



ACCU EMEA Environmental Sustainability Policy

Table of contents

1. About this policy	2
2. Who is responsible for this policy?	2
3. Who does this policy apply to?	2
4. Environmental sustainability statement & EMS Policy	3
Introduction _ EMS POLICY	3
5. The natural environment and our assets	6
6. Sustainable travel	7
7. Waste and recycling	7
8. Sustainable procurement	9
9. Information technology and sustainability	10
10. Training and staff involvement	10

Creation Date: 06.09.2022

Version: 1

The document is served for the listed below ACCU Group companies within EMEA region, ACCU EMEA:

AccuService, s.r.o. (EMEA HQ and BU CZ)
ACCU INNOVATIVE SOLUTION sp. z o.o. (BU PL)
ACCU TECHNICAL Kft. (BU HU)
ACCU Technical Solution GmbH (BU DE)
ACCU Technical s.r.o. (BU SK)
ACCU TECHNOLOGY UK LIMITED (BU UK)
ACCU SERVICE(Pty) LTD (BU ZA)

Prepared by:

Quality & Process Manager

Ulvi Sav

Approved by:

Business Group Head

Jiri Kvaltín

1. About this policy

1.1. This Environmental Sustainability Policy formalizes our commitment to supporting the principles of environmental sustainability and recognizes that a sustainable environment is central to our lives and our work.

1.2. [ACCU EMEA] is committed to managing its activities to promote environmental sustainability, conserve and enhance our natural resources, prevent environmental pollution and bring about continual improvement in our environmental performance.

1.3. The aim of this Environmental Sustainability Policy is to integrate a philosophy of environmental sustainability into all of the organization's activities and to establish and promote sound environmental practice in our operations. We will achieve this by:

- a. Informing staff and stakeholders of our commitment to the environment and sustainability.
- b. Supporting the implementation of environmental actions within our organisation.
- c. Monitoring the progress of those environmental actions.
- d. Communicating the outcome of those environmental actions to relevant stakeholders.

2. Who is responsible for this policy?

2.1. This policy is owned by ACCU EMEA QMS Team. It was adopted on [06.09.2022] and will be reviewed every year. Changes may be made at any time based on guidance or amended organisational priorities.

2.2. Quality manager have day-to-day responsibility for this policy and you should refer any questions about this policy to them in the first instance.

2.3. Suggestions for changes or additions to this policy are welcome and should be reported to [Quality & Process Department of ACCU EMEA].

3. Who does this policy apply to?

3.1. This policy covers all employees, officers, directors, consultants, contractors, volunteers, interns, casual workers and agency workers.

3.2. This policy has been agreed within the whole ACCU EMEA.

3.3. This policy does not form part of any contract of employment or other contract to provide services, and we may amend it at any time.

4. Environmental sustainability statement & EMS Policy

Introduction _ EMS POLICY

We aim to be an environmentally friendly Organisation and it is our intention to promote a policy that is focused on being green aware. A culture will be fostered within the Organisation that ensures all employees understand they can make a significant contribution to the Organisation being an environmentally friendly and green-aware organisation.

The organisation's policy is to comply or exceed the requirements of environmental legislation and regulation. Current locations covered by this policy include all companies within ACCU EMEA. This policy is communicated to all persons working for or on behalf of the company, and any interested parties.

ACCU EMEA Environmental Management System has been developed in accordance with the requirements of ISO14001:2015 and is implemented on the basis continual improvement and prevention of pollution. ACCU EMEA is certified to ISO 14001 and is audited regularly to determine its effectiveness.

Where possible, the offices reduce, reuses and recycles all materials to minimise waste, and use environmentally responsible suppliers and sub-contractors in order to minimise the use of polluting releases and energy as efficiently as possible.

Senior Management reviews the effectiveness of the office's Environmental Management System, policy, goals, and objectives on a regular basis and reviews the overall environmental performance annually, at the Management Review Meeting.

Policy

The specifics of the Organisation environmental policy are as follows:

- 1) Comply with applicable legal requirements and other requirements to which ACCU EMEA subscribes related to its environmental aspects.
- 2) To include the considerations of environmental issues in business and initiatives.
- 3) ACCU EMEA senior management is committed to ensure that the protection of the environment is firmly embedded in both the company and its employees' culture and will endeavour to influence its suppliers and customers in a similar strategic environment manner.
- 4) Prevent pollution, reduce waste, and minimise the consumption of resources.
- 5) Consider the wider global impact of all our activities including those of our suppliers, customers, and other stakeholders.
- 6) Educate, train, and motivate employees to carry out tasks in an environmentally responsible manner and ensure that a continuous professional development strategy remains core to our business goals.
- 7) We will review and explore measures for the reduction of volumes of all waste materials generated by the company.
- 8) We aim to reduce levels of energy consumption. The company will introduce working practices that requires equipment such as computers, screens, lights, phones, chargers, photocopiers, and printers to be "switched off" when not in use, including during breaks and at the end of the working day. We will also ensure that heating, lighting, and ventilation are used efficiently and effectively.
- 9) We will aim to purchase and use energy efficient products, such as energy saving light bulbs, where possible and appropriate.
- 10) We will review, and improve where appropriate, the insulation and draught-proofing of its facilities.
- 11) In addition, the company will explore whether environmentally friendly products can be purchased when buying any equipment for use within the company.
- 12) We continually review opportunities and consider implementing measures for the reduction of the use of water.
- 13) **Biodiversity, land use and deforestation** – we encourage and enhance biodiversity and ecology. Where possible we are committed to promoting sustainable forest management mainly within our supply change and working with similar minded customers.

14) Reuse and Recycling - we will explore opportunities for reuse and recycling all possible waste materials. Our ultimate aim will be to recycle any waste material that can be recycled. We encourage the use of reusable containers / packaging and dedicated recycling bins. We will comply with local waste management legislation and look to minimise our waste as much as possible.

15) Renewable energy - will be explored, and implemented where possible, energy-saving measures such as new technology i.e., heat pumps, and the use of alternate power sources i.e., wind and solar as the company updates or adds to its property portfolio.

16) Air Quality - the company look to reduce levels of pollution emissions and contamination wherever possible. ACCU EMEA will use less (non) hazardous or toxic materials when it can. It will make sure that all storage, transport, or spills are dealt with effectively. ACCU EMEA will only use suppliers that have an air quality policy within their Corporate Social Responsibility activities. This is also impacted on by reuse of waste and GHG emissions, mentioned in other points of this policy.

17) Responsible Chemical Management – ACCU EMEA in its general services do not utilise many or reoccurring substances however, we prohibit or restrict the use of specific substances, which are prioritised substances of concern due to effect on human health, the environment and/or risk for future prohibition. Restricted substances should only be used when no technically and economically feasible alternatives are available. From an H&S view, all COSHH requirements are to be adhered to when utilising substances.

18) GHG emissions we aim to decrease our GHG emissions in line with set legislative targets. To achieve this, we are/have been introducing ongoing measures such as encouraging hybrid working, and the use of technology to reduce the need to travel. If travel is unavoidable, we encourage staff to use alternate measures of transport i.e., bicycles, public transport. We encourage the use of Electric Vehicles and have made these available to all fleet drivers.

As many of our services take place on customer sites, we require our employees or representatives to adhere to the environmental policies on site and to advise their line manager if they have concerns. The line manager will advise the employee / representative and communicate with the customer.

4. Environmental Sustainability Statement

4.1. The earth's environment is under severe stress from uncontrolled human activity, threatening the survival of our society and the performance of [ACCU EMEA]'s mission.

4.1. [ACCU EMEA] respects our relationship with the natural environment and its ecosystems. We acknowledge the adverse impacts that human activity can impose and take actions to prevent degradation of those natural systems. We acknowledge the specific impacts of our business on the natural environment, and our responsibility as a good corporate citizen to ensure a natural environment that is sustainable.

4.2. [ACCU EMEA] commits to the following principles and practices:

- a. Monitoring and managing our environmental performance and working towards targets set to reduce adverse impacts.
- b. Complying with all relevant international, national, state and local environmental policy, practices, regulations and legislation, and industry-specific best practice.
- c. Reducing the consumption of natural resources in daily operations, including water, paper and energy.
- d. Maximising the recycling of resources.
- e. Disposing of all waste appropriately, and minimising waste sent to non-recyclable disposal sites.
- f. Committing to the principles of preventing pollution to the environment and continual improvement in our environmental management.
- g. Minimising pollution by taking steps to limit carbon emissions resulting from vehicle and air travel.
- h. Where possible, encouraging suppliers to meet the highest standards of environmental performance.
- i. Communicating this policy to all employees, contractors and other stakeholders, as well as making this policy available to the general public.
- j. Reporting on the company's environmental performance in both internal and external communications, where relevant.
- k. Reviewing this policy annually and measuring targets and performance as part of that review.

5. The natural environment and our assets

5.1. [ACCU EMEA] commits to increasing opportunities for nature to thrive on the assets we own, lease or manage. This includes land, water and air which we have a financial interest in, own, lease, or otherwise manage.

5.2. We are committed to biodiversity, and will work to ensure our actions on the assets we own or manage do not have a detrimental impact on the natural environment and will support biodiversity.

5.3. We will achieve this by:

- a. Protecting and enhancing the quality and extent of the natural environment in the assets we own, lease or manage.

- b. Supporting the conservation of trees, hedgerows, ponds, streams, coastal habitats and other aspects of the natural environment.
- c. Managing our assets and those adjacent, such as public rights of way, coastal areas, play areas, playing fields and verges, in a manner that protects and increases biodiversity.
- d. Introducing environmental growth opportunities and activities wherever we can on our assets.
- e. Banning the use of balloons, sky lanterns, inefficient outdoor heating ,and other materials and activities which could have a detrimental impact on the natural environment.
- f. Phasing out the use of chemicals and pesticides on the assets we own, lease or manage.

5.4. We encourage the efficient use of water on all assets we own, lease or manage.

5.5. We will ensure staff and other users of our buildings are aware of how to reduce the use of water, and reuse water wherever possible.

6. Sustainable travel

6.1. We will promote and support modern working practices including remote working and hybrid working.

6.2. We encourage the use of digital meetings wherever possible.

6.3. We encourage staff to take public transport, cycle or walk to work wherever possible.

6.4. We support and encourage the use of electric and other ultra-low emissions vehicles.

6.5. We will actively work to reduce air travel as much as possible. Where there is a recognized business need for air travel, we will work towards offsetting our emissions for air travel.

7. Waste and recycling

7.1. [ACCU EMEA] commits to keeping waste to an absolute minimum by preventing, reusing, recycling or recovering waste wherever possible. We will ensure waste is sorted, stored and disposed of properly and in a sustainable manner in all of our locations.

7.2. We aspire to be a zero-waste organisation. We will achieve this by:

- a. Phasing out the use of single-use plastics.

- b. Recycling 100% of recyclable material.
- c. Reducing the use of non-recyclable material and offsetting where this is not possible.
- d. Promoting and encourage recycling by all staff.
- e. Using recyclable, compostable and/or recycled products on our premises.
- f. Reducing the production of non-recyclable resources such as laminated or plastic based publicity material.
- g. Minimise the amount of printing and the amount of wastepaper.
- h. Using electronic communication as our primary method of communication and use an opt-in scheme for paper-based communication.
- i. Minimising pollution and preventing it wherever possible, including light, noise, solids, liquids and chemicals.

8. Sustainable procurement

8.1. We aspire to reduce our carbon footprint throughout our supply chain. We commit to the principles of buying locally, seasonally, and making a concerted effort in all our procurement decisions to reduce the distance travelled between source and destination.

8.2. We commit to timely procurement and encourage less environmentally damaging ways for international procurement needs. When these decisions are made in a timely manner, overland or overseas shipping can be used instead of flights, which reduces the carbon footprint of the procurement spend compared to aviation.

8.3. Where air freight is unavoidable, we will monitor and record the emissions generated and seek to offset this as part of our carbon reduction plan.

8.4. We will meet the objectives of sustainable procurement by:

- a. Sourcing materials and services locally and seasonally.
- b. Ensure catering and foodstuffs are sourced from organic, local, and/or fair-trade sources.
- c. Ensure timber or other wood-based materials are sourced from recyclable or sustainable sources.
- d. Ensure all consumables such as cleaning materials and inks are eco-friendly.
- e. Encourage suppliers to document their sustainability policies and report their measures.
- f. Review existing and plan for new procurement spending within the principles of environmental sustainability.

8.5. We will encourage all suppliers to adopt principles of environmental sustainability.

9. Information technology and sustainability

9.1. We will work towards the use of certified sustainable PCs, laptops, monitors, mobile devices, network and server hardware.

9.2. Where possible, we will source IT equipment from recycled sources.

9.3. Non-standard IT equipment will not be used unless there is an unavoidable technical requirement precluding this. Non sustainable equipment or equipment with low energy efficiency will only be used where there is no alternative.

9.4. All equipment must be disposed of correctly through an approved e-waste recycling contractor. No IT equipment should be sent to landfill or thrown out.

9.5. We will make available the use of applications and systems to reduce the need for printing paper and reduce the use of personal printers where they are not required.

10. Training and staff involvement

10.1. We will encourage all staff to undergo training on environmental sustainability and climate change. We will aim to raise awareness of environmental sustainability across our operations.

10.2. We encourage collaboration and involvement of all staff in our environmental sustainability efforts. Staff involvement is critical to ensuring the adoption of this policy and in our efforts to tackle climate change.

10.3. We will establish a sustainability steering group to drive involvement and stewardship of sustainability across the organisation.