



CSR and Sustainability



#OSGGREENGOALS

At OneStep Global, we recognize that our role as a market entry firm in international higher education extends beyond facilitating educational opportunities; it encompasses a responsibility to foster environmental stewardship and sustainability. Our commitment to green goals is rooted in the understanding that the well-being of our planet is inextricably linked to the future of global education. We are dedicated to implementing practices that reduce our environmental footprint and promote sustainability across all facets of our operations.

Sustainable Practices in Daily Operations

Our commitment to sustainability begins with our day-to-day operations. By encouraging the use of digital documents and reducing paper consumption, we not only cut down on waste but also promote a culture of environmental mindfulness among our employees.

Green Transportation Initiatives

Transportation is a significant aspect of our environmental impact, particularly as we operate on an international scale. To mitigate this, we prioritize virtual meetings and conferences whenever possible, reducing the need for air travel and its associated carbon emissions. For necessary travel, we encourage the use of public transportation and carpooling. Furthermore, we offer incentives for employees who use eco-friendly transportation methods, such as biking or electric vehicles, thereby promoting greener commuting habits.

What We Do

- Raise awareness
- Reduce, reuse and recycle
- Conserve energy
- Switch to renewable energy
- Sustainable transportation
- Waste reduction
- Promote and invest in green practices
- Lead by example
- Advocate for change



OneStep Global has recently become a Signatory to the CANIE Accord, a public commitment to climate action that was developed in consultation with leaders from international education peak bodies, associations, higher education institutions, university networks, media, national governments, corporations, supranational bodies, scholarship bodies, and more. The CANIE Accord, and accompanying Glasgow Paper, represent the international education sector's climate ambitions and commitment to align with scientific recommendations and global climate agreements. By becoming a Signatory to the CANIE Accord, OneStep Global is strengthening and accelerating the international education sector's collective response to the climate crisis.

Pledges

- **Leadership and Influencing:** Commit to greater levels of collaborations and become a climate action advocate.
- **Emissions accounting and reduction:** To put a limit on carbon credit projects and strategize to best practices for climate justice.
- **Travel:** Introduction of climate conscious travel policies.
- **Facilities, operations, and procurement:** Collaborate globally on data collection and surveys relating to climate action in international education, implementing flexible and equitable work from home options.
- **Climate education:** Including climate literacy training modules and support research, training, and the development of climate action materials for international education practitioners.

ONESTEP GLOBAL EDUCATION FOUNDATION

At OneStep Global, we firmly believe in the power of education and its ability to transform lives. With the unwavering support of our dedicated team and generous partners, we are confident in creating a lasting impact on the education landscape in India.

We are thrilled to announce the launch the OneStep Global Education Foundation where we have taken an oath to sponsor education of 100 underprivileged kids.

What Sets Us Apart

What sets OneStep Global Education Foundation apart is the unshakable commitment to excellence. We are driven by our passion for education and fed by a desire to make a change.

Our Objectives

- **Promoting access:** To ensure that education is accessible to all, we will partner with Non-profit organization to establish sponsorships for underprivileged students.
- **Enhancing learning:** By collaborating with Non- Profit organizations, we aim to foster critical thinking, creativity, and skill development.
- **Empowering students:** Through career counseling, we will empower students to explore their interests, set goals, and make informed decisions about their future.

ENVIRONMENT SUSTAINABILITY POLICY AND GUIDELINES



The objective of this policy is to embed sustainable development principles into all company activities and to establish and promote sound environmental practices within our operations. Environmental stewardship and a commitment to a broader sustainability agenda are core to the management ethos at OneStep Global. We are dedicated to minimizing our environmental impact through the following measures:

Resource Conservation and Recycling

OneStep Global is committed to conserving resources through reusing and recycling. We encourage our employees to:

- **Print double-sided:** Take printouts on both sides of the paper whenever possible.
- **Reuse waste paper:** Utilize the blank side of used printer paper for notes and other purposes.
- **Recycle waste paper:** Ensure that all waste paper is placed in the recycling bins located near printers for proper recycling.

Additionally, the company will recycle outdated equipment by donating items such as computers and mobile devices that are no longer in use.

Responsible Energy Use

The company strives to use energy responsibly and efficiently. This includes efforts to:

- **Minimize energy use:** Use energy-saving light bulbs and ensure computers and other electronic devices are shut down after work hours.
- **Prevent pollution:** Take reasonable steps to prevent air, water, and other forms of pollution.
- **Dispose waste safely:** Dispose of waste materials in a safe and responsible manner.

Employees are encouraged to:

- **Switch off equipment:** Turn off the lights, air conditioners, and other electronic equipment when leaving a room or conference area.
- **Optimize energy use:** Follow practices that reduce energy consumption across the organization.

Employee Awareness and Engagement

OneStep Global is committed to educating and motivating all employees to act in an environmentally responsible manner. This includes:

- **Environmental education:** Providing training and resources to enhance awareness of environmental issues.
- **Sustainability initiatives:** Encouraging participation in company-wide sustainability initiatives and practices.

Through these efforts, OneStep Global aims to foster a culture of environmental responsibility and sustainability within the company.



HEALTH, SAFETY, AND ENVIRONMENTAL RESPONSIBILITY POLICY



OneStep Global is committed to providing a safe and healthy workplace. We will act responsibly to address and rectify any incidents or conditions that threaten health, safety, or the environment. Employees are encouraged to promptly report any such incidents to the Environmental and Safety Compliance Officer, Ms. Aayushi Maheshwari (Senior Manager - Finance), or via email at hello@onestep.global.

To achieve the objectives of this policy, OneStep Global will:

Promote Environmental Sustainability

- **Work culture:** Foster a working culture that promotes environmental sustainability.
- **Clean and safe environment:** Maintain a clean, healthy, and safe working environment for employees, customers, and the community.
- **Staff development:** Support the personal development of all staff and enhance resources through innovation, training, and learning opportunities.

Sustainable Travel Practices

- **Public transport:** Encourage the use of public transport such as the metro.
- **Carpooling:** Promote carpooling among employees who live in the same area.
- **Virtual meetings:** Reduce physical travel by utilizing teleconferencing, video conferencing, webcams, and scheduling efficient meetings to minimize trips.

Sustainable Office Waste Management

- **Reuse and recycling:** Arrange for the reuse or recycling of office waste, including paper, computer supplies, and outdated equipment. OneStep Global will partner with relevant factories and NGOs for recycling office waste.
- **Disposal of harmful waste:** Make arrangements, including paid services if necessary, for the careful disposal of hazardous waste, such as CFL bulbs.
- **Recycling bins:** Introduce recycling bins in all offices, with separate bins for paper, plastic bottles, electronic waste, and other recyclable materials.

By implementing these practices, OneStep Global aims to create a sustainable and environmentally responsible workplace.



HEALTH AND SAFETY GUIDELINES



OneStep Global is dedicated to maintaining a high standard of health and safety. We prioritize the safety and well-being of our employees above all else.

Key Features of OneStep Global's Health and Safety Policy and Guidelines

Insurance Coverage

- All employees are covered under a Group Accidental Insurance Policy.
- Visitors are protected under Public Liability Insurance, ensuring coverage in case of any accident on OneStep Global premises.

Office Security

- All offices are secured with biometric-enabled doors to control access and enhance security.

Emergency Preparedness

- Comprehensive emergency plans include evacuation and assembly procedures.
- Evacuation maps are posted in strategic locations.
- Regular training, drills, and established reporting and communication practices are in place to ensure preparedness.

Employee Induction

- New employees receive an initial induction on this policy within one week of joining the company.
- The Admin Team provides remote employees with the safety policy and emergency contact details, including the nearest hospital, ambulance number, and building manager/operation manager details.

Emergency Reporting

- Employees facing or anticipating any safety-related or emergency issues are encouraged to email hello@onestep.global. This email is monitored by the OneStep Global India Board, HR, and the Emergency Coordinator Program.
- The Emergency Coordinator Program is crucial for preparing and responding to security and emergency situations.

After-Hours Transportation

- The Admin Team ensures that a cab is booked through the company's registered vendor for any staff member required to work beyond normal business hours.

For detailed information on each of the above points, please refer to OneStep Global's Health and Safety Policy and Guidelines.



PREVENTION OF SEXUAL HARASSMENT (POSH) AGAINST WOMEN



OneStep Global is committed to providing a safe, respectful, and inclusive work environment for all employees, clients, and stakeholders. This policy outlines our commitment to the prevention, prohibition, and redressal of sexual harassment against women at the workplace in compliance with the Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013, and related international guidelines.

Scope

This policy applies to all employees, including full-time, part-time, temporary, interns, consultants, and any other personnel associated with our company. It also extends to interactions with clients, vendors, and partners in the context of work-related activities.

Definition of Sexual Harassment

Sexual harassment includes any unwelcome sexually determined behavior, whether directly or by implication, such as:

- Physical contact and advances
- A demand or request for sexual favors
- Making sexually colored remarks
- Showing pornography
- Any other unwelcome physical, verbal, or non-verbal conduct of a sexual nature

Responsibilities

Employer Responsibilities

- Promote a workplace free of sexual harassment.
- Ensure all employees understand this policy and their responsibilities.
- Provide training and awareness programs on POSH.
- Establish an Internal Complaints Committee (ICC) to address complaints of sexual harassment.
- Ensure confidentiality and non-retaliation for complainants and witnesses.

Employee Responsibilities

- Respect the rights and dignity of all colleagues.
- Refrain from participating in or condoning sexual harassment.
- Report any incidents of sexual harassment to the ICC or through designated channels.



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Internal Complaints Committee (ICC)

Composition of ICC

- A Presiding Officer who is a senior female employee.
- At least two members from among employees, committed to the cause of women or having legal knowledge.
- One external member familiar with issues relating to sexual harassment.

Role and Function

- Receive and address complaints of sexual harassment.
- Conduct a fair and unbiased investigation.
- Recommend appropriate actions based on the findings.
- Ensure confidentiality of the complainant and the proceedings.

Complaint Procedure

Filing a Complaint

- Complaints should be submitted in writing to the ICC within three months of the incident.
- If the complainant is unable to submit a written complaint, the ICC will assist in recording the complaint.

Inquiry Process

- The ICC will initiate an inquiry within seven days of receiving the complaint.
- Both parties will be given an opportunity to present their case.
- The inquiry should be completed within 90 days.

Action and Redressal

- Based on the findings, the ICC will recommend appropriate action to the employer.
- Disciplinary actions may include a warning, suspension, termination, or any other action deemed appropriate.
- The employer must act on the recommendations within 60 days.

Confidentiality and Non-Retaliation

- All complaints and investigations will be kept confidential.
- Retaliation against the complainant or witnesses is strictly prohibited and will result in disciplinary action.

Training and Awareness

- Regular training sessions and workshops will be conducted to educate employees about sexual harassment and the POSH policy.
- Information about the policy and the complaint mechanism will be readily available to all employees.

Monitoring and Review

- The policy will be reviewed annually to ensure its effectiveness.
- Feedback from employees will be considered to improve the policy.



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Conclusion

OneStep is committed to maintaining a workplace where every individual is treated with respect and dignity. We encourage everyone to work together to prevent sexual harassment and to create a safe and inclusive environment for all.

Reference Documents

- Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013
- Company Code of Conduct
- Employee Handbook

Note: This policy is subject to change and will be updated as per the legal requirements and organizational needs.



At OneStep Global, we firmly believe that diversity, equality, and inclusion (DEI) are not just buzzwords but foundational pillars that drive our success. Our commitment to these principles is evident in every aspect of our operations, from our internal policies to the way we engage with clients and stakeholders globally. We recently also got certified by **Great Place to Work**.

Our Commitment to Diversity

Diversity is at the heart of our company culture. We recognize that having a workforce that reflects a variety of backgrounds, experiences, and perspectives is crucial for fostering creativity and innovation. Our team is a mosaic of talents, bringing together individuals from different ethnicities, nationalities, genders, and educational backgrounds. This diversity enables us to approach challenges with a holistic view and to devise solutions that are both innovative and culturally sensitive, which is particularly important in the dynamic field of international higher education.

Embracing Equality

Equality at OneStep Global means ensuring that all employees have access to the same opportunities and are treated with respect and fairness. We take pride in the fact that our team's majority strength is women, who are represented at all levels of our organization, from entry-level positions to senior leadership roles. This gender balance is not just a statistic for us; it is a testament to our dedication to creating an equitable workplace where everyone can thrive. We implement rigorous anti-discrimination policies and promote a culture where merit and performance are the sole determinants of career progression.

Fostering Inclusion

Inclusion goes beyond simply having a diverse team; it's about creating an environment where all employees feel valued and included. We strive to build a workplace where every voice is heard, and every employee feels a sense of belonging. We conduct regular training sessions on unconscious bias, cultural competence, and inclusive leadership to ensure that our team members are equipped to foster an inclusive atmosphere. Our inclusive practices extend to our engagement with clients and partners, ensuring that our solutions and services are accessible and relevant to diverse populations worldwide.



Practical Initiatives

To actualize our commitment to DEI, we have implemented several practical initiatives. Our recruitment process is designed to attract a broad pool of candidates, and we use blind recruitment techniques to minimize biases. We offer flexible working arrangements to accommodate diverse needs including those of working parents and individuals with disabilities. We also recognize the importance of continuous improvement in our DEI efforts. Therefore, we regularly solicit feedback from our employees through surveys, using this input to refine our policies and practices. Our DEI committee, composed of employees from various departments and levels, plays a crucial role in steering these efforts and ensuring accountability.

Impact on Business and Society

Our dedication to DEI is not just about creating a better workplace; it's about making a positive impact on society. By promoting diversity, equality, and inclusion, we contribute to breaking down barriers and fostering a more equitable world. In the realm of international higher education, our inclusive approach enables us to better serve our clients, understanding and addressing the unique needs of diverse student populations and educational institutions.

At OneStep Global diversity, equality, and inclusion are integral to who we are and how we operate. We are proud of our achievements in this area and remain committed to fostering an environment where every individual can achieve their full potential. As we continue to grow and evolve, we will keep championing these values, knowing that they are essential to our success and the betterment of the global community we serve.

