

# ESG REPORT 2021

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**Unique Group**



# CONTENTS

<b><u>Message from the Chairman</u></b>	<b>3 - 4</b>
<b><u>Introduction</u></b>	<b>5</b>
About this report	6
Overview of Unique Group	7
Our Leadership Oath	8
Our 4D Strategy	9
In Focus: People, Health & Safety	10 - 11
<b><u>COVID-19 Response</u></b>	<b>12</b>
Our Response to COVID-19	13
Business Continuity and Recovery Programs	14 - 16
Workforce Engagement	17 - 20
Opportunities for Value Creation	21
<b><u>Sustainability at Unique Group</u></b>	<b>22</b>
Our approach to Sustainability	23 - 24
Our commitment to UN SDGs	25
Aligning our business to UN SDGs	26 - 27
Policies, Framework & Initiatives	28 - 32
Working with our Vendors	33
<b><u>Social Commitment</u></b>	<b>34</b>
Community Outreach	35
<b><u>Environmental Protection</u></b>	<b>36</b>
Environmental Initiatives,	37
Water conservation and Energy savings	
<b><u>Our Journey Forward</u></b>	<b>38</b>
2021-2025 Plan	39

# MESSAGE FROM OUR CHAIRMAN



**HARRY GANDHI**

The business landscape has undergone tremendous change over the years with organizations, clients and governments focusing on sustainability of the planet alongside economic growth. Achieving a balance has transcended to encompass environmental, social and economic dimensions which have led to shared ownership and responsibility between the stakeholders to collectively work towards a better tomorrow. At Unique Group, our ESG efforts are focused on three key pillars – Health and Safety, Social Empowerment and Sustainability. Based on these pillars and the Triple Bottom Line Approach, guided by the United Nations Sustainable Development Goals (UN SDGs), we have identified focus areas and metrics to help us track and report the progress made.

## HEALTH AND SAFETY

As solution providers in the subsea and energy industry, the safety of our people working in high-risk environments is paramount. In 2021, we clocked over 1 million manhours and have also recorded a 16.3% reduction in the Total Recordable Incident Rate (TRIR). This has been made possible by our committed teams and our QHSSE (Quality, Health, Safety, Security & Environment) functions. With a large focus on continuous improvement, we endeavor to constantly enhance the safety and security for our people and our customers while delivering supreme quality.

## SOCIAL EMPOWERMENT

Employee welfare and equality in the workplace is a key theme under this segment – they are the driving force of the business. We strive to break the bias in the industry by employing and empowering more female talent in our Engineering and Operations teams. Furthermore, supporting our employee's mental health and well-being has become a key focus over the last two years to ensure they are better equipped to deal with situations like the global pandemic.

Supporting the communities we work in is ingrained in our company ethos – social projects are a wonderful way for us to give back to the community. We work closely with nonprofit organizations and will continue our focus on our social responsibility aimed at developing the communities we work in by sponsoring projects related to education, health, environment and empowerment.





## SUSTAINABILITY

By committing to four UN SDGs – Climate Action, Responsible Consumption and Production, Reduced Inequalities and Good Health and Well-being – our efforts are focused and targeted with these in sight. In the past year, we have taken steps towards adopting eco-friendly practices and implementing multiple initiatives, including eliminating single-use plastic within the workplace, renting electric vans, and introducing a global paperless mandate amongst several others. The progress we have made with these initiatives has invigorated our resolve to continue to push forward in achieving greater impact aligned with the UN SDGs.

With the industry moving towards energy transition, our autonomous solutions are also contributing to reducing the environmental impact of survey operations globally. We continue to innovate our products and services to support the subsea and energy sectors thus enabling clients to reduce the carbon footprint of their projects.

We are excited to see the sustainability journey of Unique Group taking shape. ESG is at the core of our strategy and we will continue to take strides towards fulfilling our commitment to the UN SDGs. Our efforts individually and at an organizational level contribute to the bigger change we are working towards.

Thank you to our employees, customers, partners, and shareholders for your continued trust and support to achieve our goals. We are committed to continually improving our processes and programs and look forward to delivering greater impact in the years to come.

A stylized, handwritten signature in black ink, appearing to read 'Harry Gandhi'.

**Harry Gandhi**  
Chairman



# INTRODUCTION

About this Report	6
Overview of Unique Group	7
Our Leadership Oath	8
Our 4D Strategy	9
In Focus: People, Health & Safety	10-11

# ABOUT THIS REPORT

## OUR PURPOSE



Under the principle of sustainable development, the social, economic and environmental impact of our actions is interdependent and mutually reinforcing. Therefore, Unique Group is committed to take an integrated approach on

sustainability envisioning Leadership, Compliance, Ethics and Quality to be the drivers. The development strategy and economic solutions should be socially responsible, environmentally friendly and economically valuable at the same time.

## OUR REPORTING



Our ESG report contains data for all Unique Group services and operations, globally, reported annually. This report incorporates the ESG guidelines and addresses the United Nations Sustainable Development Goals (UN SDGs) adopted by Unique Group.

We are committed to providing effective disclosure to our stakeholders, both internal and external, on all the issues that could affect decisions regarding the Group and to demonstrating how it is equipped to run its business in the long-term.

## OUR CONTACT DETAILS



Unique Group appreciates and thanks the valuable contributions who have aided in improving the company's sustainability performance and whom this report is

designed for. Your feedback on our performance is always welcomed and can be communicated directly to [wecare@uniquegroup.com](mailto:wecare@uniquegroup.com).

# OVERVIEW OF UNIQUE GROUP

As an independently owned global company, Unique Group leads the way in providing engineering expertise, sales and rental equipment and the latest technology for the marine, diving, pipeline and subsea market sectors.

Unique Group delivers bespoke, off-the-shelf engineering solutions and cost efficiencies across the oil and gas supply chain – onshore and offshore, surface and subsea. With 500+ employees worldwide, Unique Group offers its six multi-site divisions: Autonomous Survey Vessels, Survey Equipment, Marine & Subsea, Diving & Life Support, Buoyancy & Ballast, and Medical Technology.

Its 200-plus dedicated engineering specialists work across strategically important global oil and gas regions – Australia, India, Qatar, Saudi Arabia, Singapore, South Africa, The Netherlands, UAE, UK and USA.

## AUTONOMOUS SURVEY VESSELS

In-house designed & developed autonomous survey vessels – Uni-Cat and Uni-Pact. Our ASVs are ideal to be used in locations where conventional survey methods are not feasible.



## SURVEY EQUIPMENT

Leading sales, service and rental provider of survey and inspection equipment, offering some of the latest technology available from the world's top manufacturers.



## DIVING & LIFE SUPPORT

One of the world's leading manufacturers and suppliers of marine and commercial diving equipment to the oil and gas industry.



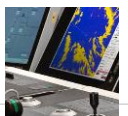
## BUOYANCY & BALLAST

Design, manufacture, and engineer solutions for the world leading Seaflex brand of underwater air lift bags, buoyancy systems and Water Weights® proof load bags.



## MARINE & SUBSEA

Wide range of bespoke marine and offshore engineering solutions for topside, subsea, and onshore markets.



## MEDICAL TECHNOLOGY

Design, manufacture and supply of bespoke hyperbaric oxygen treatment (HBOT) chambers suitable for hospitals and medical centers.





# OUR LEADERSHIP OATH

*As a business leader I recognize my role in society. My purpose is to lead people and manage resources to create value that no single individual can create alone. My decisions affect the well-being of individuals inside and outside my enterprise, today and tomorrow. Therefore, I promise that:*

*I will manage with loyalty and will not advance my personal interests at the expense of my enterprise.*

*I will understand and uphold the laws and contracts governing my conduct and that of my enterprise.*

*I will refrain from corruption, unfair competition, or business practices harmful to society.*

*I will respect the human rights and dignity of all people affected by my enterprise.*

*I will respect the right of future generations to advance their standard of living and enjoy a healthy planet.*

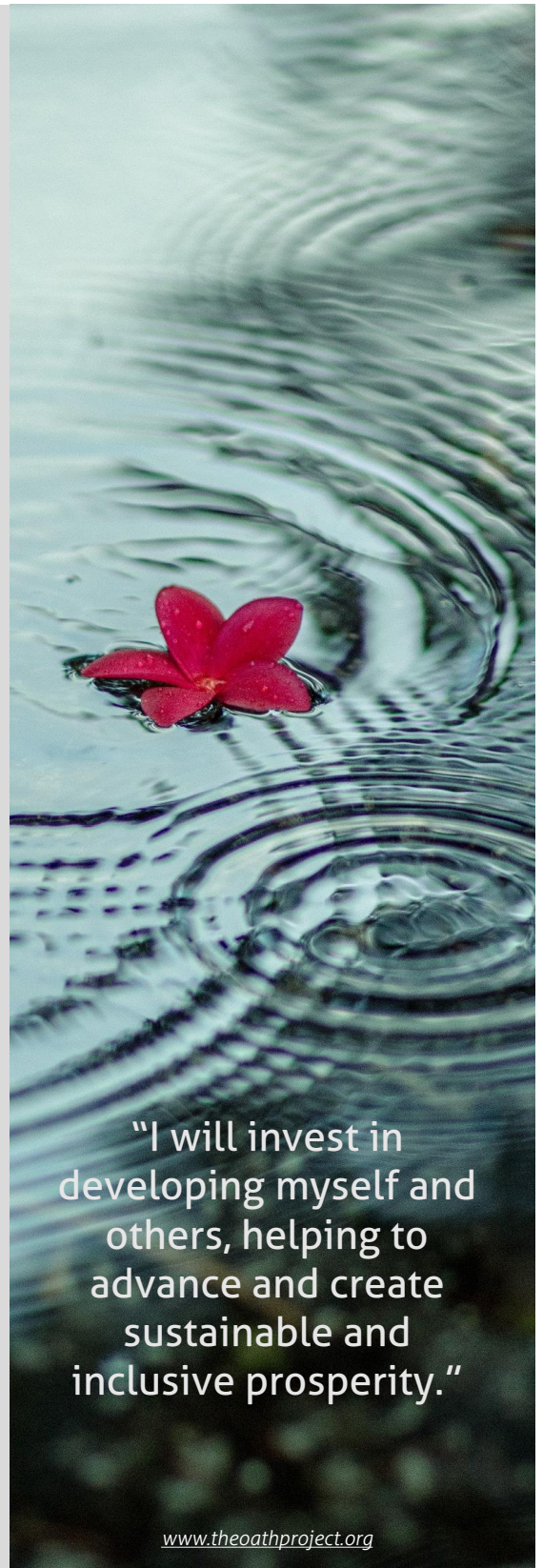
*I will apply focus on safety and security across our business.*

*I will report the performance and risks of my enterprise accurately and honestly.*

*I will invest in developing myself and others, helping to advance and create sustainable and inclusive prosperity.*

*In exercising my professional duties according to these principles, I recognize that my behavior must set an example of integrity, eliciting trust and esteem from those I serve. I will remain accountable to my peers and to society for my actions and for upholding these standards.*

*This oath I make freely, and upon my honor.*



**“I will invest in developing myself and others, helping to advance and create sustainable and inclusive prosperity.”**

[www.theoathproject.org](http://www.theoathproject.org)



# OUR 4D STRATEGY

## WHAT IS 4D STRATEGY?

4D Strategy focuses on four key dimensions of our business. It's simple, memorable and effective. It gives us a clear framework for our responsibilities, and it focuses on the essential elements of our business – people development, Innovation and optimizing financial returns.



DEVELOP | DARE | DRIVE | DELIVER

### DEVELOP PEOPLE

Uniquers actively build relationships and place a priority on talent development. They communicate with clarity, integrity and enthusiasm.

### DARE FOR MORE

Uniquers show a deep understanding of business issues and where appropriate, they take calculated risks. They have the 'Q-Factor' to be motivated by a challenge and remain professional when under pressure.

### DRIVE BUSINESS

Uniquers understand the importance of financial success for the business. They drive revenue growth by focusing on Operational Excellence, Cost Optimisation and Quality Customer Service.

### DELIVER RESULTS

Uniquers take ownership. They operate with a clear set of priorities and actively monitor progress against plans to achieve results.

# IN FOCUS: PEOPLE

Our people are at the core of our business – our employees, our customers. Their well being and their values are the cornerstone of how Unique Group will shape itself and evolve in future. Unique Group is always at the forefront of industry practices which are favorable for our people. Policies that drive fair practices, create work life balance and provide economic opportunities for our people to grow and better their quality of life. We present below a snapshot of key indicators that prioritize the well being of our people.



**1% REDUCTION**

Year-end Manning



**8% REDUCTION**

Staff Turnover - both Voluntary & Involuntary



**111% INCREASE**

Sick Leave Days per Person



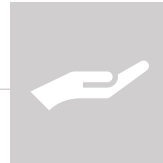
**260% INCREASE**

Training Hours per Person



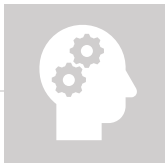
**81:19**

Male to Female Ratio



**8x INCREASE**

Community Events



**31**

Mental Health First Aiders



(1:4) (1:12) (1:21) (1:29) (1:47)

Mental Health First Aiders Ratio Per Employee



**97% COMPLETION**

Monthly Feedback Globally

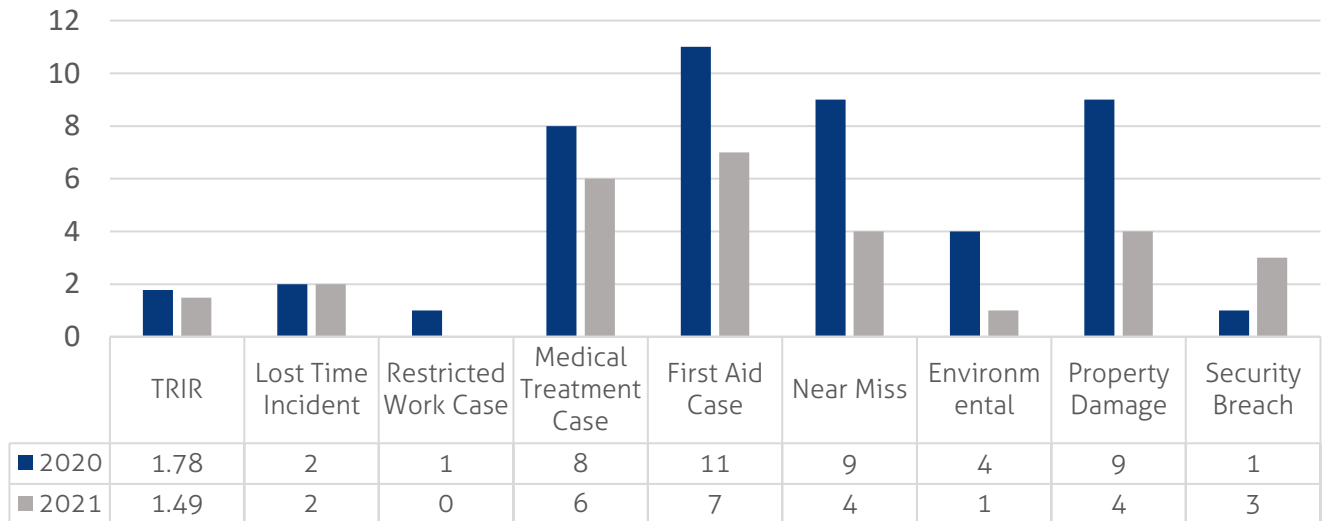


# IN FOCUS: HEALTH & SAFETY

5 out of 10 HSSE walk-through inspections are participated by Senior Managers and Executives

1.5 training hours of average training per person per month.

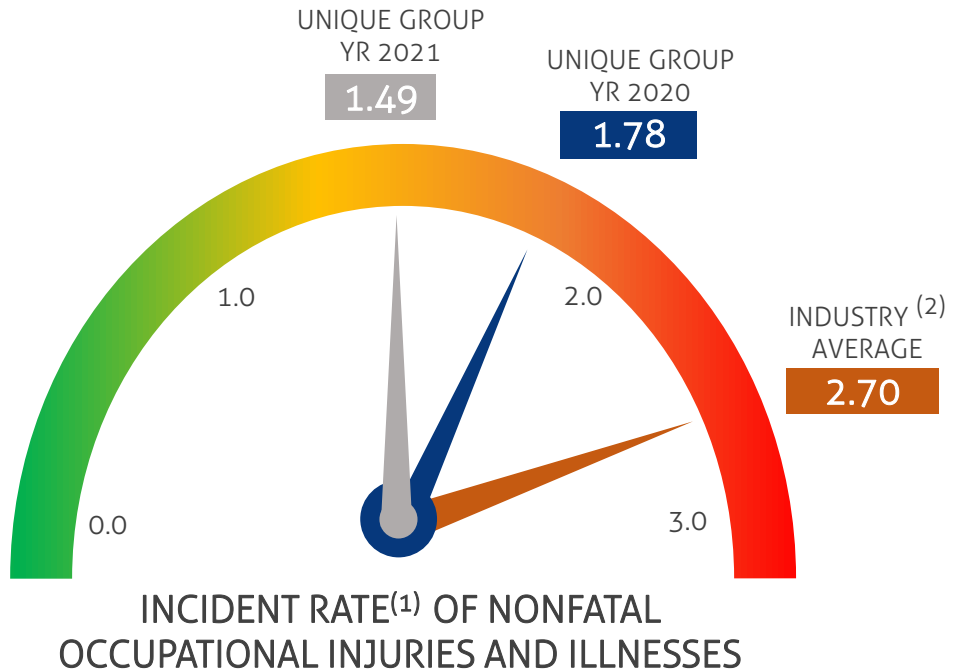
16.3% safer compared to previous year's Total Recordable Incident Rate; this is also 44.8% safer than the average industry rating of 2.7.



1.49

**TOTAL RECORDABLE INCIDENT RATE\***

\*[(MTC + RWC + LTI + Fatalities\*) x 200,000] / [Man hours]



(1) The incidence rates represent the number of injuries and illnesses per 100 full-time workers and were calculated as: [(MTC + RWC + LTI) x 200,000] / [Man hours]

(2) For category: "Other commercial and industrial machinery and equipment rental and leasing", Source: US Bureau of Labor Statistics  
\*No fatalities recorded.

# COVID-19 RESPONSE

Our Response to Covid-19	13
Business Continuity and Recovery Programs	14 - 16
Workforce Engagement	17 – 20
Opportunities for Value Creation	21





# OUR RESPONSE TO COVID-19

On 11th March 2020, World Health Organization (WHO), declared the novel coronavirus (COVID-19) outbreak a pandemic. Since then, the COVID-19 pandemic has led to a dramatic loss of human lives worldwide. Millions of enterprises have faced an existential threat. Nearly half of the world's 3.3 billion global workforce was severely impacted by the pandemic.

Unique Group was one of the first responders among our industry counterparts to make quick changes to the business process flow by publishing the General Health and Safety Guidelines and Business Continuity Plan; dividing the total workforce into two teams; and making arrangements to ensure workplace safety while maintaining access to work.

While keeping the business going, Unique Group has preserved the employment of its people during difficult times and optimized its process for business continuity. This report is an opportunity to consolidate the learning from these tough times and use them to strengthen our people and business further. This is also an opportunity to thank those who supported the business by putting in extra hours, being on furlough, and taking salary cuts. Surviving through these years have made our Business and People stronger.



## Summary of actions relating to COVID-19

Drawing on a survey of more than 50 senior leaders, this report provides a summary of actions taken to mitigate the business impact of the COVID-19 pandemic on Unique Group's business operations, as well as highlight key data from the survey. The survey sheds light on both, the leadership decision-making and the impact on people and business operations as COVID-19 continued. The results also offer opportunities for new value creation beyond the crisis.

As COVID-19 becomes endemic in much of the world, we look back to capture lessons learned and turn our focus to sustainable and inclusive growth. We must rethink the future of our environment and business to tackle climate change and environmental degradation with a sense of urgency to ensure that our 'new normal' is better than before.

# BUSINESS CONTINUITY AND RECOVERY PROGRAMS

**COVID-19 Response Committee.** COVID-19 response committee was created and deployed immediately. This committee was responsible for rapid communication, follow-up on COVID-19 positive colleagues, and other people-centric critical initiatives. Led by HSSEQ (Health Safety Security Environmental Quality), the committee developed and communicated protocols for reporting and dealing with COVID-19 cases. A daily HSS (Health, Safety, Security) monitoring checklist was implemented. Vaccination and PCR test drives were initiated and followed through. The response team swiftly implemented building zoning system allowing separation of staff to mitigate the risk of spreading the infection to the complete workforce.



**Leadership Focus.** Leadership team held regular meetings to emphasize and ensure smooth customer communication and timely delivery of services. Daily calls and meetings were conducted to ensure the team was aligned with the latest status on COVID-19 requirements and impact. Interventions and mitigation actions were prompted to support customer/project requirements due to COVID-19 disruptions (resource, materials, working on-site vs remote).

**Hybrid Work.** Remote work options were created by ensuring the availability of tools and technology. The customer support department was split into two groups - morning and afternoon shifts - for full-service coverage for our customers. Effective deployment of manpower for offshore and long-term jobs was done by taking necessary precautions. One of the prestigious survey project was successfully executed in KSA. We got an exemption from government-initiated lockdown under the "essential services" exemption to enable production to continue. Registering our business as an emergency essential service allowed factory staff to be the first to return to work.



**Financial Support.** Financial support was provided to those in need of critical medical intervention. Quarantine time was offered as paid time off.

**Use Of Technology.** Online platforms were effectively integrated or enhanced to give work instructions and supervise all activities. All staff members (non-factory workers) were moved onto the Microsoft Teams platform to collaborate on projects regardless of location.

**Skills Development.** In-house weekly webinars were arranged to develop the skill sets of engineers and keep them updated on technology during the challenging COVID-19 period. This helped to sustain engagement and motivation.

**Health and Travel Advisory.** All health and travel advisory was continuously monitored and communicated to aid travel where and when necessary. Isolation, close contact guidelines, vaccine information, etc. were always updated.

*\*Based on an internal survey conducted with more than 50 senior leaders in May 2022.*



# BUSINESS CONTINUITY AND RECOVERY PROGRAMS

## FROZEN CAPITAL EXPENDITURE & REALLOCATED FUNDS TO WHERE MOST NEEDED

**CAPEX.** A thorough analysis of CAPEX and working capital was conducted. CAPEX was reduced to confirmed and long-term jobs with full ROI during the project duration. Funds were allocated for financing recurring expenses. We maintained some funds on standby for emergencies without deploying.

**Existing Asset Use.** Reallocated portion of CAPEX funds to procure spares for repair and refurbishment of own old assets.

**Critical Milestone Payments.** Projects which required critical milestone payments continued on schedule.

**Working Capital Requirements.** Working capital requirement and management of cash flow was prioritized. This included ensuring continuity of employee payroll and payment of suppliers of existing projects.

**Marketing Expenses.** We significantly reduced Marketing budgets and overall spending.



# 94%

agree we ensured the continuity of business-critical processes and services\*

## STRESS TESTS ON KEY RESOURCES AND WORKING CAPITAL REQUIREMENTS

**Frontline Workforce.** Our technicians, factory workers and on-site workers were the critical resources for business continuity. Regular Townhalls were conducted, salaries were paid on time and all safety protocols were strictly implemented. Isolation of COVID-19 affected colleagues and all those who were in direct contact. COVID-19 response teams ensured necessary follow-ups were done and maximum support was provided.

**Cash Flow Management.** Managing payment to suppliers, Liquidity assessment and Hire pool equipment utilization helped in managing cashflow.

# 54%

agree we assessed the overall impact of the emergency on company operations (supply chain) \*

**Human Capital Availability And Prioritization.** Complete manpower analysis was done to understand the manpower requirements for maintaining lean organization.

**Potential Supply Chain Bottlenecks Addressed.** Government support was requested during the forced lockdown to lessen the negative financial impact on staff. Staff members unable to work were paid during lockdown and they worked back the "advance" via overtime.

\*Based on an internal survey conducted with more than 50 senior leaders in May 2022.

# BUSINESS CONTINUITY AND RECOVERY PROGRAMS

## STRESS TESTS ON KEY RESOURCES AND WORKING CAPITAL REQUIREMENTS

**Non-essential and Non-critical Mapping** in the business was done in terms of resources and action was taken to reduce the negative effect of cashflow challenges. We procured only what was needed through the COVID-induced slow period based on negatively impacted production plans



**Staff Health and Well-being.** Staff members were closely monitored in order to offer support and solution at the earliest sign. Daily Teams meetings and communications calls to employees were made to check on their mental and physical health by a qualified senior nurse. Mental health awareness trainings were conducted for all personnel. During the peak season of COVID-19, we managed to work and perform, while all support staff worked from home. We continually received sales orders and projects/services/rental jobs. We sent email communication, had regular meet-ups, shared personal hygiene kits, and issued PCR kits.

**Social Media.** We released jobs executed during the pandemic on social media giving confidence to our clients and reinforcing to our employees that we are providing continued services. We stayed in regular touch with clients addressing their requirements on time.

## CLIENT RELATIONSHIP MANAGEMENT

Unique Group kept in touch with critical clients and assured them of sale and rental equipment delivery. We noticed a spike in confidence of the personnel when taking on jobs, since they were taking safety measures and received strong support from the management.



*\*Based on an internal survey conducted with more than 50 senior leaders in May 2022.*



# WORKFORCE ENGAGEMENT

## WORKPLACE HYGIENE

### COVID-19 Guidelines at the Workplace.

Our group companies established protocols in line with all government rules on sanitation, personal hygiene, workplace disinfection, concerns reporting, social interaction, and use of public transport.

With the rapid transmission of the virus, we recognized the need to quickly activate Safe Zoning Protocols. We issued repeated reminders on physical distancing, compulsory wearing of face masks, and put a big emphasis on personal hygiene and workplace disinfection at company facilities. We have called this campaign **BE RESPONSIBLE – I Protect You, You Protect Me**. On our premises, we distributed face masks, hand sanitizers, and provided daily temperature checks.



**96%**

agree we defined procedures for workplace hygiene and sanitation\*

### Hybrid Working Model.

Country-wide lockdowns have triggered the demand of introducing hybrid working models. This practice has been perceived impractical at the start. However, it has turned out to be effective and therefore utilized by many industries. It has strained our company's technological resources and required an immediate training for all workers to adapt to the requirements of virtual communication.

The online work environment has its own challenges and rewards. The effectiveness of exchanging a stream of information was recognized as a powerful tool for immediate decision making and response to internal and external stakeholders. Since remote work option was not possible for our front-line staff, we ensured that they are properly geared to perform daily duties safely, without compromising their health and well being.



### Audits and Risk Assessments.

Regular health and safety audits were conducted to ensure that protocols are consistently adhered. This included specific statutory risk assessments reporting internally and to authorities whenever required.

*\*Based on an internal survey conducted with more than 50 senior leaders in May 2022.*



# WORKFORCE ENGAGEMENT

## WORKPLACE HYGIENE

[PCR Test, Personal Aid, Vaccine Drive.](#)

During the peak of the pandemic, we have supported and financed PCR tests to those infected including the identified close contacts. In addition, personal aids of essential goods have been provided to those in need.

In line with government initiatives and policies, we support building the health literacy among our employees and their households highlighting the importance of getting vaccinated against COVID-19. Today, 9 out of 10 employees have received the inoculation against this virus. We are still relentlessly spreading awareness to those eligible to have the vaccine.

**92%**  
agree we managed the impact of employee infection and quarantine on the business\*

[Health and Safety Communication.](#)

Public awareness campaigns played a very important part in combating the virus and all the consequential events that occurred at the time of crisis. Drawing the attention to the risks of COVID-19 has made people take preventative measures to protect themselves, their families, colleagues and the local community, and hence avoiding the spread of this outbreak.

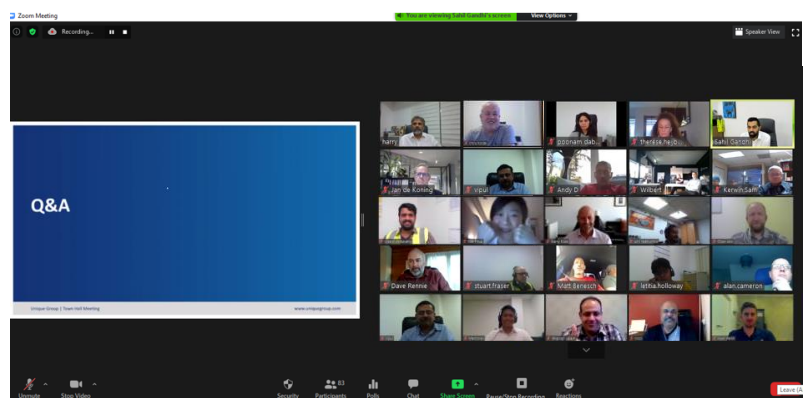
**71%**  
agree we shared response plans and organizational actions with employees\*

Regular health advisories have been published alongside daily reminders during operations meetings. At Unique Group, we are trying our best to guide our employees against misinformation and absence of health awareness to prevent harming themselves and others.

## ESTABLISHING ROBUST EMERGENCY COMMUNICATION PLANS.

We communicated our strategy and created operational alignment via Townhalls.

MS Teams meetings, local meetings and emails were used for daily communication, advice and support. We informed and preempted staff during crisis management through QHSE/HR notices & bulletins.



We highlighted special achievements and shared employee-related activities and business updates through our internal employee newsletter, Q-Connect.

All protocols, travel advisory and safety guidelines were shared in the Policy documents.

*\*Based on an internal survey conducted with more than 50 senior leaders in May 2022.*

# WORKFORCE ENGAGEMENT

## ESTABLISHING ROBUST EMERGENCY COMMUNICATION PLANS.

COVID-19 Response Teams obtained, defined and executed apparent safety, travel, quarantine, PCR and vaccination guidelines.

# 98%

agree we defined return to work policies after infection or quarantine\*

WhatsApp groups were created for instant response and support, since the production teams and many other employees on the client site were not accessible via email.

Toolbox Talks and Emergency Response Drills were conducted for teams to inform and prepare teams for emergencies.

## SPECIAL COMPENSATION AND PAYMENT POLICIES

**Revised Salaries and Benefits.** Unique Group asked its employees to take a pay cut of around 30% for senior executives and 5-20% for others based on the salaries. Most of the technicians and factory workers did not receive any deductions. The company deferred the bonus payments for 2019 and all other benefits were revised. All deducted salaries were reinstated as of February 2022.

**Payments During Lockdown.** A payment compensation plan was implemented for workshop staff who could not continue working offsite during the lockdown. In many instances the company paid for the food and accommodation during the quarantine period.

**PCR Tests.** As and when required, the company covered all PCR test costs.

**Paid Time-off.** An employee who had to isolate or had COVID-19 was allowed paid time-off for a reasonable period. We offered COVID-19 Supplemental Leave Pay, whenever it was required by Federal/State regulations.

**QHSE Incentives and Spot Awards.** Recognizing employees who have reported best practices and significant hazard observations. These individuals have challenged unsafe work practices even at the client's site to stop work where it is unsafe. We amended our awards policy and implemented spot awards to facilitate instant rewards for a commendable job.

**Unpaid Leave.** Some regional offices implemented forced unpaid leave to save costs.

**Government Sponsorship.** Where applicable, we utilized government-sponsored support programs to ensure our employees received full compensation.



\*Based on an internal survey conducted with more than 50 senior leaders in May 2022.

# WORKFORCE ENGAGEMENT

## PHYSICAL AND PSYCHOLOGICAL SUPPORT & ASSISTANCE SERVICES

**Employee Wellbeing.** Unique Group trained internal staff to become Mental Health First Aiders. These certified trainers conducted regular awareness sessions to help team members stay in close touch with their emotions. Stress levels were high, and most of the workforce was without families, confined in their houses. In many regions, counselling and well-being sessions were conducted for staff. Employees also had the opportunity to talk to counsellors and attend various mental health-related webinars.

**92%**

agree we provided information about at-home care and prevention\*

**98%**

agree we evaluated facility closure, safe zoning protocols\*

**Establishing a Personal Connection.** The COVID-response team and department managers personally connected with all COVID-19 infected employees during their quarantine period, ensuring food and medicines were available. Additionally, HSE and HR departments were involved daily in direct communication with employees affected by COVID-19 at a project-site.

**Employee Assistance Programs with External Experts.** Qualified clinical psychologists provided support and advice. A registered nurse conducted on-site medical check-ups. Qualified nurses conducted daily calls to assist with medical advice, check on mental health, and provide assistance. Psychological support was provided via online lectures, ensuring that anyone who did not have access to Teams via tool talks was also fully informed. The response team was available 24/7 on call.



\*Based on an internal survey conducted with more than 50 senior leaders in May 2022.



# OPPORTUNITIES FOR VALUE CREATION

**Hybrid Working.** In many regions, flexibility in working hours has been received as a welcome change that creates better work-life integration and builds accountability.

**Trust and Transparency.** Many staff members in the operations have more insight into the impact of pandemic on their job security. I believe this results in a more conscious approach to their work and how that contributes to our continuity.

**Digitalization Process.** Digitization of a few operations was a big step towards value creation. We created apps for Employee services, procurement, and invoicing, making many processes more efficient when compared with pre-COVID time. We also set up a digital platform for employee communication and engagement activities. We launched Unique E-shop during the pandemic.

**Policy and Procedures Update.** We reviewed and enhanced our existing Policies & Documentation, resulting in efficiency in business and a better working environment for employees.

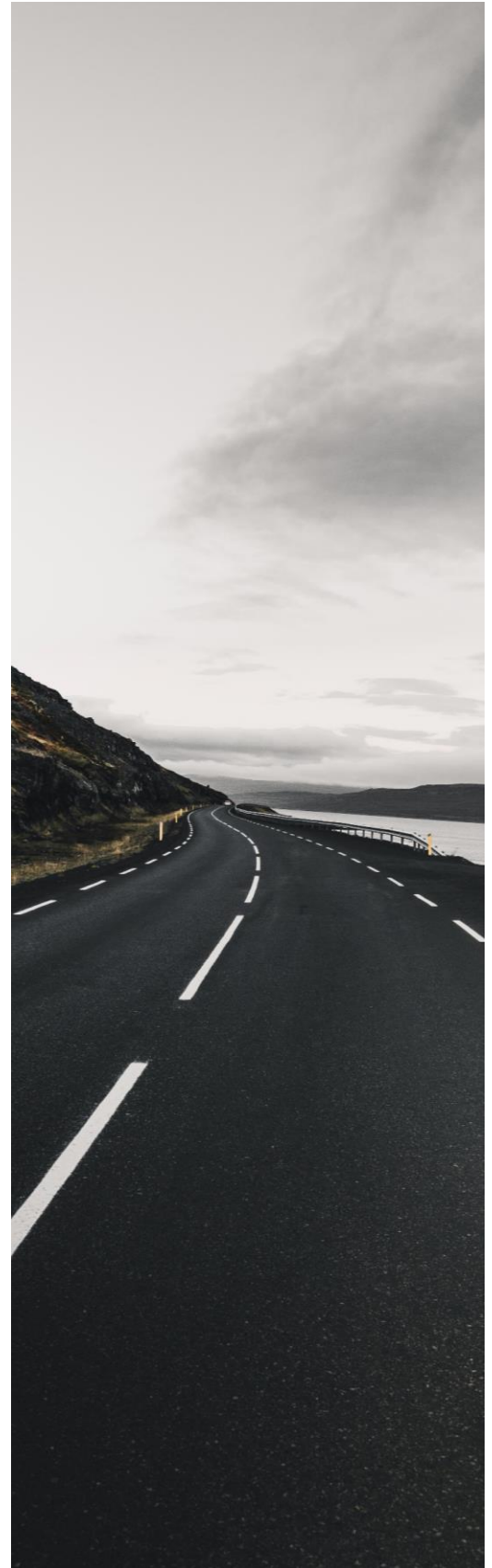
**Business Diversification.** Crisis forced us into new ways of thinking about business resulting in the need to diversify the business to mitigate risks. This brought about the development of the commercial offering of CPAP to market, including necessary SAPRA (SA Medical Council) approvals. We looked at possible offering in the renewable sector. We also explored our offerings in the diving industry and medical line of business.

**Go Local.** Travel restrictions forced our teams to look at the availability of local resources and facilities to provide services to our customers on time.

**Margin Improvement and Cost Control.** Pandemic forced us to think of better ways of creating operational excellence, sourcing locally, minimizing business travel, optimizing staffing and saving on office facilities by offering work flexibility.

**New Business Opportunity.** Opportunities mainly on HBOT treatment, with a variety of RFQ received and orders continuously coming in HBOT treatment was very effective in COVID-19 cases, especially after effect. We identified diving industry and the medical line of business to be good opportunity for value creation.

**Rethink Strategy.** Pandemic allowed us to rethink. It forced us to identify and allocate the budget for the new area of business in research and development.



# SUSTAINABILITY AT UNIQUE GROUP

Our approach to Sustainability 23 – 24

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Our commitment to UN SDGs 25

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Aligning our business to UN SDGs 26 – 27

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Policies, Framework & Initiatives 28 – 32

---

Working with our Vendors 33

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# OUR APPROACH TO SUSTAINABILITY

Leveraging new technologies or improving existing ones to deploy cleaner energy solutions and thereby driving change and influencing competition to move away from primitive and less sustainable alternatives.

We understand that sustainable business strategy demands an integrated approach. Multiple areas of organization come together, where whole is greater than the sum of its parts.

Alignment with United Nations Sustainable Development Goals. We believe this will give us clarity and direction to focus our efforts in the areas that matter most at global scale. We adapted four Sustainable Development Goals which we can influence most by adopting better ways to doing business.

**'We understand that sustainable business strategy demands an integrated approach. Multiple areas of organization come together, where whole is greater than the sum of its parts.'**



Aligning our leadership style to reflect sustainability as a priority. Our business leaders have an important part to play in making the right strategic choices in order to create a sustainable future. We need leaders who can balance short-term and long-term priorities and create value for a variety of stakeholders.

Creating better compliance policies, The aim of a sustainable compliance program is to improve the organization's risk profile through a more effective and efficient compliance function focused on the most important risks.

Making ethical conduct a priority; Codes of conduct provide important reference points and reminders for ethical standards and should be actively enforced to promote ethical behavior. Organizational norms – the way things are done in a business are an important influence on behavior. As an organization we must focus on understanding and shaping our ethical climate, which is influenced by tangible factors such as practices and procedures.

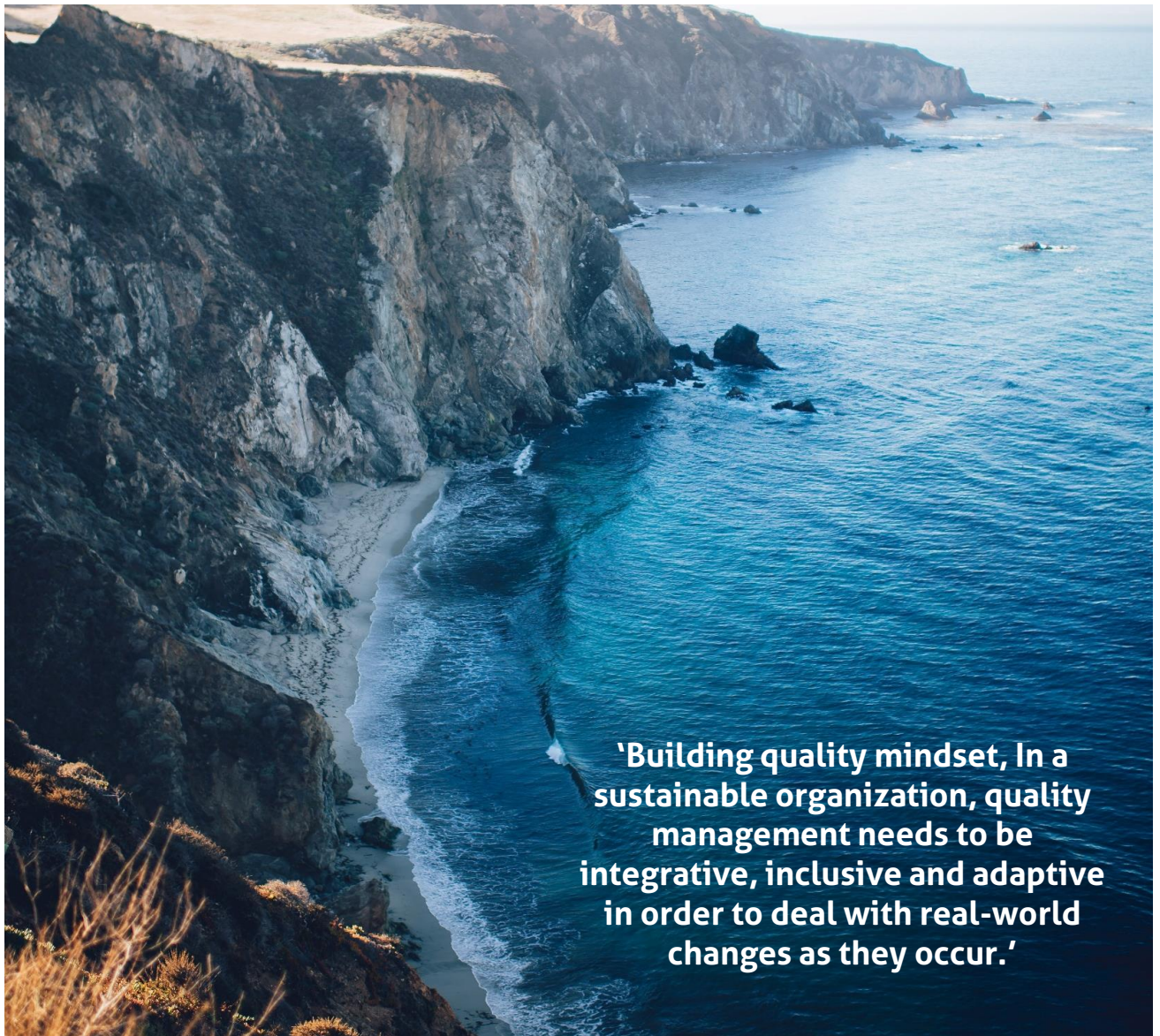


The compliance resources needed to support the business units can be configured most effectively and efficiently by consolidating subject-matter expertise and core activities in centers of excellence and utilities. This will help ensure that the best expertise is applied across channels in business-units.

Building quality mindset, in a sustainable organization, quality management needs to be integrative, inclusive and adaptive in order to deal with real-world changes as they occur.

This requires the organization to review its current systems to improve the overall triple bottom-line performance (i.e., social – “PEOPLE”, environmental – “PLANET” and economic – “PROFIT”).

Embracing sustainability requires transforming management systems towards an integrated Quality Management approach for our organization.



**'Building quality mindset, In a sustainable organization, quality management needs to be integrative, inclusive and adaptive in order to deal with real-world changes as they occur.'**

# OUR COMMITMENT TO UN SDGs

Under the principle of sustainable development, the social, economic and environmental impact of our actions is interdependent and mutually reinforcing. Therefore, Unique Group is committed to take an integrated approach on sustainability envisioning Leadership, Compliance, Ethics and Quality to be the drivers. The development strategy and economic solutions should be socially responsible, environmentally friendly and economically valuable at the same time.

Our chosen goals are SDG #3: Good Health And Well-being, SDG #10: Reduced Inequalities, SDG #12: Responsible Consumption And Production and SDG #13: Climate Action.



# ALIGNING OUR BUSINESS TO UN SDGs

## 3 GOOD HEALTH AND WELL-BEING



### TRAINED MENTAL HEALTH FIRST AIDERS

A pool of 31 Mental Health First Aiders (MHFA) were trained across our global offices, who are qualified to provide counselling and mental health guidance.



### MEDICAL SCREENINGS + INTERACTIVE SESSIONS

Initiatives included providing interactive sessions for mental health and organising medical screenings at the offices.



### SOCIAL OUTREACH PROGRAMS

Programs included a donation of USD 11,000 to Ekal Vidyalaya in India to support the purchase of masks, medicines and diagnostic equipment to combat the spread of COVID-19 in rural villages. We also raised GBP 1,042.50 for Cancer Research UK by walking over 10,000 steps every day as a part of their Walk All Over Cancer campaign.



### PROMOTE GENDER EQUALITY

Strive to achieve a higher male-female ratio in our organization by looking for female talent in technical roles.



### SUPPORT ECONOMICALLY-CHALLENGED COMMUNITIES

Initiatives include running a program to recruit women from previously disadvantaged groups in an effort to not only empower them, but also break biases within our industry. Through the Project Life foundation in India, we donated to their Women Empowerment program which provides vocational training in various trades enabling widows/women below the poverty line to become economically and socially empowered.

## 10 REDUCED INEQUALITIES





# ALIGNING OUR BUSINESS TO UN SDGs

**12 RESPONSIBLE CONSUMPTION AND PRODUCTION**



## WASTE REDUCTION

We are committed to consistently finding ways to incorporate recycled goods in our manufacturing supply chains feeding into circular economy. Our recycling initiatives implemented to positively reduce the amount of waste going to landfills while also contributing towards reducing air and water pollution.



## ENERGY CONSERVATION

Implemented energy conservation changes by installing motion-sensitive energy efficient lighting and removing plastic consumables from our workplaces to ensure more responsible consumption as an organization.



## CARBON-EMISSIONS REDUCTION

In order to reduce the carbon footprint of our operational logistics, we have added electric vehicles to our fleet. This addition will reduce the carbon emissions from our operations.



## CARBON-CONSCIOUS SOLUTIONS

Through our Autonomous Survey Vessel (ASV) fleet, we have been able to provide carbon-conscious solutions for our customers. The surveys conducted by ASVs are not only efficient, but also lead to safer and greener practices due to a lack of emissions and noise, protecting our marine environment.

## 13 CLIMATE ACTION



# POLICIES, FRAMEWORK & INITIATIVES

## ANTI-BRIBERY AND CORRUPTION

As an international company, Unique Group wishes to ensure that in the course of its work its employees and any third parties acting on its behalf observe the highest standards of integrity. This anti-corruption and bribery guidelines establish basic guidelines for handling corruption concerns.

Officers, employees, third party representatives, and business partners of Unique Group are prohibited from paying, promising, authorizing, or offering to give anything of value, directly or indirectly (e.g., through a service agreement representative, customs broker or other agent) to any government official, political party, party official, or political candidate to cause that official to do or not to do any act in violation of his official function or to secure any improper advantage. For the purposes of this policy, whether the target of the act of bribery works in the public or private sector is irrelevant.

Unique Group personnel are prohibited from making any donation to a charity or entity, whether by cash or otherwise, by or on behalf of Unique Group, or by utilizing any Unique Group assets in order to make or facilitate the donation. If a worthy cause is identified for charitable donation to any charitable entity, request for such a donation may be forwarded in writing to Unique Group's CEO, who shall have sole ability to authorize the use of Unique Group's assets to make or facilitate the requested donation. This is to ensure that the donation is for proper charitable purposes, and that it will not be used by a government official in violation of this policy.

It is each employee's responsibility to remain vigilant and report any suspicions to help us prevent and detect money laundering. The Company Finance Manager and the CFO will review all reported money laundering allegations and decide whether the transaction /circumstances are suspicious. The Finance Manager will report suspicions to the local authorities.

## ANTI-SLAVERY AND HUMAN TRAFFICKING

Modern slavery is a criminal offence under the Modern Slavery Act 2015 (the "Act"). Modern slavery can occur in various forms, including servitude, forced or compulsory labor and human trafficking, all of which have in common the deprivation of a person's liberty by another in order to exploit them for personal or commercial gain. Unique Group have a zero-tolerance approach to modern slavery. We are committed to acting ethically and with integrity in all our business dealings and relationships and to implementing and enforcing effective systems and controls to ensure modern slavery is not taking place anywhere in our own businesses or those of our suppliers.

Whilst recognizing our statutory obligation to set out the steps we have taken to ensure that modern slavery and human trafficking is not taking place in our supply chains, we acknowledge that we do not control the conduct of individuals and organizations in our supply chains. To underpin our compliance with practical steps, we intend to implement the following measures:

- a) Conduct risk assessments to determine which parts of our business and which of our suppliers are most at risk of modern slavery so that efforts can be focused on those areas.
- b) Engage with our suppliers both to convey to them our Anti-Slavery and Human Trafficking Policy and to gain an understanding of the measures taken by them to ensure modern slavery is not occurring in their businesses and their supply chain.
- c) Introduce supplier pre-screening (for example as part of our tender process) and self-reporting for our suppliers on safeguarding controls.
- d) Introduce contractual provisions for our suppliers to confirm their adherence to this policy and accept our right to audit their activities and (where practicable) relationships, both routinely and at times of reasonable suspicion.

# POLICIES, FRAMEWORK & INITIATIVES

## DIVERSITY AND INCLUSION

For Unique Group, **Diversity** means a workforce reflective of different cultures, generations, genders, ethnic groups, nationalities, abilities, social backgrounds and all the other unique differences that make, each of us individuals. **Inclusion** is about creating a work environment where everyone has the opportunity to fully participate in creating business success and where all

employees are valued for their distinctive skills, experiences and perspectives. Unique Group wants to be an attractive place to work for those with the right competencies and willingness to contribute to a high performing organisation. A key focus point of Unique Group is to be able to recruit, develop and retain a diverse workforce. We are convinced that the diversity of our workforce is an asset, bringing fresh ideas, perspectives and experiences in a welcoming environment which supports our core values.

### Our Commitment

To support Diversity and Inclusion, we are committed to:

- Having a Leadership culture that supports an inclusive approach to the organization of work, relationships with communities, suppliers, customers and other stakeholders with the aim of driving consistent and sustainable performance.
- Transforming tomorrow and continue to set new standards. We leverage diverse ideas and approaches at all levels within the organization to continually build and enhance our performance and service to our customers.
- Attracting, developing and retaining the best talent, and be recognized for supporting all our people to reach their potential and contribute to the success of Unique Group.
- Ensuring that there is no intended or unintended discrimination towards or against employees of diversity dimensions in relation to the remuneration that they receive for their work.
- Ensuring that performance review methodologies and processes are consistently applied to relevant groups of individuals in relation to reviews of their performance.
- proactively identifying, analyzing and addressing diversity challenges within the Group and its units in order to support the deployment of this policy.
- Ensuring that all business units comply with legal, regulatory obligations, Code of Business Conduct and Values.
- Removing discriminatory behaviour at every step of work life and at every hierarchical level.
- Giving the right to all employees a workplace free from harassment.
- Creating a supportive and understanding workplace environment in which all individuals feel welcome, respected and heard, and where they can realize their full potential regardless of their race, colour, sex, age, religion, ethnic or national origin, and disability.
- Adapting internal processes and procedures to support diversity and inclusion.
- Providing training and awareness on the responsibilities and benefits of diversity and inclusion to promote understanding of differences and similarities, decrease judgmental behavior and increase acceptance and flexibility and so enhance the efficiency of our multicultural teams.





# POLICIES, FRAMEWORK & INITIATIVES

## CODE OF CONDUCT

The purpose of a Code of Conduct is to develop and maintain a standard of conduct that is acceptable to the company, its vendors, customer's and other employees. The Unique Group Code of Conduct includes behavior guidelines that are consistent with company policies and standards and reflect how the company perceives its image. It also serves to remind the employee of what is expected of them, and that their actions, appearance, conduct and demeanor will affect the company and their career.

- We live by our values
- Safety is our top priority
- We respect the law
- We have zero tolerance towards verbal and physical abuse
- We respect and value diversity
- We do not accept or give bribe
- We take care of owner's assets and resources
- We continuously seek to give back to community
- We maintain the highest standards of professional behaviour
- We deliver on our promises
- We have a voice

### Safety is our top priority

"Everyone must be aware of risks and take steps to reduce them. Our goal is zero accidents". Safety, Health and Environment Safety are one of Unique Group's top priorities. We strive to provide a safe working environment for our employees, our contractors and all who come into contact with Unique Group. We do this by controlling the risks inherent in all our Operations and providing training to safeguard our people.

### We respect the law

"We comply with professional standards, laws and regulations". We conduct ourselves in an ethical and lawful manner at all times. From time to time we carry out random testing, and anyone suspected of being under the influence of drugs or alcohol may be dismissed from the site immediately. We operate a zero-tolerance policy on drugs and alcohol.

### We have zero tolerance towards verbal and physical abuse

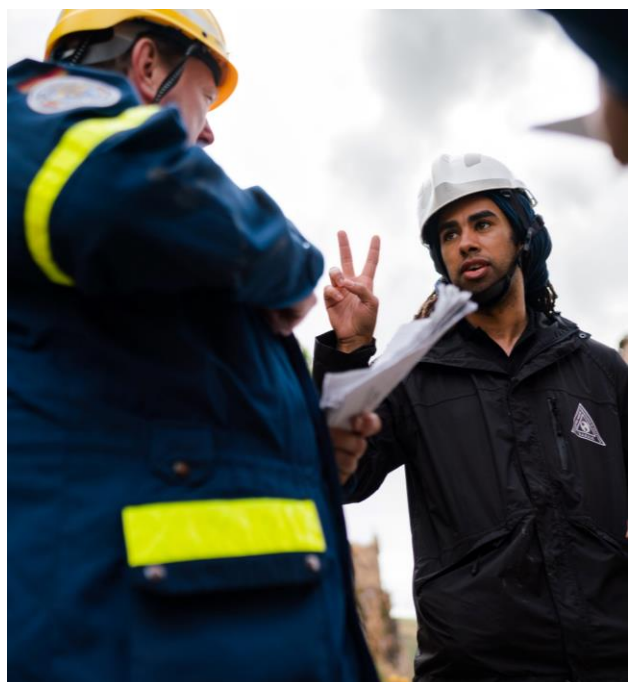
"We ensure that our workplace is free from harassment and any undesirable behavior that has the purpose or effect of creating an offensive or hostile work environment". We strive to treat everyone fairly, with courtesy and respect. Retaliation, whether actual or threatened, is a serious disciplinary matter and will not be tolerated.

### We respect and value diversity

"We respect people for who they are. We are humble, open minded and care about people around us". We are proud of the diversity of our people. We foster a culture of respect throughout our business.

### We do not accept or give bribes

"We conduct business with integrity. Our business success rests on the excellence of our services and products. Bribery and other corrupt actions are strictly prohibited". We do not accept gifts, money, personal loans, entertainment or any form of special treatment, which may imply to influence business decisions. This applies equally to all parties acting on behalf of Unique Group.



# POLICIES, FRAMEWORK & INITIATIVES

## We take care of owners assets and resources

"We protect company property and resources and use financial and physical assets wisely". Assets includes our trademarks, brands, logos, copyrights, inventions, patents and trade secrets. We never allow any third party to use our trademarks, trade secrets or other intellectual property without proper authorization and a license agreement. As a company employee, any work we create, in whole or in part, in connection with our duties using company time, resources or information, belongs to Unique Group. Information technology systems are a key component of our business operation and are provided for authorized business purposes. We reserve the right to monitor, record, disclose, audit, and delete without prior notice the nature and content of any employee's activity using our company's email, phone, voicemail, internet and other systems, to the extent permitted by local law.

## We continuously seek to give back to community

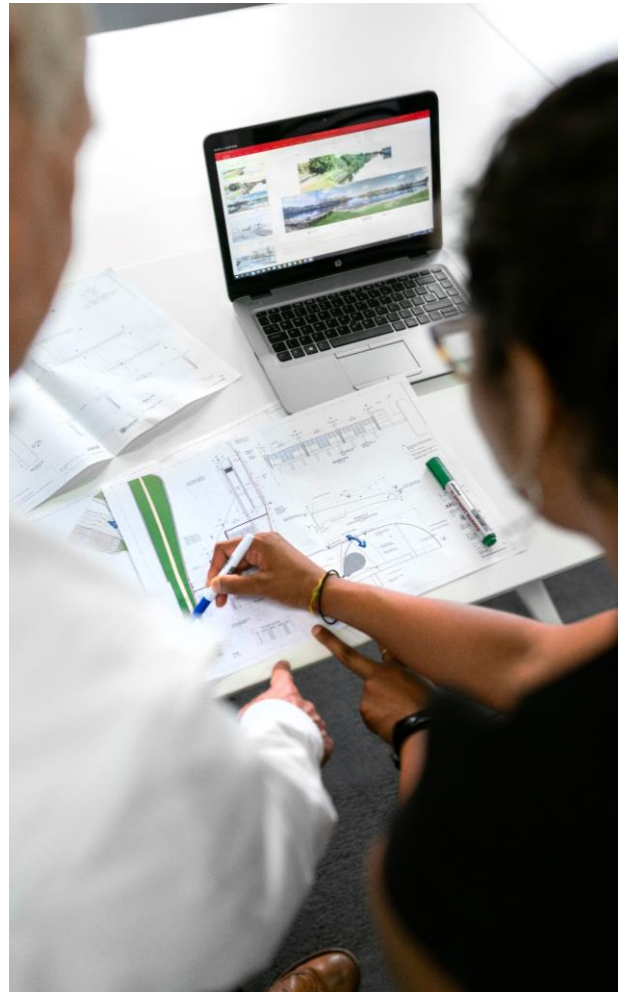
"We are committed to serve the community where we live and work. We are strong and Responsible community Partners". We support and encourage the personal contribution of each employee and operate to continuously improve following areas –"Go Green, Stay Safe and Think Time".

## We maintain highest standards of professional behavior

"We treat each other with respect, fairness, and sensitivity. We show courtesy and consideration towards all". We adhere to professional standards and are responsible for adding value to Unique Group and contributing to the success of this organization. We accept professional responsibility for our individual decisions and actions. We are also advocates for Unique Group by engaging in activities that enhance its credibility and value

## We deliver on our promise

"We do what we say. Each one of us is accountable for our decisions, actions and commitments.



"We say what we mean and do what we say and thus we build confidence. To enhance our capabilities, we run with our strengths, keep ourselves relevant by continuously upgrading our knowledge and defining our goals. We know results matter and we take responsibility for our results, we expect ourselves to win and we finish strong.

## We have a voice

"We encourage everyone affiliated with Unique Group, to Speak Up if they have concerns about unethical behavior or activity". We prohibit from taking retribution against anyone for reporting or supplying information about an ethical business conduct concern. If we feel this has happened, we ensure immediate action against the concern person or party. Our policy 'Whistle blowing' promotes deterring wrongdoing, promoting transparency and good governance.

# POLICIES, FRAMEWORK & INITIATIVES

## WHISTLEBLOWING POLICY

The purpose of the Whistleblowing Policy is to identify any serious concerns regarding any irregularity or activity that is deemed illegal, unethical, or not correct within Unique Group at the earliest possible moment.

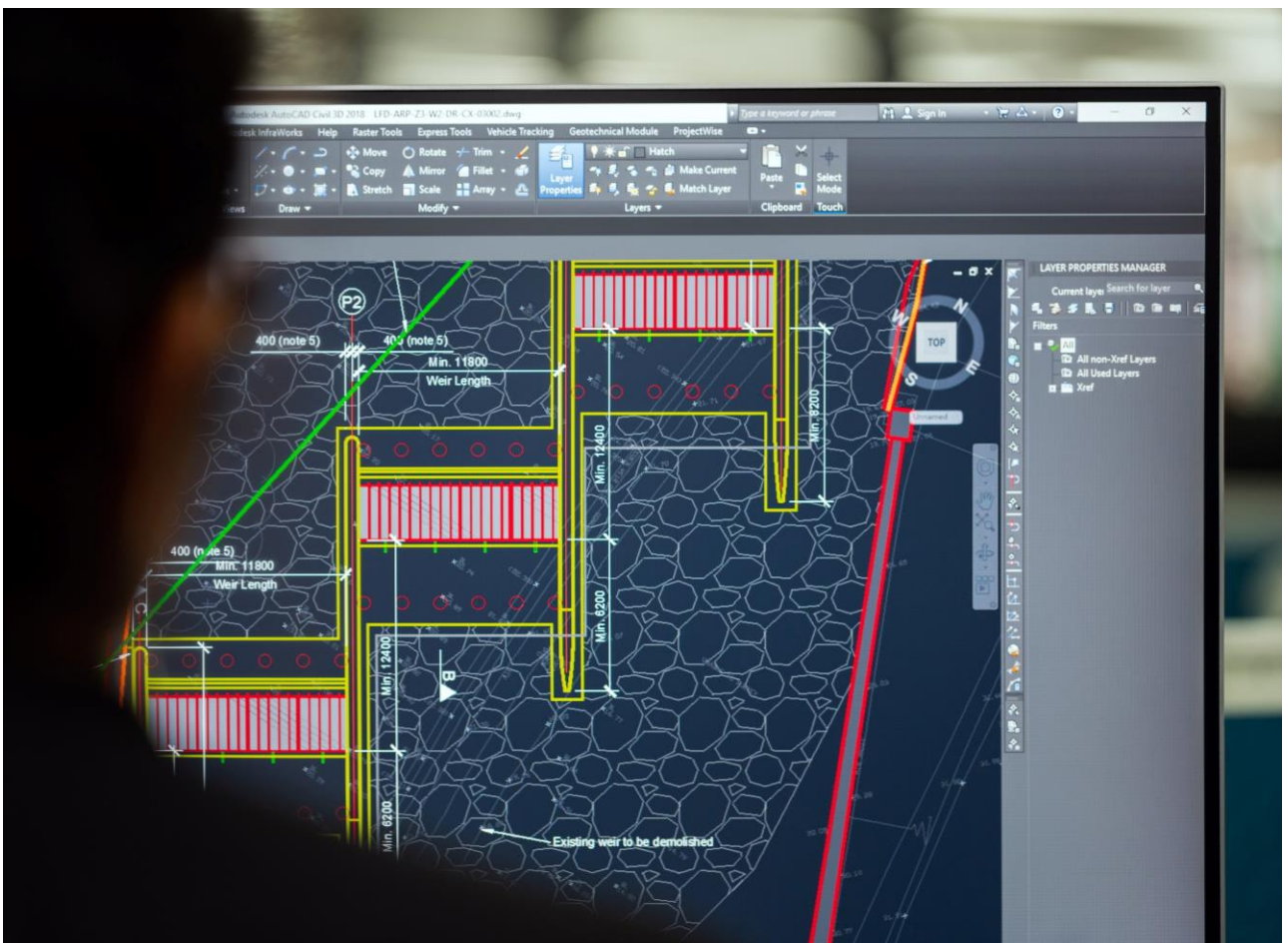
Employees are often the first to realize that there may be something seriously wrong within the activities and operations of the Company. 'Whistleblowing' is viewed by Unique Group as a positive act that can make a valuable contribution to the Unique Group's efficiency and long-term success. It is not disloyal to colleagues or Unique Group to speak up. Unique Group is committed to achieving the highest possible standards of service and the highest possible ethical standards in public life and in all its practices. To help achieve these standards it encourages freedom of speech.

If an employee of Unique Group has a concern about possible malpractice falling within the scope of this Whistleblowing Policy, he/she should raise it in the first instance with his/her Supervisor and inform immediately a member of management and/or the QHSE Manager and/or the HR Manager.

All reports and investigation results made through the Whistleblowing Policy will be reported. Decisions on the next step shall be based on the result of the investigation and may decide either to make further investigations or to make recommendations to The Board for process improvements or corrective actions.

### Non-Retaliation

Unique Group will take the necessary measures to protect employees who have, in good faith, made reports through the Whistleblowing Policy, against any retaliation from managers or other involved parties.





# WORKING WITH OUR VENDORS

At Unique Group we build on relationships, founded on a strong sense of partnership and open communication.

We ensure mutual and productive working relations by selecting Vendors who offer a quality service and meet our specific needs.

It is a gain to invest time in building good relationships with key Vendors, whereby in the long run saves money or improve the quality of the goods or services we buy from our Vendors.

We have initiated the transition to introducing a Vendor Collaboration Portal which streamlines our suppliers and subcontractors onboarding process. This online process makes it easier for our Vendors to share their profile and even sending invoices virtually.

We conduct performance reviews with our Vendors to ensure that they are living up to certain aspects of our agreements. The review process is particularly important as it will prevent existing suppliers becoming complacent.

Unique Group is committed to conducting its business in an ethical, legal, safe, and environmentally and socially responsible manner. We continuously drive sustainability in products and solutions, combining economic success, social responsibility and environmental protection in our business operations and thereby enable our customers to meet current and future needs of society. We have committed to the principles of “We source responsibly” and want to partner with our Vendors to further develop their sustainability performance in our supply chain. We expect our Vendors to fully comply with applicable laws and to adhere to internationally recognized environmental, social, and corporate governance standards (ESG standards). We also expect our Vendors to use their best efforts to implement these standards with their Vendors and subcontractors.

Unique Group expects our Vendor to support, embrace and enact ESG standards, which are based on the ten principles of the United Nations Global Compact initiative and commit to Unique Group’s Vendor Code of Conduct.



# SOCIAL COMMITMENT

Community Outreach

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35



# COMMUNITY OUTREACH

At Unique Group, not only do our employees care about each other, but have always taken the time to help within their communities. Initiatives last year covered multiple fundraising activities and donations to causes near and dear to our teams, across the world.

This included supporting Walk All Over Cancer 2021 by walking over 10,000 steps daily to raise money for [Cancer Research UK \(CRUK\)](#). For breast cancer awareness month, our offices conducted various fun games as a part of the 'Wear it Pink' Day to raise money for [Breast Cancer Now](#), a UK-based charity that provides world-class research and life-changing care for individuals suffering from breast cancer. To provide sustainable healthcare solutions to isolated elders in the interiors of urban slums and villages, we donated to [HelpAge's Mobile Healthcare program](#) in India which sends Mobile Healthcare Units (MHUs) to the doorsteps of these communities. Through the [Project Life Foundation](#) in India, we donated to their Women Empowerment program which provides vocational training in various trades enabling widows/women below the poverty line to become economically and socially empowered. To do our part to enable the younger population in Africa, we donated to the [ABN Education Trust Fund](#) to further educational support and help orphanages in the region. Over the festive season, our offices organised a 'Christmas Giving Tree' fundraiser in collaboration with [Charlie House](#), a local charity, based in Scotland to raise donations for babies, children and young people in the Northeast of Scotland who have life-limiting or life-threatening conditions.

We are so grateful to our people for their generosity and big hearts and thank them for furthering our mission through their personal ones.





# ENVIRONMENTAL PROTECTION

Environmental initiatives,  
Water conservation and Energy savings

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37



# ENVIRONMENTAL INITIATIVES, WATER CONSERVATION & ENERGY SAVINGS

## RESPONSIBLE CONSUMPTION & PRODUCTION



Review of usage of plastic products in the office	Review of plastic usages and take initiative to do replacement of plastic water bottles with other alternative product i.e. Steel water bottles
Energy saving Initiative	Replaced the 400W high bay lights in the workshop with 110W lights. The new lights are 70% more cost effective. Light emitted increased by 20%
Energy saving initiative	Installed motion sensor lighting in corridors and toilets to reduce energy consumption.
Review of UK vehicle pool & going electric	Review of UK vehicle pool to possibly reduce number of vehicles, review current lease expiry dates.
Reduce, reuse, recycle	Continue with our existing reduce, reuse, recycle programs with a view to continually improve them, to achieve an overall goal of responsible consumption & production. Focus on the benefits through training & education.
Review of UK energy/utility contracts	Review of UK energy/utility contracts with a view to pooling together to get more preferential rates as well as choosing an environmentally responsible provider.

## CLIMATE ACTION



Tree plantation	An initiative usually conducted on Environment Day to raise awareness of the importance of planting and saving trees.
Review of UK vehicle pool & going electric	Replacement of diesel van with electric van in Isle of Wight vehicle pool.

# OUR JOURNEY FORWARD

2021 - 2025 Plan

39





# 2021-2025 PLAN

UNGC* PRIORITY BENCHMARK	FOCUS AREA	OBJECTIVES
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## RESPONSIBLE CONSUMPTION & PRODUCTION



#4 - Zero waste to landfill and incineration	Reduce, Reuse, Recycle	<p>Introduce sustainable packing alternatives across supply chain.</p> <p>Reduce printing consumption by 20%.</p>
#6 - 100% sustainable material inputs that are renewable, recyclable or reusable	Sustainable engineering solutions	Add sustainable engineering solutions to business product/service line.

## CLIMATE ACTION



#7 - Science-based emissions reduction in line with a 1.5°C pathway	Monitor and reduce carbon footprint	Reduce Carbon Emission/ Electricity/ Water Consumption.
#9 - Land degradation neutrality including zero deforestation	Neutralize carbon footprint	Launch global tree planting initiative.

## GOOD HEALTH AND WELL-BEING



#3 - 100% of employees across the organization earn a living wage	Mitigate the mental and physical effects of COVID-19 Work-Life Integration	<p>Develop at least 1 Mental Health Champion for every 10 people.</p> <p>Facilitate monthly mental/physical health programs/awareness sessions.</p> <p>Implementation of Governance and Well-being related policies across the organization.</p> <p>Training and development of employees</p>
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## REDUCE INEQUALITIES



#1 - Gender balance across all levels of management	Diversity and Inclusion	<p>Create Diversity &amp; Inclusion Strategy</p> <p>Report, monitor and improve Gender Ratio.</p>
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\*United Nations Global Compact



# Unique Group



Unique Group Headquarters  
Hamriyah Free Zone,  
Sharjah UAE

[www.uniquegroup.com](http://www.uniquegroup.com)

[wecare@uniquegroup.com](mailto:wecare@uniquegroup.com)

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