

Ethical Angel

Employee Handbook

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Welcome

Thank you for choosing to join Ethical Angel.

We are a purpose led business, on a mission to **transform the way employees experience work**. Our journey is exciting, impactful and fast-paced. We will be successful if we can provide positive outcomes to all of our stakeholders:

- **Our people** – by providing an environment in which they can be their true selves and thrive
- **Our clients** – by going above and beyond to deliver value and evidencing return on investment through our software
- **Our users** – by being data-driven to optimise unique user experience
- **Our causes** – by ensuring they save time, energy and money by using our software and are able to put more resources into making the world better for us all
- **Suppliers and partners** – by treating them fairly and encouraging them to deliver
- **Investors** – by building a successful company delivering attractive returns
- **Society** – by pioneering, curating and educating

Ethical Angel is at an exciting stage in its journey, it is well funded, has a proven product-market fit and has identified clear routes to market, both in the UK and overseas.

Key to Ethical Angel's success is its people and the culture we have captured. So, please familiarise yourself with this handbook, it is the best way to ensure you hit the ground running, and from it understand what makes Ethical Angel such a special, enjoyable and innovative place to work.

We have the opportunity to change the world, and I believe we will. So, love the experience, give it everything and see the impact that you, and your colleagues can make.

Alexander Fahie
CEO & Founder

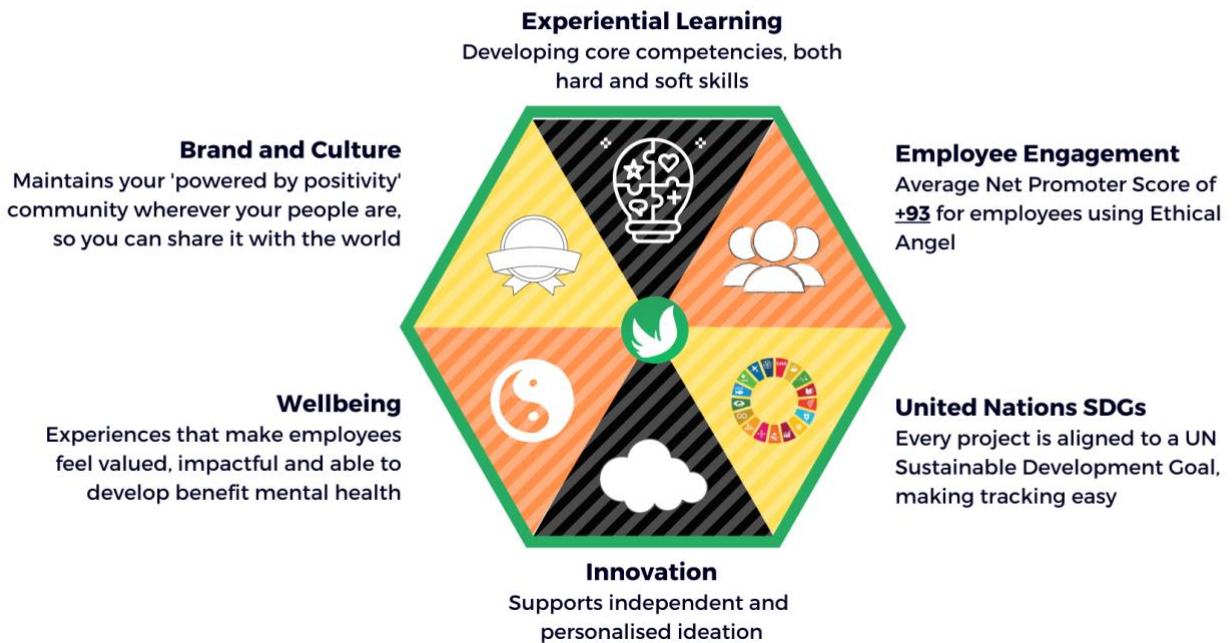


Introduction -

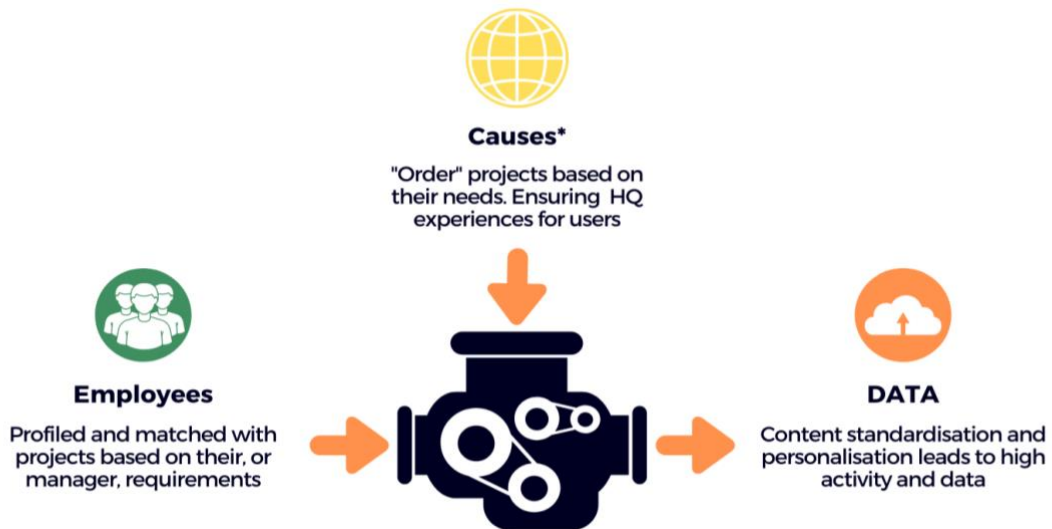
Who and what is Ethical Angel?

Ethical Angel is a Software as a Service “SaaS” company. This means we sell licences to businesses (B2B) that grant individual users access to our technology.

The technology itself offers a range of benefits but primarily personalised and scalable ‘Experiential Learning’ and ‘Personal Impact’ as every output supports global causes.

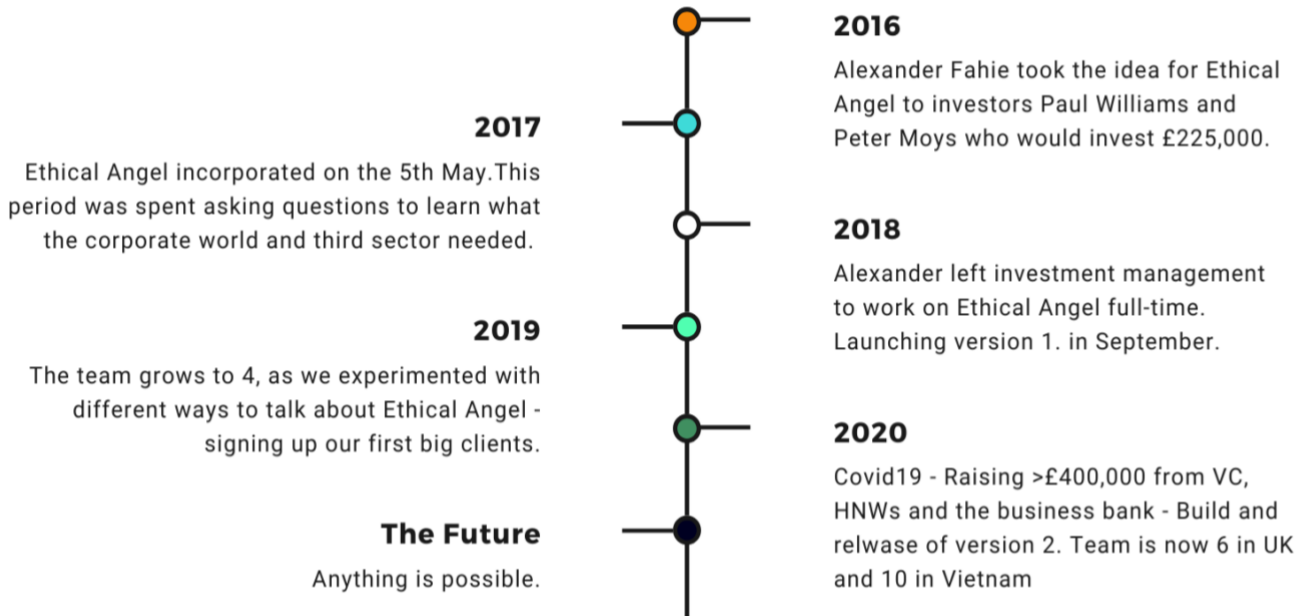


Our software is essentially a marketplace engine, where global causes can order the project types that they need, for free. This creates content which we then automatically match for completion with angels (the employee users of client organisations) who we have profiled.





Introduction - Timeline



Introduction - Some of our clients





Introduction - Principles

Ethical Angel is a principle-driven, goal-oriented firm, rather than the more traditional goal-driven, principle-oriented model. We believe this approach connects the team for long-term thinking and ensures we are united in how we approach daily challenges.

Ethical Angel's principles are:

1. **Be customer obsessed** - deliver value whenever and as often as you can
2. **If you say it twice** - write it down
3. **Own the questions you ask** - record the response and evaluate the result
4. **Be a leader, be responsible** - make decisions on reversibles*
5. **Feedback: Remember the 3 A's:**
 - a. Ask for it
 - b. Appreciate it
 - c. Act on it
6. **Every day - reflect** on what you are **grateful** for and whom you are **appreciative** of

*reversibles are decisions that can be reversed if needed - use these opportunities to experiment, make mistakes and learn.

Introduction - B Corporation

Ethical Angel is a Certified B Corporation. BCorps are a new kind of business that balances purpose and profit. They are legally required to consider the impact of their decisions on their workers, customers, suppliers, community, and the environment. This is a community of leaders, driving a global movement of people using business as a force for good.

We are one of 3422 global companies who have changed our articles of association to reflect our commitment to these values.



Introduction - Cogs – Team Structure

At Ethical Angel every member of a team, every department and every office is valued as a cog as part of a larger mechanism. Ethical Angel is only effective if all the cogs are working together.



This approach is highly transparent, encourages collective support and aligns the focuses and goals of us all to the bigger picture and mission. Both now, and in the future:





People Champions - Inclusion

Everyone is welcome here. We want to be a business that's as diverse as the customers and communities we work with. We want everyone who works here to feel included, supported and ensure everyone's voice is heard.

We aim to break down barriers and have a range of employee networks in place to help us raise awareness, educate and collaborate.

However, we recognise the prevalence of white-men in our leadership roles and the unconscious bias this can evoke. To manage this risk, we have a D&I committee, representing the interests and concerns of historically adversely effected groups. This committee, currently led by Natu Hadish [natu@ethicalangel.com] advises and reports directly to the board. If you would like to join the committee please contact Natu. We're also keen to gather anonymous diversity data to learn about trends and take any positive actions needed. You can help shape our future by completing your diversity data on Workday.

It's completely confidential and only used to help us become a better, more diverse and inclusive business.

People Champions - Wellness

Your health and wellbeing are really important to us, so please tell us what more we can do to help you and ensure you can bring your true self to work every day.

Currently, we run regular 1-2-1 check-in sessions (not to look at your work but at you), daily 'Stand-ups', 'Barriers' and 'Reflections' and weekly FIKA (Swedish for coffee and cake), all with the aim of supporting you.

If you need any advice, help or support, please speak to Callum Demicoli [callum@ethicalangel.com] who Ethical Angel's employee support lead.



Getting Started - Induction

We want you to have a great experience at Ethical Angel. Here's what you need to do to prepare and during your first week with us. We'll keep in touch through the email address you provided so look out for emails about screening checks you need to complete before you join us.

Please send the information we need as soon as possible, so your start date isn't affected.

Week 1 is your induction week, your opportunity to learn about Ethical Angel, the people involved, the processes we have and the cog focusses.

Week 1	Monday	Tuesday	Wednesday	Thursday	Friday
Session 1	Policies – confirmation of understanding and adherence	Introduction to Ethical Angel version 1.	Challenges of Ethical Angel version 1.	Introduction to Ethical Angel version 2.	Review of Sales Cog
Session 2	Systems – account access	Meet Board Member/s	TBC	TBC	Review of Platform Cog
Session 3	Introduction to outreach	Introduction to sales	Introduction to causes	Introduction to community	Review of Causes Cog
Session 4	Outreach exercise	Sales exercise	Causes exercise	Community exercise	<i>end</i>

On top of attending these sessions you will be required to:

- Attend a building induction, if you work in an office, so you're clear on health and safety and where things are.
- Complete your employee screening.

It is going to be a challenging week, so ask for help if and where you need.



Getting Started - Policies

At Ethical Angel you are required to read and adhere to the following policies:

1. Cyber Security Policy
2. Information Security Policy
3. Data Protection Policy
4. Anti-Bribery and Corruption Policy
5. Anti-Slavery Policy
6. Clear Desk and Clear Screen Policy
7. Document Retention Policy
8. Code of Conduct Policy
9. Health and Safety Policy

Before progressing in **Week 1** we will require confirmation from you that you have read, understood and will comply with these policies. They are in place to protect our users, our people and the company.

Your Career - Benefits

Pay

Information about your salary, including details of any allowances, benefits or bonuses can be found in your contract. If you have any questions, please contact your Peter Moys [peter@ethicalangel.com] Ethical Angel's Finance Director.

Each month, you'll receive an electronic version of your payslip to your personal email. Your first pay will depend on your start date – please ask Alexander Fahie for more information.

Pension

Once you are through probation you will be invited to join Ethical Angel's employee pension scheme.

Annual Leave

Details of your annual leave allowance are detailed in your contract.



Your Career - Leaving Ethical Angel

If you resign, we may invite you to an exit interview before you leave.

It's a confidential conversation where you'll discuss with a member of the leadership cog the reasons you've decided to leave us.

We use the information to help us recruit and keep the right people.

Your final salary payment will be made as close as possible to your last day. We may need to deduct any outstanding money owed. Your final payslip will be sent to your home address.

Once your final payments have been made your P45 (for income tax purposes) it will be posted to your home address.

Your Career - Personal records

We'll hold your personal details, in line with data protection legislation, so that we can quickly get in touch with you, or your family, if we need to.

Please rest assured that your information will be kept secure, will only be used for legitimate purposes and not kept for any longer than necessary. We also gather personal data diversity information that is confidential and used to help us ensure we are a diverse, inclusive and responsible business.