Documation

ESG Report

Executive Summary
Year Ending 2024

The Emission Report Process

ESTABLISH BOUNDARIES

In line with the Greenhouse Gas (GHG) Protocol, Documation used an organisational approach to calculate emissions. Additionally, detailed reporting was carried out using the newly introduced SME Climate Hub Small Business Carbon Calculator to accurately measure emissions generated annually in more areas of the business.

MEASURE EMISSIONS

The emissions associated with key business practices were measured using conversion factors from the UK Government, the GHG Calculation Tool. All necessary emissions have been calculated and a full list of exclusions are available in the full report.
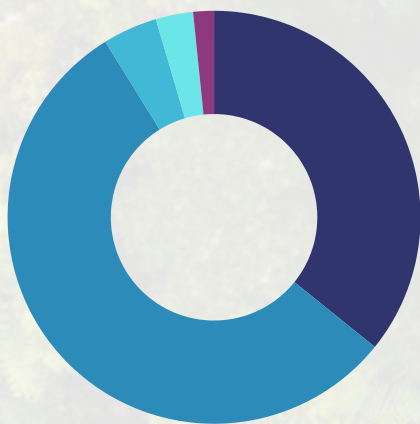
CREATE REPORT

A full emissions report was created and published on the website. This document summarises Documation's measurable emissions, social responsibility and governance achievements from 2024, including future commitments.

REDUCE AND OFFSET

Based on the emissions measured and reported for 2024, Documation continues to commit to it's Net Zero target, reducing emissions where possible and working towards the targets set for 2025.

Breakdown of emissions:

- Goods and Services: 35.80%
- Capital Goods: 55.37%
- Commute: 4.28%
- Business Travel: 2.93%
- Remote Working: 1.62%

Total: 65 tCO$_2$e

Summary of Scopes:

Documation did not engage in activities related to Scope 1 emissions in 2024. Without any gas facilities on site, the only Scope 2 activity relevant to Documation is purchased electricity.

The GHG Protocol only requires reporting on Scope 1 and 2 emissions. Nonetheless, continuing to produce a more accurate picture of Documation's Scope 3 emissions is a key target for future sustainability reports and reviews. This has been helped by the newly introduced SME Climate Hub Small Business Carbon Calculator.

*Total for 2024 includes measurable Scope 3 emissions. Exclusions are outlined in the full report.

Offsetting Practices:

Documation selected the "Juniper Green Sigma's 120 MW Solar PV Plant" initiative from a shortlist of Gold Standard Projects. To offset its measured Scope 1, 2, and 3 emissions, Documation purchased 65 tonnes of carbon credits.

Juniper Green Sigma Pvt. Ltd. has established a 120 MW solar power project in the state of Gujarat, India. The project is expected to offset approximately 275,000 tonnes of CO_2 equivalent (tCO_2e) in anthropogenic greenhouse gas emissions annually. It will generate around 300 GWh of clean electricity annually from the generation-mix of power plants connected to the Indian electricity grid, which is predominantly composed of thermal and fossil fuel-based power plants.

After extensive engagement and discussions with local stakeholders, Juniper Green Sigma Pvt. Ltd decided to provide water purification devices to various schools near the project site, as access to clean water was identified as a big challenge in the area. The region's groundwater supply has a very high Total Dissolved Solids (TDS) content, which can lead to acute and chronic health issues among students, resulting in school discontinuity and high absenteeism.

Contributions:

1. Installed a 50 LPH RO plant along with a water storage PVC tank and water cooler at Motinagar Primary School in Babsar Village.
2. Installed a 250 LPH RO plant along with a water storage PVC tank at Bhordu Primary School in Bhordu Village.
3. Installed a 50 LPH RO plant along with a water storage PVC tank and water cooler at Bilvaniya Primary School in Bilvaniya Village.
4. Installed a 100 LPH RO plant along with a water storage PVC tank and water cooler at Vantdasuka Primary School in Vantdasuka Village.

In total, the company has installed RO plants with a combined capacity of 450 LPH, along with a 4,000-litre storage tank and a 400-litre cooler-dispenser.

Robotic Cleaning: Access to clean water is a basic human need and should be easily accessible to all. Traditional methods of cleaning modules involve manual labour and consume significant amounts of water. However, water scarcity, expensive labour costs, the location of many solar projects in arid and drought-prone regions make this approach unsustainable over the long term.

The Company is determined to concentrate on improving the water security water security in the communities where it operates. As part of this commitment, it has invested in waterless cleaning technologies for its solar assets. Robotic cleaning not only eliminates the need for water but also improves operational efficiency by increasing energy output and reducing operations and maintenance costs.

Project Shruti: Disbursement of bone conduction devices amongst hearing impaired children. The company identified several specially-abled children experiencing hearing impairment who were enrolled in the special education section of Sarv Shiksha Abhiyan, Ministry of Education led Government schools, close to the 120 MW project sites. Only a few children had access to hearing aids, many could not afford them. This significantly impacted the children in their day-to-day life.

Upon learning about a company that manufactures patented bone-conduction hearing aids, designed to help even those without ears or those who are born hearing-impaired, the company decided to take action. The devices allow users to hear without the need for surgery. The company collaborated with Sarv Shiksha Abhiyan authorities to conduct a formal survey in nearby schools to identify children in need of these devices.
On World Hearing Day, 3rd March 2023, the company distributed bone-conduction hearing aids to 63 children. The event was also officially registered with the World Hearing Forum, WHO.

Social Report 2024

Documation introduced a Sustainability policy in 2023, 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.
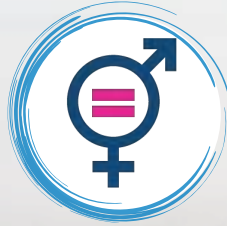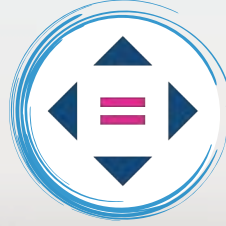
Our Social SDGs:

Decent Work & Economic Growth

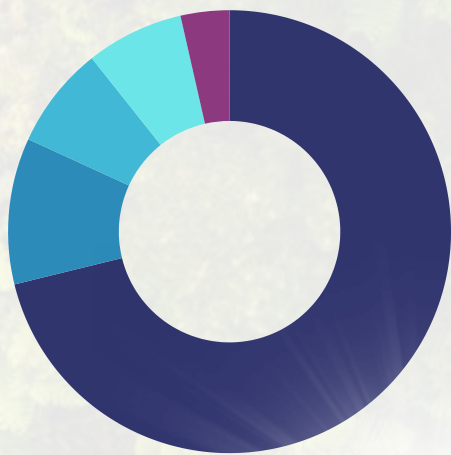**Quality Education**

Gender Equality

Reduced Inequalities

Partnerships for the goals

In line with these goals we have embedded our core values in everything we do. We continue to support our team in their ongoing learning, offer flexible, hybrid work environment and positively encourage healthy body and mind activities. Read the full report to find out the full details of our initiatives for 2024.

Community Engagement Results 2024

Repair Cafe Winchester: 67%

British Ukraine Aid: 11%

No Limits: 7%

Cancer Research: 4%

Flutterby Fund: 3%

281 hours donated

Summary:

Documation engaged in various activities throughout 2024, including joining our office neighbours, MOSL, supporting the 'No Limits' Christmas Party. The company continued to assist with the Repair Café Winchester's IT, supporting their web development and attending repair café events. Our CEO, John Wallace, is heavily involved within the RCW community, attending monthly Repair Café events and a member of the Advisory body.

As an organisation, we donated over £895 to community projects and not-for-profit organisations, and our team members donated over 281 hours of community service, including fundraising.

Governance Report 2024

Introduction

At Documation, we are committed to sustainability and responsible business practices. As part of our Environmental, Social, and Governance (ESG) initiatives, we are pleased to include a Governance section in our Sustainability Report. This outlines our governance structure, policies, and practices that support our ESG commitments.

Governance Structure

Our governance structure ensures that ESG considerations are integrated into our decision-making processes at all levels. Our ESG team, led by our CEO, meets quarterly to review our ESG performance and set strategic directions. This team is responsible for overseeing Documation's overall strategy, including our ESG initiatives.

Governance Policies and Practices

Ethical Conduct

Documation adheres to the highest standards of ethical conduct. Our Code of Ethics outlines the principles and expectations for behaviour across all levels of Documation. All team members are required to regularly review our policies and ethical standards. In 2024, we also introduced a new Code of Conduct policy which all Team Members reviewed.

Sustainable Procurement

As part of our supplier on-boarding process, we look for suppliers that share our commitment to sustainability.

Supplier On-boarding

We have incorporated a supplier onboarding process that requires our new suppliers to agree to the Documation supplier code of conduct and check our suppliers have relevant policies in place, including Diversity and Inclusion, Anti-corruption and Bribery and Modern Slavery statement. We also conducted regular audits of suppliers to ensure adherence to our Supplier Code of Conduct.

Risk Management

In 2024, as part of our ISO27001 certification, we transitioned to the updated 2022 version of the standard. This new standard includes a clause focusing on climate change, and we have now updated our Information Security policies to consider the impact of climate change.

Team Engagement

We run a 'Green Teams Channel' to keep our team up to date with our sustainability initiatives and practices to reduce our environmental impact and promote sustainable practices both within the company and at home.

Stakeholder Engagement

Engaging with our stakeholders is fundamental to our governance approach. We regularly communicate with our customers, team members, suppliers, and community members, welcome their feedback, and where appropriate, incorporate this into our sustainability strategy. We believe that transparent and responsive communication strengthens our relationships and enhances our sustainability efforts.

Documation is dedicated to maintaining strong governance practices that support our ESG commitments. Our journey towards achieving net-zero carbon emissions by 2030 is a testament to our commitment to sustainability and responsible business operations. We will continue to uphold the highest standards of governance as we work towards creating a more sustainable future for our stakeholders and the broader community.

How did we do in 2024?

1 Assign a CSO and ESG Taskforce.

In 2024, Documation assigned a CSO and ESG Taskforce to assist delivering our sustainability initiatives and review, on a regular basis, our policies and activities.

2 Review and Update our sustainability strategy in line with new Government Legislation.

We regularly review the regulatory landscape and can confirm that we continue to be exempt from any reporting legislation due to the size and category of our business. The nature of our business is technology which is a proponent for sustainability not an inhibitor, reducing paper use, storage space, postage and streamlining processes.

3 Establish a risk register for recording and monitoring ESG related risks including supplier register.

We have updated our current risk management to include our ESG policies. Our Risk Management Framework identifies, assesses, and mitigates risks that could impact our sustainability objectives. This includes climate-related risks, regulatory changes, and reputational risks.

We have referenced the SASB Standards that are now part of the IFRS Foundation (Replacing TCFD). These Standards play an important role in the first two IFRS Sustainability Disclosure Standards, IFRS S1 General Requirements for Sustainability-related Disclosures and IFRS S2 Climate-related Disclosures, and highlight industry specific disclosure topics that Documation should include in their risk register.Based on this information, we are looking to expand our current risk management to include these.

4 Create a roadmap for our products to include relevant data for ESG reporting to assist our customers.
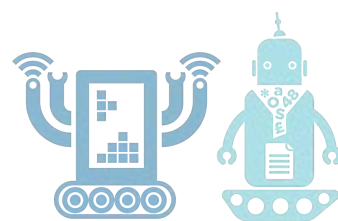
Following extensive research into the requirements for reporting we have discovered that with the ever changing landscape of the reporting mandates, and the lack of demand from our customers we will continue to monitor the requirements for reporting for our customers and continue our review in the current year (2025). The lack of clarity on what is required, by what size of company, and how this data should be presented has meant that it would not be good use of our development resources to create a roadmap for an ESG reporting feature.

5 Expand our governance and social reporting methodology and set KPIs based on our base year of 2023 (NB we have reported emissions since 2021 but 2023 is our base year for social and governance).

Using Year 1 reporting (2023) as a base line we have set the KPIs and reported against these – see appendix c.

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Future Targets for 2025

1 Review B Corp as a standard to work to with the view of becoming certified in 2026.

2 Integrate a Power BI dashboard for continuous monitoring of sustainability targets.

3 Work with tenants of White Building to increase participation of sustainability activities and events.

4 Donate 20% more hours to a charity/community organisation (&/or) Increase cycled miles by 10% under the Cycle to Work scheme.

5 Monitor sustainability questions asked by our customers and create a template of answers for consistency and accuracy of response. Evaluate the customer expectations versus what Documation's sustainability reporting and policies and create a plan to fill the gaps.

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