care community services society singapore
103 Lavender Street,
#01-02, CarePoint
Singapore 338725
T (65) 6950 7500
www.ccsscares.sg
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Environmental, Social, and Governance (ESG) Policy

1. Purpose & Scope

This policy outlines the commitment of CCSS to integrate Environmental, Social, and Governance (ESG) principles into our daily operations, fundraising efforts, and stakeholder relations. This framework ensures we fulfil our charitable mission sustainably, maximize donor trust, and maintain compliance with the Office of the Commissioner of Charities (COC). It applies to all board members, employees, volunteers, and third-party vendors.

2. Environmental Commitments (E)

We aim to minimize our ecological footprint and promote environmental responsibility across all charitable activities, aligning with the **Singapore Green Plan 2030**.

- **Digital Transformation:** Phase out hardcopy program booklets and physical newsletters. Transition to digital-only donor receipts, cloud storage, and digital annual reporting.
- **Resource & Energy Efficiency:** Track and reduce energy and water consumption across all operating premises. Mandate that office lighting and air-conditioning are turned off when spaces are unoccupied.
- **Waste Management:** Prioritise usage of sustainable and/or biodegradable materials, minimise single-use plastics and promote recycling during internal meetings and public fundraising events.
- **Green Procurement:** Prioritize local, eco-certified suppliers and vendors who demonstrate sustainable sourcing practices.

3. Social Responsibilities (S)

CCSS treats community care, volunteer development, and workplace wellness as fundamental pillars of social equity.

- **Diversity, Equity, and Inclusion (DEI):** Maintain merit-based, non-discriminatory practices in hiring, volunteer recruitment, and beneficiary selection.
- **Workplace Health & Safety:** Provide a safe, inclusive, and fair workplace that actively supports employee physical and mental well-being.
- **Volunteer Care & Development:** Implement formal training and safeguarding frameworks to protect and upskill our volunteers.

- **Beneficiary & Data Privacy:** Protect the dignity, safety, and personal data of beneficiaries and donors in strict compliance with the **Singapore Personal Data Protection Act (PDPA)**.

4. Corporate Governance (G)

Accountability, ethical funding, and absolute transparency form the foundation of our operations, in lockstep with the Code of Governance for Charities and IPCs.

- **Board Renewal:** Enforce a strict maximum term limit of **10 consecutive years** for all board members to encourage healthy succession planning.
- **Ethical Fundraising & Fund Use:** Conduct thorough screening of corporate donors and partners to prevent money laundering or illicit financing. Ensure funds raised are utilized prudently and strictly for their stated charitable intent.
- **Conflict of Interest:** Mandate annual declarations of interest from all board members and key executives to avoid any personal enrichment or bias.
- **Anti-Bribery & Whistleblowing:** Maintain a zero-tolerance policy for bribery, corruption, and financial mismanagement. Establish a confidential whistleblowing channel directly to the Audit Committee.

5. Implementation & Public Reporting

- **Board Oversight:** The Board of Directors maintains ultimate oversight over the ESG strategy and integrates ESG risks into the organization's overarching Enterprise Risk Management framework.
- **Disclosure:** We will publish a dedicated **ESG disclosure section** within our Annual Report and update our public website regularly to update stakeholders on our sustainability metrics.
- **Policy Review:** The Board will review this policy every **two years** to ensure compliance with shifting local charity regulations.