

# Sustainability Policy <<<





## INTRODUCTION

Sustainability is at the core of everything we do at Documation, extending across our team from software development and implementation to customer support and in-house administration. The Documation Team are expected to consider the environmental and social impact of any work done on behalf of Documation. Our passion is creating an environment where motivated and ambitious people can achieve fulfilment and personal growth for themselves and their colleagues and success for our customers. Key to this drive are our core values of respecting each other, caring about our community, responsibly sourcing suppliers and actively reducing our carbon footprint to fight climate change.

## ABOUT THIS POLICY

The purpose of this policy is to provide information about Documation's focus on sustainability, both for the team and for general publication. Responsibility for effective operation of this policy sits with the Management team and **ESG Taskforce**, any suggestions for change should be made to the CSO. This policy is reviewed annually and recommendations and suggestions will be incorporated where appropriate. Changes may be made at any time as government guidance, industry best practice, new technologies etc develop and are adopted.





## WHAT DOES SUSTAINABILITY MEAN FOR DOCUMATION

Sustainability for Documation as an organisation and a team embraces the ESG framework of Environmental, Social and Governance. As such this policy is based around the relevant sustainable development goals adopted by all United Nations Member States in 2015, providing a shared blueprint for peace and prosperity for people and the planet, now and into the future.

There are a total of 17 **Sustainable Development Goals** (SDGs), adopted by all United Nations Member States in 2015, which are an urgent call for action by all countries - developed and developing - in a global partnership. Documation are working with the goals listed below.

### ENVIRONMENT



Affordability & Clean Energy



Responsible Consumption & Production



Clean Water & Sanitation



Climate Action

### SOCIAL



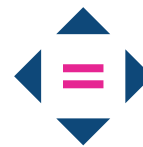
Decent Work & Economic Growth



Quality Education



Gender Equality



Reduced Inequalities

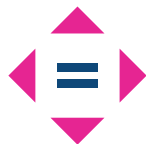


Partnerships for the goals

### GOVERNANCE



Gender Equality



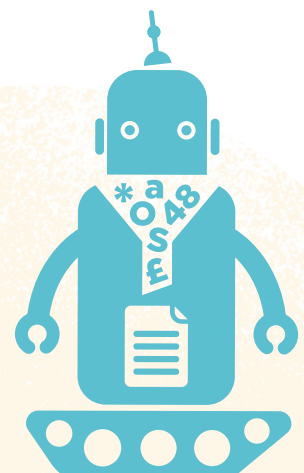
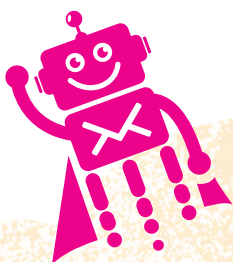
Reduced Inequalities



Responsible Consumption & Production



Industry, Innovation & Infrastructure





## ENVIRONMENT & CLIMATE CHANGE

Documation is committed to minimising the impact of its activities on the environment by;

- Minimising toxic emissions through the selection and use of its fleet and the source of its power requirement.
- Actively promoting **recycling** both internally and amongst its customers and suppliers.
- Sourcing and promoting a product range to minimise the environmental impact of both production and utilisation.
- Meeting or exceeding all the environmental legislation that relates to the Company
- Following the Waste Electronic and Electrical Equipment (WEEE) Directive for disposal of IT equipment.
- Using an **accredited program** to offset the greenhouse gas emissions generated by our activities that cannot be eliminated by change of working practice.

In 2021 we signed a pledge with TechNation to be **Net Zero by 2030**. We took base line measurements of our carbon footprint and since then have been reporting each year on our carbon emissions and offsetting what we can't reduce.

We use the **Gold Standard Marketplace** to purchase carbon credits which are retired in real-time in the Gold Standard impact registry for full traceability. Full details can be found on our website.

Our **supplier onboarding process** and ongoing reviews are designed to assess our new and existing suppliers' commitment to environmental, social and governance practices within their organisation to ensure they meet our minimum requirements for sustainability practices.





## SOCIAL RESPONSIBILITY

'The Family' sits at the centre of our beliefs at Documation. We wholeheartedly believe that a 'happy family' makes a great team and an even better business.

As such, our core values are embedded in everything we do

- We have a Growth Mindset
- We Respect each other
- We are Great to Work with
- We Listen and Understand

We support our team in their ongoing learning, offer a flexible, hybrid work environment and positively encourage healthy body and mind activities and support schemes including **Cycle to Work**. We believe we have an important part to play in supporting each others growth and wellbeing. We encourage a sustainable balance between work and home life and strive to promote a 'Documation Family'

spirit. We carry out **regular assessments** on team wellbeing and remote working environments and have regular one to one 'check-ins' as part of our working week.

We engage with our local community, supporting **Repair Café Winchester** with our IT and marketing expertise and volunteering at events. Our company fundraising activities support Camphill Village Trust, Winchester Go.LD, One Small Thing, CGL and Advance.

We actively support our team members in their personal choice of charity fundraising too, including Macmillan Cancer, Save the Children and Jeans for Genes.

We work hard to make Documation a great place for everyone. We firmly believe that everyone plays a crucial role in embracing our diversity, fostering mutual understanding, and providing support to one another. Our dedication is evident in our policies and operational approaches.



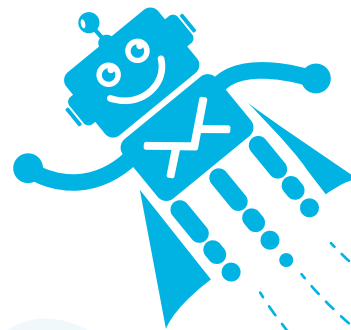


## GOVERNANCE

At Documation, our passionate team is totally dedicated to working with integrity and upholding the **highest ethical standards**.

We take great care to ensure that every aspect of our operations align seamlessly with our self-imposed, strict regulations around **data security, anti-bribery and corruption, human rights and modern slavery policies**. We have a proactive risk management programme led by our ESG Taskforce and mitigate risk exposure to build the resilience of our business to environmental and societal change.

We have an employee handbook and that includes a **strong code of conduct**. We have ongoing reviews of all our policies to ensure they are current and relevant. As part of our ESG framework we publish our **sustainability report** on our website along with an executive summary listing our objectives and goals on annual basis.





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