



Company Social Responsibility Statement

May 17, 2021

-- LIVING DOCUMENT, V1.0.0 --

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CSR Commitment

Giant Machines is committed to a thriving society with a focus on racial justice, gender equality, social justice, and more sustainable communities.

We as an organization will continuously learn, practice, and contribute to our stated mission. We learn so that we can have a deeper understanding of the issues at hand and the most effective way to promote change. We put into practice our learnings so we can create an organization that lives by this mission. We contribute to our communities by setting aside 1% of our profits and our time to causes and charitable organizations that share this social mission.

Despite our small size as a company, we have always valued the diversity of backgrounds and experiences of our team members. Across our team we have degrees ranging from computer science to engineering, fine arts, design, anthropology, music, and politics. Members hail from diverse cultural backgrounds, have lived abroad, collectively speak over a dozen languages, and include software boot camp grads, entrepreneurs, parents, athletes, cooks, artists, and world travelers. We take great pride in the multifarious nature of both our team and our company culture.

Giant Machines believes that diversity and inclusion are not only the right thing to do but the right thing for business. Innovation thrives when teams are diverse, and there are a variety of perspectives and approaches that the company takes to achieve this goal.

Representation matters.

Giant Machines has comprehensive diversity initiatives that are not often seen in companies of our age and size. We are continually evaluating and evolving our strategies and believe this leads to a safer and happier work environment.

Giant Machines must do our part to do more, to be part of the solution, to be anti-racist. We must take the resources at our disposal, including our financial resources, our people, our experience, and our humanity and marshal them toward the greater good. The recent — and not so recent — events of the nation call for more action, more impact, more activism.

Historically, we have mostly looked inward at how Giant Machines can be better but it is time to now also look outward.

Core Tenets

We have separated our efforts into three different tenets. The first is on continuous learning, so we have a deeper understanding of the issues at hand. The second is to put into practice our learnings and beliefs. The last is to effect change beyond Giant Machines.

Learn

- Continue to foster a culture of learning and awareness
- Provide time and resources for more members of the team to attend sustainability conferences
- Regular Diversity, Equity, Inclusion, and Belonging (DEIB) workshops
- Leadership training in DEIB perspectives and awareness
- Champion DEIB, Anti-bias, and Anti-racist training
- Share out resources in the #diversity-inclusion Slack channel and help disseminate information and awareness

Practice

- Continue to align ourselves with organizations and vendor partners who share our mission
- Ensure we make sustainable decisions including changes to energy consumption, food waste, and our general carbon footprint as we decide on office space, catering, company events, and other company activities
- Increasing transparency, achieved by implementing Greenhouse, an applicant tracking system (“ATS”) that encourages and supports best practices in hiring
- Fostering accountability by implementing requirements based on the NFL’s Rooney Rule for interviewing
- Reducing bias in hiring through trainings and utilizing the Bonsai method
- Posting some roles exclusively on women-centric job boards (e.g., [Women Who Code](#))
- Hosting recruiting events geared toward women and underrepresented minorities in tech

- Host a fellowship program to bring underrepresented team members to Giant Machines
- Continue outreach efforts through recruiting programs with an emphasis on diversity
- Add Environmental, Social, and Governance¹ (ESG) and racial justice criteria to Giant Machines investment decisions
- Facilitate group sessions to create a space to share, learn, educate, and discuss
- Add more DEIB and accessibility guides and perspectives to our employee handbook and our engineering playbooks as appropriate
- Increase the importance of social impact to the criteria rubric for taking on new clients and projects
- Explore remote work policies that align with DEIB objectives
- Build toward an annual report on initiatives including a diversity report, compensation analysis, and CSR report card

Contribute

Giant Machines has committed to Pledge 1%² of our time, services, profit, and equity:

- **1% of our time** will be allocated to social good via group volunteerism and 16 hours/year volunteer PTO.
 - Explore 40 hours/year tech volunteer PTO program, with focus on underserved and underrepresented groups in web and technology.
- **1% of our services** will be allocated to projects that will make large impacts on our partner organizations.
 - We will identify and align ourselves with one (or many) non-profit organization(s) here in New York that align(s) with our CSR mission and commit ~700 hours (1% of the working hours of the current employee count) of product, design, engineering, and operational support.
- **1% of our profits** will be donated to causes and organizations that fight for racial justice, social justice, and sustainability.
 - Develop a “giving committee” and/or feedback mechanism to guide decisions on where to deploy funds.
 - Add transparency in the form of giving report, stats.
 - We will utilize the most generous interpretation of profits, taking the number before profit sharing plan calculation and using EBITDA³.

¹ https://en.wikipedia.org/wiki/Environmental_social_and_corporate_governance

² <https://pledge1percent.org/overview/>

³ <https://corporatefinanceinstitute.com/resources/knowledge/finance/what-is-ebitda/>

- **1% of equity** will be pledged.
 - In the case of a Giant Machines acquisition, we will donate 1% of sales proceeds to organizations that match our CSR mission.

Implementation Details

Diversity & Inclusion Training for Employees

Giant Machines provides interactive (online) diversity and inclusion training, which is required to be completed by all employees and contractors.

This training course uses the unique experiences of real people to explore key concepts such as identity, power, privilege, and communication. By gaining a better appreciation for our shared experiences of difference, our shared expectations of respect, and our shared need to belong and feel appreciated, employees are encouraged to identify how they can create a more inclusive and accepting workplace.

Topics covered in the training include:

- Identity Definitions
- Identity Conflicts
- Being an Ally
- Creating an Inclusive Workplace
- Inclusion Strategies
- Dignity and Civility in the Workplace
- Invisible Disabilities
- Power and Inequality
- Political Correctness
- Language Diversity
- Intersectionality
- Stereotypes
- Tolerance & Acceptance

The Rooney Rule

Giant Machines has taken inspiration from the NFL's [Rooney Rule](#) to promote diversity in our recruiting efforts. For all roles in the company that will result in hiring a full-time employee, we require that 50% of all candidates interviewed at Giant Machines must be from an underrepresented demographic or that best efforts are made towards that goal.

Recruiting & Hiring Practices Focused on Diversity

Giant Machines strives to encourage diversity and inclusion throughout its recruiting and hiring cycle. While we are constantly seeking to expand and improve upon those efforts, our current practices focus on the following:

- Educating all employees (and external recruiting agencies) involved in the hiring process of best practices and our commitment to diversity and inclusion
- Crafting inclusive job descriptions that attract a diverse applicant pool
- Promoting job openings across multiple channels to increase visibility
- Reducing bias and establishing an inclusive environment in the interview process by utilizing a structured process and evaluation criteria for all candidates
- Continually reevaluating the results of our hiring process for potential flaws
- Establishing compensation guidelines to determine fair and equitable offers

Supplier Diversity Statement

Giant Machines is committed to making supplier diversity an integral part of the way it does business. We strongly encourage the use of Minority (MBE), Women (WBE), Disabled-Veteran (DVBE) and LGBT (LGBTBE) Business Enterprises as well as small businesses when selecting contractors, vendors, and suppliers.

We strive for awareness of this commitment, and our goal is to include diverse suppliers in every sourcing opportunity, wherever possible. Giant Machines believes that developing relationships with and utilizing diverse suppliers is a best business practice and strengthens the communities in which we work and live.

All employees involved in the selection, evaluation, or approval of new suppliers at Giant Machines share the responsibility for upholding this commitment.

Americans with Disabilities Act (ADA) & Reasonable Accommodation

To ensure equal employment opportunities to qualified individuals with a disability, Giant Machines will make reasonable accommodations for the known disability of an otherwise

qualified individual. Employees who may require reasonable accommodation should contact Human Resources.

Commitment to Diversity

Giant Machines is committed to creating and maintaining a workplace in which all employees have an opportunity to participate and contribute to the success of the business and are valued for their skills, experience, and unique perspectives. This commitment is embodied in company policy and the way we do business at Giant Machines and is an important principle of sound business management.

Equal Opportunity

Giant Machines provides equal employment opportunities to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, or service in the military. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

Giant Machines expressly prohibits any form of unlawful employee harassment or discrimination based on any of the characteristics mentioned above. Improper interference with the ability of other employees to perform their expected job duties is absolutely not tolerated.

Any employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of the HR Manager. The Company will not allow any form of retaliation against individuals who raise issues of equal employment opportunity. If an employee feels they have been subjected to any such retaliation, they should bring it to the attention of the HR Manager.

Retaliation means adverse conduct taken because an individual reported an actual or perceived violation of this policy, opposed practices prohibited by this policy, or participated in the reporting and investigation process described below. "Adverse conduct" includes but is not limited to:

- (1) shunning and avoiding an individual who reports harassment, discrimination, or retaliation;

- (2) express or implied threats or intimidation intended to prevent an individual from reporting harassment, discrimination, or retaliation; or
- (3) denying employment benefits because an applicant or employee reported harassment, discrimination, or retaliation, or participated in the reporting and investigation process.

Complaints of discrimination should be filed according to the procedures described in the Harassment and Complaint Procedure.

Inclusive Products

Giant Machines aims to extend inclusivity to the digital products it creates by working towards improving digital accessibility in accordance with [W3C's](#) Web Content Accessibility Guidelines ([WCAG 2.1](#)). Increased industry adoption of accessibility in recent years has made online content more perceivable, operable, understandable, and robust. However, we at Giant Machines have fallen behind in this regard, despite our desire to ensure that our work is approachable. Therefore, this is a call to action for readers of this document to help us achieve compliance.

2019 Summary

Giant Machines // Flatiron School | Life After Flatiron

We partnered with the [Flatiron School](#) to host a diversity summit and recruiting event in April 2019. This event was promoted only to candidates from underrepresented populations in tech/engineering and those enrolled in Flatiron's [Access Labs](#) program, which offers deferred tuition for those who cannot afford the upfront tuition required for traditional coding bootcamps.

Conferences, Meetups, and Webinars

- Tech Ladies x She+ Geeks Out Workshop: [Unconscious Bias in the Workplace](#)
- [Digging Deep](#) D&I Webinar hosted by Greenhouse & HRWins
- Hey Mama [Fireside Chat](#): Inclusion for Women & Mothers in the Workplace
- W.IN Forum NY — Inclusion, Innovation and Impact Event
- Glassdoor x Greenhouse Webinar: [How Hiring Impacts Culture](#)

Giving

In December, we donated a total of \$500 to a local organization, Citymeals on Wheels. In addition to this, we donated our time by organizing a company-wide volunteer day to help the organization deliver meals to homebound elderly New Yorkers.

Recognition

Built In NYC Best Companies to Work For — #72 Overall [Best Places to Work in NYC](#)
Crain's #5 Small Company — [Best Small Companies to Work at in NYC](#)
USPAACC Asian American Leadership Award

2020 Summary

2020 can be summed up with one word: COVID-19. This pandemic has brought challenges to all corners of the world and all aspects of daily life. In March, like most of New York, Giant Machines went fully remote and had to reconfigure how we do business, how we support each other, and how we support the community. The main focus was on stopping the spread of coronavirus but after the initial fear and uncertainty of the situation subsided, we found ourselves in a place where the lines of work and home blurred, the professional and personal intermixed.

As days became weeks and weeks became months, we harnessed this nervous energy and this feeling of helplessness toward that of introspection. It was this, along with the murder of George Floyd, Breonna Taylor, and other Black Americans and the continued polarization of our country, that steeled our resolve to formalize many of the policies and values that we have championed since we started Giant Machines in December of 2014.

We pledged our resources to give back to the community and do our part to ensure a fairer, safer, and more just world.

Black Lives Matter Action Plan

We built a Black Lives Matter action plan that became a basis for this document and the development of our social mission. We solicited feedback from the team, bolstered our efforts, and made strong commitments to our community and team members to do the work and be part of the change.

John Stanley Ford Fellowship Program

In Q4 of 2020, Giant Machines joined Flatiron as a partner under the recently established [John Stanley Ford Fellowship Program](#). The goal of this program is to support the advancement of Black tech professionals and help to increase opportunities in the tech sector.

After conducting an intense round of interviews with many qualified candidates, we were able to bring on two new members to our engineering team by way of the fellowship program. They participated in a 4-month-long paid apprenticeship, involving on-the-job training, ongoing mentorship, and a front-row seat to see who we are and how we work

with an opportunity to be evaluated for a full-time position at Giant Machines at the end of the fellowship.

Giving

This year was the first year that Giant Machines started thinking about philanthropic giving on a larger scale. In March, at the beginning of the pandemic, we matched employee contributions to Citymeals on Wheels, up to \$50 per employee, and we received 100% participation for a total of \$3,800. In December, we contributed a \$100 matching contribution to all employees, and we received 82% participation for a total of \$5,707.

In July, we made a one time \$10,000 donation to NAACP Legal Defense and Educational Fund⁴ in support of racial justice and started conversations with their team about a more meaningful partnership.

In November, we formalized our commitment to donate 1% of all current and future profits to charitable organizations that align with our mission (see *appendix*) and will include contribution figures here for transparency and reporting purposes.

Recognition

Built In NYC #27 Small Company — [Best Small Companies to Work for in NYC](#)
Crain's [Best Places to Work in NYC](#) — #1 Overall, #1 Small Company
USPAACC Asian Fast 100

Let's Talk

Host a bi-monthly Diversity, Equity, Inclusion, and Belonging conversation. Choose a topic, a book, an article, a podcast, or any thought-provoking material and host an in-person or virtual meeting to discuss. Conversations start with an icebreaker and are broken out into smaller groups if needed.

⁴ <https://www.naacpldf.org/>

Appendix

1% Profit Pledge Commitment Letter

DocuSign Envelope ID: 7DC53643-AA03-46FC-AA9F-557A0776CA55

PLEDGE
1%

www.pledge1percent.org

November 17, 2020

Ladies and Gentlemen,

This letter will document our understanding regarding the non-binding pledge of Giant Machines Software LLC (the "Company") to make a gift/s to Pledge 1% or another charity of the company's choosing (i) one percent of the annual profits of the Company and/or (ii) one percent of the net proceeds from any liquidity event involving the Company (meaning the sale of all or substantially all of the assets of the Company or a merger or any other transaction in which the parties owning the membership interests in the Company before the transaction own less than 50% of the voting control and economic interests in the Company after the transaction). Payments of the annual profits of the Company will be made as and when distributions are made to the members of the Company. Payments resulting from any liquidity event shall be made when the Company or its members receive proceeds from the liquidity event and shall be net of all transaction costs of the Company.

For clarification purposes, we jointly understand that Pledge 1% will not have a membership interest or any economic ownership interest in the Company. Tides Foundation will be the recipient of one or more gifts from the Company only when payments are made pursuant to the terms of this letter.

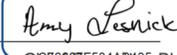
The Company may choose to make these gifts directly to nonprofits of its choosing. Alternatively, cash gifts can be made to Pledge 1%'s charitable partner, Tides Foundation, a nationally recognized 501c3 public charity. Tides Foundation will review and make appropriate grants on your behalf to charitable organizations based on your recommendations. Certain Tides Foundation service fees may apply, please see services and fees breakdown.

Pledge 1% is extremely appreciative of your generosity. If the foregoing adequately sets forth our understanding please so indicate by executing a copy of this letter in the space indicated below.

Sincerely,

PLEDGE 1%

DocuSigned by:

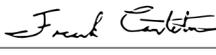


By: _____

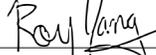
Amy Lesnick, CHIEF FINANCIAL OFFICER, Pledge 1%

The above non-binding pledge acknowledged this 30 day of November, 2020

Giant Machines Software LLC

By: 

Frank Cantelmi, Managing Partner

By: 

Roy Yang, Managing Partner