

2021-2022



# Sympa's Environmental Policy

# OUR VISION

We are committed to making **environmental sustainability** an integral and fundamental part of our business.



Our goal is to **promote sustainability** and environmental awareness at all levels of the company.

We accept the **reality of climate change** and the impact of humanity's actions on the environment.

# OUR COMMITMENT

## We fully comply with environmental laws, regulations and other guidelines

We value the United Nations Global Compact and work hard to act in accordance with its sustainability initiative in all areas of relevance to our business.

Employees are expected to act according to the principles and guidelines introduced in this policy and to report any environmental concerns to the company's Management, HR or through Sympa's whistleblowing channel.

Sympa is expected to investigate complaints and to take prompt action when faced with a potential environmental breach.



# OUR COMMITMENT

## Environmental responsibility is an integral and fundamental part of our daily operations

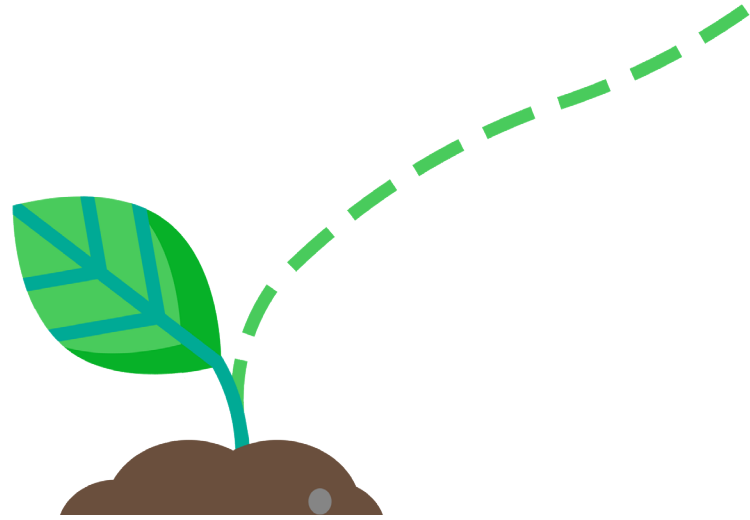
We are aware that there is no Planet B. We are committed to reducing our environmental impact as an integral and fundamental part of our business strategy and operations.

We offer and develop a global Human Resources System, Sympa, as 'Software as a Service' (SaaS) where all HR processes are managed online in one system, while we offer online webinars and training sessions for our customers so we can reduce the amount of travel for both parties.



When possible, we encourage our employees to host and attend meetings remotely. However, when travel is required, public transportation is recommended. We also offer commuter benefits and bicycle benefits to employees at several of our locations. During 2020-2021, business travel and emissions were significantly reduced as a consequence of the COVID-19 pandemic, which has led to many potentially permanent changes to the way we work.

# OUR COMMITMENT



We are committed to the preservation of the environment and to the conservation of natural resources. Wherever possible, we recycle waste and ensure energy efficiency by using automatic lights at our offices. Employees are also encouraged to turn off IT equipment at the end of the working day. We run offices with small footprints that provide flexible seating to minimise excessive furniture and tool purchases.

We also run 'paperless offices' where all data and documents such as HR data, employment agreements and invoicing are electronically managed and archived. We promote sustainable consumption and strive to only purchase products and services that minimise environmental impact.

We provide remote work possibilities for all employees to save time and reduce overall greenhouse gas emissions, fossil fuel consumption and energy usage. We acknowledge that remote working has many advantages, with one of the most significant being the positive environmental impact.

# OUR COMMITMENT

## We actively promote environmental awareness for all employees

We are committed to promoting environmental awareness among all our employees. Reading and understanding our Environmental Policy is an important part of our onboarding process, and Sympa's environmental aims and objectives are communicated to employees on a regular basis. Our Environmental Policy is displayed in our HR Handbook and on our company website.



To further implement and integrate sustainable choices, an employee-driven group with the environment and sustainability as key areas of focus has been formed. The group explores the practicalities of making Sympa a workplace to be proud of from a sustainability standpoint.

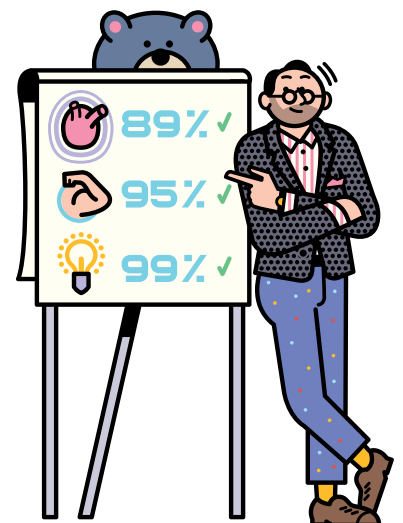
# OUR COMMITMENT

## We continually improve and monitor our environmental performance

We are committed to minimising our impact on the environment. Looking ahead, we have set the following targets for the year 2022:

- Increasing active communication on environmental sustainability in all locations
- Increasing awareness and holding training sessions focusing on environmental roles and responsibilities
- Implementing the hybrid work model to retain the positive impacts of remote work in the post-pandemic future
- Assigning a contact person in each location to ensure that environmentally friendly activities and procedures are being implemented
- Giving employees the different options to donate to environmental charities.
- Offsetting emissions from travelling (e.g. by planting trees)

This policy – and Sympa's sustainability targets – are based on the thoughts of Sympa employees collected through a survey on environmental sustainability. We see environmental sustainability as an ongoing process. We are committed to monitoring and measuring our progress to ensure ongoing improvements in our environmental performance. Our Environmental Policy is updated regularly and published for both internal and external use.



# YOUR CONTACT

## Your Sympatican in charge of Sympa's environmental responsibilities

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