



# Corporate Social Responsibility Policy

## Scope

This Policy sets out the position and requirements of Kaplan Australia and New Zealand Group (hereby referred to as 'Kaplan') including Kaplan Business School, Kaplan Professional, Kaplan International Languages, Kaplan Higher Education incorporating Murdoch Institute of Technology and The University of Adelaide College, and Red Marker Pty Ltd.

This policy applies to all staff, students, visitors and members of advisory and governing bodies in all campuses and locations of Kaplan and where incorporated into an agreement.

## Policy Purpose

Kaplan seeks to be a responsible business that meets the highest standards of community ethics and professionalism.

The purpose of this Policy is to provide a framework for Kaplan's commitment to responsible and sustainable societal practices.

## Policy Statement

Kaplan commits to operate in a socially responsible and ethical manner, with high standards of integrity and practice that promotes:

- The health and safety of individuals, including staff, students, clients and other stakeholders, impacted by activities is protected;
- Sustainable environmental management as far as practicable;
- The dignified treatment of students, staff, clients and all other stakeholders;
- Engaging with, learning from, respecting and supporting the communities and cultures with which it works; and
- The provision of leadership, innovation and inspiration to our staff, students and the broader community through activities that impact positively on society.

## Definitions

The following terms and definitions are applicable to this Policy.

**Corporate Social Responsibility:** Commitment to practice environmental and social sustainability and to be good stewards of the environment and the social landscapes in which they operate.

**Environmental Sustainability:** Responsible interaction with the environment to avoid depletion or degradation of natural resources and allow for long-term environmental quality.



## Policy Principles

Kaplan strives to positively contribute to society and minimise its environmental impact by ensuring that a high standard of ethical practice is integral to all its activities.

Kaplan's social responsibility falls under two categories; compliance and proactiveness. Compliance refers to our commitment to legality and willingness to observe community values. Proactiveness refers to our initiatives that promote human rights, help communities and protect our natural environment.

We readily act to promote Kaplan's identity as a socially aware and responsible business, and to achieve this Kaplan has committed to the following set of Principles.

### **Compliance**

#### ***Legal***

Kaplan personnel must always:

- Respect the law
- Honour internal policies
- Ensure that all business operations are legitimate
- Maintain goodwill in every partnership and collaboration.

#### ***Business practice***

Kaplan always conducts business with integrity and respect to human rights. We promote:

- Safety and fair dealing
- Respect toward all our staff, students, customers and other stakeholders
- Anti-discrimination, anti-bribery, anti-corruption and anti-slavery practices
- Diversity and equity
- Indigenous rights
- Health, safety and wellness for our staff and students.

### **Proactiveness**

#### ***Donations and aid***

Kaplan may preserve funds to make donations. These donations will aim to advance education and community needs. Kaplan does not make political donations.

#### ***Volunteering***

Kaplan encourages its employees to volunteer and support charitable causes.



### ***Preserving the environment***

The goal is to promote sustainability and environmental awareness at all levels at Kaplan by:

- Complying with all applicable environmental legislation and sustainability commitments
- Preventing pollution and chemical contamination, and reducing consumption of resources through waste management strategies that promote waste minimisation re-use, recovery and recycling, as appropriate
- Incorporating energy efficiency measures into the firm's facilities and promoting efficient energy use in all areas of business activity
- Ensuring our staff are aware of the environmental impacts of their work activities and encourage them through regular awareness and training to minimise those impacts
- Pursuing a programme of continuous improvement by reviewing Kaplan's environmental management practices and targets.

Examples of relevant activities include:

- Reducing the amount of waste generated through reuse, recycling, conservation, reprocessing and energy recovery
- Prudent use of air travel for business purposes
- Using environmentally-friendly technologies
- Employing sustainable procurement practices, seeking to work with suppliers who:
  - utilise recyclable/recovered inputs
  - seek to minimise waste and conserve energy
  - use non-toxic solutions
- Supporting remote working arrangements
- Developing and promoting online learning and reference resources to alleviate reliance on physical materials.

### ***Supporting the community***

Kaplan initiates and supports community educational programs. For example, the Kindness Factory and the development of the [Kindness Curriculum](#) is one such program where Kaplan is proud of its ongoing contribution.

### ***Teaching and Learning***

We will seek to promote knowledge and skills to practice and advocate societal responsibilities within the context of course materials, where relevant and appropriate.

## **Relevant Legislation**

As a registered education provider, Kaplan operates under strict laws and regulations. Policies and procedures are in place to ensure compliance with such laws. The most relevant legislation which applies to this policy are:

- *National Greenhouse and Energy Reporting Act 2007 (Cth)*
- *Environment Protection and Biodiversity Conservation Act 1999 (Cth)*
- *Equal Opportunity Act 2010*
- *Work, Health and Safety Act (2011)*
- State-based Work, Health and Safety Legislation and Regulations
- State based Environment Protection Legislation and Regulations



## Related Policies

This Policy should be read in conjunction with the following Kaplan policies:

- Kaplan Diversity, Inclusion and Equity Policy
- Kaplan Code of Conduct
- Academic Freedom Policy
- Kaplan Whistle-blower Policy
- Kaplan Privacy Policy
- Health and Safety Policy

## Version Control and Accountable Officers

It is the joint responsibility of the Implementation Officer and Responsible Officers to ensure compliance with this Policy.

<b>Policy Category</b>		Corporate		
<b>Responsible Officer</b>		Managing Director, Kaplan Australia		
<b>Implementation Officers</b>		Head of Property and Facilities Vice President Academic CEO, Kaplan Professional Executive Director, International Education Executive Director, People and Culture Country Director, Kaplan International Languages (NZ)		
<b>Review Date</b>				
<b>Endorsed by:</b>		<b>Approved by:</b>		
Director, Quality Assurance and Governance Legal Counsel		Managing Director, Kaplan Australia		
<b>Version</b>	<b>Authored by</b>	<b>Brief Description of the changes</b>	<b>Date Approved</b>	<b>Effective Date</b>
1.0	Quality Regulations and Standards Team	New Policy	17 Nov 2020	24 Nov 2020