



# Environmental Policy

valid in Software Mind Poland



**Policy:** Set of principles and commitments that we as the organisation adopt to manage our impact on the environment.

**Purpose:** To align business practices with broader environmental goals and to minimise the company's environmental impact.

**Scope:** Includes areas such as energy efficiency, facility and fleet management, waste management, stakeholders engagement and sustainable procurement.

## Policy statement

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At Software Mind Group, we take environmental responsibility and sustainability seriously. We understand that our operations have an impact on the environment, and we are dedicated to minimising this impact while promoting sustainability. Taking into consideration company's business sector, Software Mind generates the largest carbon footprint from electricity consumption in office spaces and its car fleet. In the coming years, we will strive to further reduce the use of raw materials and natural resources, optimize our energy consumption and we will lobby among our stakeholders to reduce our environmental impact in the entire supply chain.

Our environmental policy is a vivid example of our commitment to sustainability and the practices we apply in conducting our business. We firmly believe that by integrating environmental responsibility into our operations, we contribute to a more sustainable future for our industry and for the planet. To achieve this objectives, we are introducing materials, procedures and performance indicators supporting implementation of this policy.

This policy will be regularly reviewed.

These policy should be interpreted and reviewed together with the following documents: Waste Management Procedure, Sustainable Procurement Guidelines, Sustainability Guidelines of the IT Department.



## Key pillars

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### I. Environmental Considerations:

- ❖ We take proactive steps to ensure that our activities do not harm the environment.
- ❖ We pay due attention to energy performance and other environmental indicators in the location and in the use of our facilities.
- ❖ We are committed to improve our environmental performance and integrate recognised environmental best practices into all aspects of our business operations.
- ❖ We supervise and evaluate our environmental policies and performance at the executive level, allocating the necessary resources to ensure effective implementation.
- ❖ We comply with all relevant environmental legislation and subscribe to other environmental requirements.
- ❖ We conduct assessments of our environmental policy to ensure its alignment with the relevant environmental objectives and the evolving law regulations.

### II. Facility management

- ❖ Audit of leased space and, if necessary, its reduction.
- ❖ Where possible, we opt for more modern, energy-efficient buildings with BREEAM certifications, LED lighting, motion sensors, and Building Management Systems (BMS).
- ❖ We pay attention to user amenities such as electric vehicle charging stations, bicycle & scooters parking etc. or we try to introduce them in cooperation with landlords.
- ❖ We prefer energy suppliers providing the highest percentage of energy from renewable sources (RES).
- ❖ When furnishing offices or using everyday products such as printing paper, toilet paper, and kitchen towels, we focus on biobased or recycled products.
- ❖ We do not use plastic bottles or single-use coffee cups - we have jugs in conference rooms and ceramic cups in the office canteens.
- ❖ We offer water dispensers to our employees.
- ❖ We implement dishwashers and aerators to reduce water consumption
- ❖ We emphasize electronic document circulation and prefer digital signatures.
- ❖ Where possible, both office supplies and electronic equipment are introduced into a circular economy: reuse, resell, recycle.
- ❖ Zero waste policy in office canteens.

### III. Energy efficiency and Carbon Footprint Reduction

- ❖ We carry out regular monitoring across our operations.
- ❖ We optimize use of office space and data centres.
- ❖ We prioritize or implement solutions to save energy, such as motion sensors and LED lighting.
- ❖ We measure and take action to reduce the carbon footprint of our business activities (Scope 1 & Scope 2)
- ❖ We're implementing a virtual and remote work-based business model, reducing our office footprint, employee commuting and business travel.
- ❖ We measure data regarding our fleet of vehicles and take corrective actions if high indicators are detected.
- ❖ We will consider only vehicles that have a minimal environmental impact, such as hybrid or electric cars.
- ❖ We authorize business trips and delegations only when necessary from a business perspective; otherwise, we prioritize online communication.

### IV. Resource Efficiency and Waste Management

- ❖ We actively work to reduce our consumption of resources and improve the efficient use of those resources.
- ❖ We are committed to the principles of the waste hierarchy, which encompass segregation, reuse, reselling, and recycling. This applies to our office supplies, furniture, vehicles, and electronic equipment.
- ❖ We adhere to our waste management procedure.
- ❖ We actively collaborate with building managers regarding waste management.
- ❖ We fulfill our obligations imposed by law (entries into the BDO).

### V. Stakeholders Engagement

- ❖ We actively engage with our stakeholders, both internally and externally, by consistently communicating our environmental policy and performance.
- ❖ We emphasise the significance of environmental issues to our employees, fostering a corporate culture rooted in sustainability.
- ❖ We discuss with building managers the possibilities of implementing solutions to minimize carbon footprint.
- ❖ We collaborate with building managers on environmental matters and initiatives for users.





## VI. Sustainable Procurement

- ❖ We take into consideration environmental variables in the process of buying goods and outsourcing services.
- ❖ We adapt our procurement approach to the current needs, possibilities, and realities of our industry, taking environmental aspects into account.
- ❖ We collaborate with service partners, suppliers, building managers who share a similar approach to sustainability,
- ❖ The nature of our industry and our company's operations implies an approach where we choose efficient IT equipment capable of meeting the project requirements of our clients, while also paying attention to ecological indicators such as energy efficiency and overall power consumption.
- ❖ We aim to improve environmental performance across the entire value chain.

## Proposed indicators

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In order to turn our words into actions, we have proposed a series of indicators to facilitate monitoring of implementation and overall effectiveness of the above policy.

We have divided them into two groups – indicators that we already monitor and report and indicators that we plan to monitor and we are going to review them in 2025. We hope that this indicators will also help us to further optimize our operations. The proposed KPIs correspond to the realities of our business conduct and have been accepted by all individuals and departments involved in this process.

### INDICATORS WE MONITOR:

- OVERALL WATER AND ENERGY CONSUMPTION
- GHG EMISSIONS (SCOPE 1 & 2)
- ESTIMATED PERCENTAGE OF ENERGY OBTAINED FROM RENEWABLE SOURCES
- ESTIMATED AMOUNT OF GENERATED ELECTRONIC WASTE

### INDICATORS WE WANT TO EXAMINE IN 2024:

- ESTIMATED PERCENTAGE OF LED LIGHTING USED IN OUR OFFICE SPACES
- ESTIMATED AMOUNT OF GENERATED WASTE INCLUDING ELECTRONIC WASTE
- ESTIMATED QUANTITY OF RESOLD AND DONATED IT EQUIPMENT
- PERCENTAGE OF EMPLOYEES EDUCATED ON ENVIRONMENTAL TOPICS
- PERCENTAGE OF OUR BUSINESS PARTNERS INVOLVED IN THE SUSTAINABILITY QUESTIONNAIRE AND OTHER SIMILLAR INITIATIVES