporting, remediation, and review.
- Anonymous reporting boxes through
   Officevibe and Suggestion Ox software.



- Workers Compensation Insurance (Canada and U.S.).
- Onboarding training including health and safety. OH&S policies also require review and signature prior to joining Assent globally. An annual recertification/review process is under construction for Assent in 2023, which will include region-specific online LMS training.
- Health and safety committees with the purpose of conducting risk audits, resolving workplace safety disputes, and making recommendations to the Chief People Officer.
- Virtual health and wellness workshops covering topics like physical wellness, meditation, mental health, and work/life balance.
- New WellStyle compensation program to cover wellness products and services.



Our Joint Health and Safety Committees conduct a monthly physical Risk Register walk-through of our Canada and Kenya offices to proactively identify, assess, and document risks and hazards. This process is owned by the Corporate Security team. This documentation is reported to the Leadership team so they can be addressed. The Corporate Security team, alongside the Chief People Officer and other management, also handles incident investigation. The Joint Health and Safety Committee ensures that there are two certified members on the committee at all times. One employee representative and one management representative will act as the certified members. For those volunteering, priority goes to those with certifications in their province/state but we strive for a balance and diversity.

Remote workers in regions where we don't have offices are not included in these committees (e.g., UK, Greece, Switzerland, Germany) and our Malaysia and U.S. offices have not reached the 50 employees required for committees to be formed.

#### Assent's Wellness Calendar

Assent offers ongoing and voluntary programs and services to address non-work-related health risks. These programs are free and open to all Assentees in all regions.

#### January

Bell Let's Talk in mental health awareness



#### **February**

Heart health session with GoodLife for heart health month



Global get active challenge



#### April

Financial wellness budgeting, real estate, and retirement planning with RBC

#### May

Mental health week on work/life balance



#### June

Better backs stretch and posture with GoodLife, and healthy home cooking class with a community nutritionist

#### October

Mind health/mental resilience with GoodLife Fitness



#### November

Two sessions on depression and anxiety in mental health with the Canadian Mental Health Association, and Physical fitness boot camp with GoodLife

#### December

Words on wellness resources in mental health, work/life balance, EAP support, global benefits services

Our OHS system governs all temporary, permanent, full-time, and part-time employees, as well as contractors, representing 95% (less approximately 50 vendor subcontractors) of Assentees. No one whose work or workplace is controlled by Assent is not covered.

According to our Health and Safety Policy, workers have a right to "refuse any task that you have reasonable grounds to believe is dangerous to your health or safety or the health or safety of another person." In 2022, there were zero fatalities and zero cases of work-related ill health. No type of work or employment was excluded from this disclosure.





## Ethical Corporate Behavior

When Assent reinvigorated our corporate identity, we embedded integrity into our core values and defined it as: "We do what's right, always. When we say whatever it takes, we never forget it takes all of us." Integrity is the guiding principle of our ethical corporate behavior philosophy, driving us to improve the planet, people, and economy in all our actions.

Contributed by:
Keira Torkko
Chief People Officer



In 2022, we saw growth from doubling down on ethical corporate behavior, with increased productivity, a stronger brand and reputation, and more Assentee engagement with resources on our resources.

tation, and more Assentee engagement with resources on our resource center. We also achieved Certified B Corporation status, demonstrating our commitment to ethical behavior in all forms, including working conditions, fair wages and global family living wages, and reductions in our environmental footprint. In September 2022, Assent launched a new ESG solution to the market, reflective of our growth and maturity in the sustainability field. Full details about this new ESG solution and our expertise are detailed elsewhere in this report.

## Management & Policies

Our Code of Business Conduct and Ethics outlines ethical behavior and expectations for all team members, and is distributed and signed electronically in our HR Information System (HRIS). We review our internal policies related to corporate behavior and we ensure that we comply with local and internal laws for our global locations. We encourage open communication and provide channels for team members to report any concerns or incidents of unethical behavior. In 2022 we gathered feedback bi-weekly that allowed team members to identify any areas of concern anonymously.

Because ethical corporate behavior touches everything we do at Assent, tracking our growth and setting goals for this topic takes place through several systems. We regularly track and analyze key performance metrics such as:

- ► Team member satisfaction through biweekly Officevibe
- ► Turnover rates (involuntary and voluntary)
- Diversity statistics (Diversio)
- Assentee use of volunteer days
- Engagement with corporate initiatives, charitable work, and ERGs
- ▶ One-on-one interviews with Assentees (in C.A.R.E. and EX Business Partners)

These metrics allow us to assess the overall well-being of our team members and identify areas of improvement in our employment practices. We continuously improve and regularly evaluate our employment practices in response to changing needs and new information. This ensures that our employment practices remain relevant and effective in supporting our team members.

### Corporate Giving in 2022

Integrity and work-life balance at Assent include giving Assentees time and opportunities to engage with their communities. We consider volunteering and corporate giving a core part of our social responsibility program.

- ▶ All Assentees are given three days off specifically for volunteering.
- Assentees with successful employment referrals receive a donation made to a charity of their choice. In 2022, we donated approximately \$15,500.
- The EX team continuously reviews and adds new charities to our corporate giving platform, Bonusly.
- ▶ In 2022, Assentee donated \$1,055 through Bonusly to various global charities.
- Assent organized a silent auction charity drive for Fight for the Cure, an event supporting the Ottawa regional cancer foundation. In 2022, Assent Account Executive Michael Penney was selected as a participant, raising \$18,350 for cancer research.





### Anti-Corruption

Assent provides solutions to help manufacturers detect and eliminate risks of corruption and bribery in their supply chains. To ensure our customers are protected from corruption risks, Assent also ensures that our own operations and suppliers take action against corruption and bribery.

We conduct an externally-audited, fraud risk assessment annually, with any identified internal deficiencies shared with the Board of Directors and senior management. Assent is also creating an ethical risk assessment process that will be implemented across the organization. We expect this process to be finalized in 2023. We have developed and distributed written policies and procedures such as our Code of Business Conduct and Ethics that clearly outlines Assent's stance on corruption and the actions that will be taken to prevent and address it. All team members receive these policies in our HRIS system as well as our internal intranet the day they join the organization. Our Leadership team regularly reviews and updates the policies and procedures to ensure they stay current with the latest laws, regulations, and best practices.

Assent does not have complete data to report on confirmed incidents of corruption and actions taken; however, there were no corruption incidents brought to the Board of Directors in the reporting period, nor legal cases regarding corruption brought against Assent.

To mitigate the risks of corruption in our business relationships and activities, 100% of Assentees receive training on corruption regardless of region or employment category, and all have access to our Code of Conduct through our intranet and HRIS platform. Assentees agree to our Code of Conduct with guidelines on ethical decision making, as well as online training through our Assent University LMS platform, with training on:

- Anti-corruption and anti-bribery
- Writing anti-corruption and anti-bribery clauses into business contracts
- Fair competition
- Conflicts of interest

- Confidential and proprietary information
- Data security and privacy
- Political contributions
- Insider trading

Assent also provides Assentees with an anonymous online grievance and feedback platform, Officevibe, through which they can notify senior managers of corruption risks or concerns.



## Human Rights

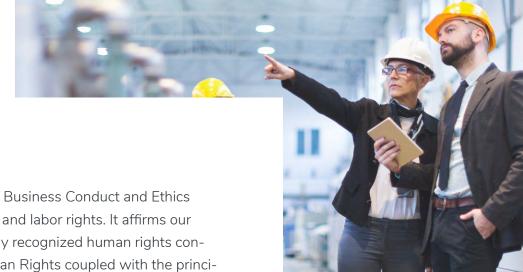
The human rights due diligence landscape significantly evolved in 2022, pushed forward by a rising tide of new regulations like the UFLPA and increasing market pressure from investors. Assent has long played a key role in helping manufacturers identify human rights risks in their supply chains, giving them expert insights to support responsible sourcing. Assent is also a signatory to the UNGC and actively supports the SRA.

Contributed by: Sarah Carpenter Director, Corporate Responsibility



In 2022, we introduced a new supply chain ESG solution to the market that includes human rights and labor rights risk scoring, established a new enhanced supplier screening service to detect hidden human rights risks, and rolled out a UFLPA solution to aid manufacturers' efforts to eliminate forced labor from their products.

Assent, like all businesses, could be connected to adverse human rights impacts. According to a 2022 study by the Business for Social Responsibility (BSR) on the SaaS sector's connection to human rights, salient areas of impact may include privacy and data governance, worker-centered design, and customer-end use. These areas of impact likely exist alongside those areas that are relevant for most companies, including upholding the labor rights of employees and managing human rights risks along the supply chain. In 2023 Assent intends to undertake an assessment to better understand its salient human rights risks to ensure they are prioritized and managed accordingly.



## Policy & Practice

In 2021, Assent developed a Code of Business Conduct and Ethics policy that protects employee human and labor rights. It affirms our commitment to the core internationally recognized human rights contained in the International Bill of Human Rights coupled with the principles concerning fundamental rights in the eight ILO core conventions as set out in the Declaration on Fundamental Principles and Rights at Work.

Assent's management of its human rights risks and potential impacts primarily occurs through the human rights areas that were individually identified in our materiality assessment, such as data privacy and diversity, equity, and inclusion. Please refer to those sections of the report for further details on how those areas are being managed. Assent intends to set goals, targets, and indicators to evaluate progress on human rights in 2023.

Assent's Executive Sustainability Committee assists the CEO and Board of Directors in creating positive impacts, including upholding human rights. This Committee manages the execution of Assent's Code of Business Conduct and Ethics, and tracks its effectiveness.

## Freedom of Association & Collective Bargaining

Assent respects our employees' right to join or form trade unions of their own choosing and to bargain collectively without fear of reprisal, intimidation, or harassment. Where the right to freedom of association and collective bargaining is restricted under law or at risk, Assent does not hinder the development of parallel means for independent and free association and bargaining.

There are currently no collective bargaining agreements at Assent. We continuously monitor our legal obligations and will establish any necessary councils or agreements in line with our legal requirements.

Assent operates in several countries, including Canada, the U.S., Malaysia, Kenya, and the Netherlands. In the majority of these countries, the ability to unionize is a fundamental human right. Because we have offices in the U.S. and Malaysia, there is a present risk of these rights being violated, as in these countries there are documented cases of workers facing harassment, intimidation, and denial of their collective bargaining rights. We have actively worked to minimize this risk through our Code of Business Conduct and Ethics and broader team management practices, as outlined in the section below.

## Child Labor, Forced Labor & Compulsory Labor

Within our own operations, Assent protects the rights of children with policies that prohibit all forms of child labor, including a prohibition for employees under the age of 18 to perform work at night or in hazardous conditions. We partner with a third-party recruiter for our Malaysia office, and Assent monitors that they adhere to our employment standards and ethics. This minimizes the risks of workers being deceived into jobs they are unable to leave because they have been manipulated into debt or had their identity documents confiscated. There are no restrictions on Assentees' freedom of movement in the workplace or unreasonable restrictions on entering or exiting Assent-provided facilities. Our Business Code of Conduct and Ethics policy protects Assentee human and labor rights.

Before making an employment offer, Assent completes a background check using references, to ensure candidates are legally able to work as defined by national and international laws. Assent supports legitimate workplace apprenticeship programs that comply with applicable legislation.

Our direct operations have minimal risk for child or forced labor due to our rigorous screening policies. However, there is always a slight risk of indirect involvement with child labor or forced labor through the deeper tiers of our supply chain, including goods and service providers. To address these risks, Assent enforces a Code of Business Conduct and Ethics that bars the use of forced labor or child labor by our vendors and their subcontractors.





## Team Management

At Assent, effective team management is a critical component in achieving our goals while promoting the well-being of our team members, the environment, and society. During our corporate rebranding, we made our mission, vision, and values clear to the entire team, and this has had a positive impact on our efforts in this area. Assentees were able to fully embrace our mission and follow our values more closely, which in turn has contributed to a more positive and productive work environment. Communicating our B Corporation certification and emphasizing our new commitments to doing business as a "force for good" was also a major undertaking in team management in 2022. Our team management practices ground our efforts in ethical corporate behavior, sustainability, and DEI.

Contributed by:
Keira Torkko
Chief People Officer



## Practice & Policy

We have integrated our Code of Business Conduct and Ethics into our HRIS and require all new team members to sign it before their first day. The code is publicly displayed on our intranet and referred to regularly throughout the year. It is also accessible to all team members globally through our Assentee Resource Center. Assent's commitments to integrity and social responsibility extend to our worldwide supply base. All Assent suppliers, regardless of location, must adhere to this Supplier Code of Business Conduct when performing services for, or related to, Assent. We tackle adverse impacts by collaborating with our EX Business Partners, relevant managers, and the team member or supplier involved to find solutions and implement actions. This process involves close coordination with team management.

We rely on Officevibe statistics to track our team management performance, and departments can use the platform to also track individual and team goal progression. With Officevibe, Assent is able to gather regular and anonymous feedback from its team members and stakeholders on various topics, including team management. Specifically, EX uses the "relationship with manager" metric to measure the effectiveness of our management training programs.

## Fostering Leadership With Depth

At Assent, we prioritize the development and growth of our team members through regular training and development opportunities. Our performance evaluations are conducted through the fair and transparent C.A.R.E. process, and we maintain a positive work environment with the support of our Employee Experience team. Managers undergo ongoing training workshops through our Learning and Development team to equip them with the skills needed to maintain a fair and supportive workplace, and encourage open and professional communication to foster a positive atmosphere.

The performance management process plays a crucial role in evaluating, providing feed-back to, and recognizing our team members. C.A.R.E is a collaborative effort between the team member and their direct manager. Throughout the year, training is provided to ensure that team members understand the C.A.R.E process and forms. Both the team member and manager must sign off on all C.A.R.E documents. In 2022, we reviewed and strengthened our C.A.R.E. process to align it with our policies and procedures.

Additionally, team members receive regular one-on-one discussions with their manager, and have dedicated professional development opportunities including three days off for personal growth. To support our team members, we regularly update our Assent University platform with new training courses in team management. Our policies related to this topic include the Code of Business Conduct and Ethics; Diversity, Inclusion, and Equity Policy; and Health and Safety Policy, among others.

#### Strong Employee-Manager Relationships

In Officevibe, our "relationship with manager" metric has remained in the 8.8/10 excellent rank since the tool was introduced in 2021. This is higher than the 8.5 industry benchmark. This data indicates that our goals and targets have been well received by our team members globally.



### Fostering Life-Long Learners

Lifelong learning and professional development are the foundation of Assent's continued success. By investing in our people, we are able to innovate, retain team members, and work toward our larger sustainability goals. Our EX department includes a dedicated team of professional educators who deliver onboarding and ongoing training to all Assentees, in addition to working with other department leadership to create and manage learning programs.

## 100%

of full-time Assentees receive semi-annual performance and development reviews, including all levels of the organization.

Assent's training program is comprehensive: Every Assentee receives a minimum of 20 hours of mandatory education and training, with multiple paid opportunities to add to this time throughout the year. We have implemented an online LMS, Assent University, to deliver additional online courses, and we use the KnowBe4 Security Training platform to provide security awareness training to all Assent employees. Data from the platform provides us insights into risk history and security awareness proficiency.

#### Training program highlights:

- Two onboarding sessions to set baseline expectations for all Assentees
- Training workshops for people managers to provide the skills to create fair and equitable teams
- Three paid days for professional development
- Two hours of career development checkins, twice a year
- Regular one-on-one touch base meetings with direct managers and leadership (weekly, biweekly, monthly)
- Four to 10 hours of optional learning sessions through our annual D.E.A.L. workshop
- ► Four to eight hours of optional corporate social responsibility skills development
- Optional discretionary training through our LMS
- Opportunities to make the business case for additional skills upgrade subsidies
- Physical lending library in Ontario with professional development books, provided by Assent and Assentees
- Department-led lunch and learn educational workshops

We track training program success with a variety of metrics, such as:

- Individual user activity
- Course completion rates
- Knowledge assessments
- Course feedback





We understand the importance of providing support and training for our team members during times of transition. While we have provided assistance for team members affected by layoffs in the past, we do not currently have a formal program in place specifically for those who have been terminated on an individual basis.

### Transparency

Assentees are informed of all significant operational changes through our intranet, regular communications from management, and ad-hoc letters from the CEO or management. Assent complies with all local statutory and operational requirements with regard to the provision of information to employee representatives and employees. Assent also hosts quarterly "all-hands" meetings to communicate operational changes and goals.

We recognize that significant operational changes have an impact on team members, and we are committed to handling such situations with transparency and empathy, providing support and assistance to affected team members where possible.





# Conclusion: The Journey Doesn't End

Sustainability is a journey without a final destination. As we mature our ESG programs, we're focusing on depth—looking deeper into our data, expanding our expertise, and embedding sustainability into all our thinking. And we want to bring manufacturers along with us on this journey.

Supply chains are essential to deep sustainability. For most manufacturers, supply chains hold the majority of their ESG impact—and supply chain sustainability management is how manufacturers can have the biggest impact on the planet and people, and their bottom line. By going beyond checkbox compliance and sustainability, they can grow better and proactively comply with the rising tide of sustainability-focused regulations.

As regulations tighten and governments around the world shift their focus to sustainable development—including circular economies and eradication of forced labor in all its forms—it's crucial that manufacturers prioritize supply chains in their ESG management. Assent makes it possible for businesses and suppliers to collaborate and meet the market's demand for deeply sustainable products.

## GRI Reporting Index

GRI Standard	Disclosure	Page
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Disclosures 2021	2-2 Entities included in the organization's sustainability reporting	24
	2-3 Reporting period, frequency and contact point	24
	2-4 Restatements of information	We identified an error in our 2021 report related to our governance structure and composition. We had mistakenly reported that Assent has seven independent non-executives. The correct figure was two.
	2-5 External assurance	24
	2-6 Activities, value chain and other business relationships	9
	2-7 Employees	7–8
	2-8 Workers who are not employees	8 Assent does not have complete data to report on significant fluctuations in the number of contractors during the reporting period.
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	2-16 Communication of critical concerns	18
	2-17 Collective knowledge of the highest governance body	17

	GRI 2: General Disclosures 2021	2-18 Evaluation of the performance of the highest governance body	Assent currently does not have data to report on processes for evaluation of the highest governance body as these processes are still in development.		
		2-19 Remuneration policies	We are unable to provide specific information regarding remuneration policies or bonuses for the highest governing body, including their relationship to Assent's impact management due to confidentiality constraints.		
		2-20 Process to determine remuneration	We are unable to provide specific information regarding processes to determine remuneration due to confidentiality constraints.		
		2-21 Annual total compensation ratio	We are unable to provide specific information regarding annual total compensation ratio due to confidentiality constraints.		
7		2-22 Statement on sustainable development strategy	1		
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	Topics 2021	3-2 List of material topics	26		
	Economic performa	ance			
A	GRI 3: Material Topics 2021	3-3 Management of material topics	Omitted for the reason that Assent does not have data to report.		
¥		201-1 Direct economic value generated and distributed	Omitted for the reason that Assent does not have data to report.		
	GRI 201: Economic	201-2 Financial implications and other risks and opportunities due to climate change	Omitted for the reason that Assent does not have data to report.		
	Performance 2016	201-3 Defined benefit plan obligations and other retirement plans	50–52		
		201-4 Financial assistance received from government	Omitted for the reason that Assent does not have data to report.		

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GRI 3: Material Topics 2021	3-3 Management of material topics	46, 50
GRI 202: Market Presence 2016	202-1 Ratios of standard entry level wage by gender compared to local minimum wage	42–44 Assent does not have complete data to report on the ratio of standard entry-level wage by gender compared to local minimum wage.
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Employment	THE BUILDING STATE OF THE STATE					
GRI 3: Material Topics 2021	3-3 Management of material topics	46–47				
	401-1 New employee hires and employee turnover	49				
GRI 401: Employment 2016	401-2 Benefits provided to full-time employ- ees that are not provided to temporary or part-time employees	51–52				
	401-3 Parental leave	52				
Labor/managemen	t relations					
GRI 3: Material Topics 2021	3-3 Management of material topics	62-63				
GRI 402: Labor/ Management Relations 2016	402-1 Minimum notice periods regarding operational changes	Assent does not have complete data to report on minimum notice periods as we are still developing policy around this topic. The regulations on periods of notice vary worldwide. We apply the rules that are in force locally.				
Occupational health and safety						
GRI 3: Material Topics 2021	3-3 Management of material topics	53				
	403-1 Occupational health and safety management system	53– 54				
	403-2 Hazard identification, risk assessment, and incident investigation	54				
	403-3 Occupational health services	53				
GRI 403:	403-4 Worker participation, consultation, and communication on occupational health and safety	53				
Occupational Health and Safety	403-5 Worker training on occupational health and safety	54				
2018	403-6 Promotion of worker health	55				
	403-7 Prevention and mitigation of occupational health and safety impacts directly linked by business relationships	21				
	403-8 Workers covered by an occupational health and safety management system	55				
	403-9 Work-related injuries	55				
	403-10 Work-related ill health	55				

Training and educa	tion	
GRI 3: Material Topics 2021	3-3 Management of material topics	64-65
	404-1 Average hours of training per year per employee	64
GRI 404: Training and Education 2016	404-2 Programs for upgrading employee skills and transition assistance programs 404-3 Percentage of employees receiving regular performance and career development reviews	64 64
Diversity and equal	opportunity	
GRI 3: Material Topics 2021	3-3 Management of material topics	39–40
GRI 405: Diversity and Equal	405-1 Diversity of governance bodies and employees	7–8, 17
Opportunity 2016	405-2 Ratio of basic salary and remuneration of women to men	42–44
Non-discrimination		
GRI 3: Material Topics 2021	3-3 Management of material topics	45
GRI 406: Non- discrimination 2016	406-1 Incidents of discrimination and corrective actions taken	45
Freedom of associ	ation and collective bargaining	
GRI 3: Material Topics 2021	3-3 Management of material topics	60
GRI 407: Freedom of Association and Collective Bargaining 2016	407-1 Operations and suppliers in which the right to freedom of association and collective bargaining may be at risk	60
Child labor		
GRI 3: Material Topics 2021	3-3 Management of material topics	61
GRI 408: Child Labor 2016	408-1 Operations and suppliers at significant risk for incidents of child labor	61

Forced or compulsory labor							
GRI 3: Material Topics 2021	3-3 Management of material topics	61					
GRI 409: Forced or Compulsory Labor 2016	409-1 Operations and suppliers at significant risk for incidents of forced or compulsory labor	61					
Supplier social ass	essment						
GRI 3: Material Topics 2021	3-3 Management of material topics	64-65					
GRI 414: Supplier Social Assessment 2016	414-1 New suppliers that were screened using social criteria	Assent currently does not have data to report on the number of suppliers assessed for environmental/social impacts, or on the number or type of social impacts identified through environmental or social assessments. We are still in the process of formalizing EPP implementation across all departments and determining the best methodology for measuring its effectiveness and use.					
	414-2 Negative social impacts in the supply chain and actions taken	Assent currently does not have data to report on the number of suppliers assessed for social impacts, or on the number or type of environmental/social impacts identified through environmental or social assessments. We are still in the process of formalizing EPP implementation across all departments and determining the best methodology for measuring its effectiveness and use.					
Customer privacy							
GRI 3: Material Topics 2021	3-3 Management of material topics	34-35					
GRI 418: Customer Privacy 2016	418-1 Substantiated complaints concerning breaches of customer privacy and losses of customer data	34					

#### **Topics Deemed Immaterial**

The following topics were deemed immaterial and are not included in this annual report.

**GRI 203: Indirect Economic Impacts 2016** 

**GRI 204: Procurement Practices 2016** 

GRI 206: Anti-competitive Behavior 2016

GRI 207: Tax 2019

GRI 301: Materials 2016

GRI 303: Water and Effluents 2018

GRI 304: Biodiversity 2016

GRI 306: Waste 2020

GRI 411: Rights of Indigenous Peoples 2016

GRI 413: Local Communities 2016

GRI 415: Public Policy 2016

GRI 417: Marketing and Labeling 2016

**GRI 410: Security Practices 2016** 

GRI 416: Customer Health and Safety 2016

# Sustainability Accounting Standards Board Reporting

			A	A BA LOCAT		
	Торіс	Category	Unit	Code	Accounting Metric	Answer
		Quantitative	GJ	TC-SI-130a.1	Total energy consumed	14344
		Quantitative	%	TC-SI-130a.1	Percentage grid electricity	100%
大学を		Quantitative	%	TC-SI-130a.1	Percentage renewable	N/A
STATE OF		Quantitative	m3	TC-SI-130a.2	Total water withdrawn	756
	Environmen- tal Footprint of Hardware	Quantitative	m3	TC-SI-130a.2	Total water consumed	756
新させる大震の	Infrastructure	Quantitative	%	TC-SI-130a.2	Percentage of each in regions with high or extremely high baseline water stress	0
		Discussion and analysis	n/a	TC-SI-130a.3	Discussion of the integration of environmental considerations into strategic planning for data center needs	We outsource the majority of our hardware infrastructure to AWS. AWS is committed to being carbon neutral by 2030.
としていますが、これには、これには、これには、これには、これには、これには、これには、これには	Data Privacy & Freedom of Expression	Discussion and analysis	n/a	TC-SI-220a.1	Description of policies and practices relating to behavioral advertising and user privacy	Customer personal information is utilized according to the Assent Privacy policy and only used with express consent or to fulfill contractual requirements. Assent's privacy program is in the process of adhering the ISO 27701 standard. Behavioral data that is or will be captured for legitimate interests is presented in a way that is transparent and complies with relevant data privacy standards.

	Quantitative	Number	TC-SI-220a.2	Number of users whose information is used for secondary purposes	User information is not used for secondary purposes without proper records of consent at the time of collection
	Quantitative	Reporting currency	TC-SI-220a.3	Total amount of monetary losses as a result of legal proceedings associated with user privacy	0.00 CAD
Data Privacy &	Quantitative	Number	TC-SI-220a.4	Number of law enforcement requests for user information	0
Freedom of Expression	Quantitative	Number	TC-SI-220a.4	Number of users whose information was requested	0
	Quantitative	%	TC-SI-220a.4	Percentage resulting in disclosure	0
	Discussion and analysis	n/a	TC-SI-220a.5	List of countries where core products or services are subject to gov- ernment-required monitoring, blocking, content filtering, or censoring	At this time, core products are not subject to government-required monitoring, blocking, content filtering, or censoring.
	Quantitative	Number	TC-SI-230a.1	Number of data breaches	0
	Quantitative	%	TC-SI-230a.1	Percentage involving personally identifiable information	N/A
Data	Quantitative	Number	TC-SI-230a.1	Number of users affected	N/A
Data Security	Discussion and analysis	n/a	TC-SI-230a.2	Description of approach to identifying and addressing data security risks, including use of third-party cybersecurity standards	Assent has an Information Security Risk Management Process to detail how to identify and address security risks. Additionally, there is a Vendor Information Security Evaluation Process used to assess the risk involved in using third parties.

	<b>"我们是我们的人</b>	<b>全部集员</b>	The sale		
Recruiting & Managing a Global, Diverse & Skilled Workforce	Quantitative	%	TC-SI-330a.1	Percentage of employees that are foreign nationals	N/A
	Quantitative	%	TC-SI-330a.1	Percentage of employees that are located offshore	N/A
	Quantitative	%	TC-SI-330a.2	Employee engagement as a percentage	82%
	Quantitative	%	TC-SI-330a.3	Percentage of gender and racial/ethnic group representation for management	Assent does not have complete data to report for this indicator in 2022.
	Quantitative	%	TC-SI-330a.3	Percentage of gender and racial/ethnic group representation for technical staff	Assent does not have complete data to report for this indicator in 2022.
	Quantitative	%	TC-SI-330a.3	Percentage of gender and racial/ ethnic group repre- sentation for all other employees	Assent does not have complete data to report for this indicator in 2022. Our diversity survey will be shared with Assentees sometime in 2023.
Intellectual Property Protection & Competitive Behaviour	Quantitative	Reporting currency	TC-SI-520a.1	Total amount of monetary losses as a result of legal pro- ceedings associated with anti-competitive behavior regulations	None
	Quantitative	Number	TC-SI-550a.1	Number of perfor- mance issues	12
Managing	Quantitative	Number	TC-SI-550a.1	Number of service disruptions	10
Systemic Risks from Technology	Quantitative	Days	TC-SI-550a.1	Number of total customer downtime	0.74 Days
Disruptions	Discussion and analysis	n/a	TC-SI-550a.2	Description of busi- ness continuity risks related to disruptions of operations	N/A

Category	Unit	Code	Activity Metric	
Quantitative	Number	TC-SI-000.A	Number of licenses or subscriptions	61
Quantitative	%	TC-SI-000.A	Percentage of licenses or sub- scriptions that are cloud-based	59%
Quantitative	-	TC-SI-000.B	Data processing capacity	One rack at a co-located data center as well as capacity in AWS.
Quantitative	%	TC-SI-000.B	Percentage of data processing capacity that is outsourced	~95%
Quantitative	Petabytes	TC-SI-000.C	Amount of data storage	1.259926473
Quantitative	%	TC-SI-000.C	Percentage of data storage that is outsourced	96.95

# UN Sustainable Development Goals

Sustainable Deve	lopment Goal	Page
Goal 1: No Poverty		56–57
Goal 3: Good Health	n and Well-being	37–38, 50–55
Goal 4: Quality Educ	cation	63–64
Goal 5: Gender Equ	ality	39–44
Goal 7: Affordable a	and Clean Energy	28–31
Goal 8: Decent Wor	rk and Economic Growth	13, 16–17, 20–21, 37–38, 39–45, 46–52, 53–55
Goal 9: Industry, Inr	novation and Infrastructure	16–23
Goal 10: Reduced Ir	nequality	39–45
Goal 12: Responsib	le Consumption and Production	14–15, 34–36, 56–58
Goal 13: Climate Ac	ction	26–33
Goal 14: Life Below	Water	27–29, 31
Goal 15: Life on Lar	nd	27–30, 32–33
Goal 16: Peace and	Justice Strong Institutions	9–19, 59–61

# United Nations Global Compact Ten Principles

Principle	Page
Principle 1: Businesses should support and respect the protection of internationally proclaimed human rights; and	19, 39, 60
Principle 2: make sure that they are not complicit in human rights abuses	59–61
Principle 3: Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining;	46–47, 60–61, 65
Principle 4: the elimination of all forms of forced and compulsory labour;	60–61
Principle 5: the effective abolition of child labour; and	60–61
Principle 6: the elimination of discrimination in respect of employment and occupation	39–45, 49–60, 62–64
Principle 7: Businesses should support a precautionary approach to environmental challenges;	21, 27–28
Principle 8: undertake initiatives to promote greater environmental responsibility; and	9–11, 27–33
Principle 9: encourage the development and diffusion of environmentally friendly technologies	3–4, 13–15, 18–19, 22–23, 27–28
Principle 10: Businesses should work against corruption in all its forms, including extortion and bribery	9–13, 16–19, 20–21, 37–38, 56, 58

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