



## ***Environmental and Sustainability Policy Statement***

### 1. Purpose

Generis stands committed to ensuring that all activities undertaken by Generis are carried out with due regard for any potential environmental and sustainability impact.

We appreciate that all our activities, whether in the office or as a consequence of the business activities we undertake have a positive or negative impact on the environment.

Generis's activities are subject to on-going review and there is commitment from the senior management team to reduce our environmental impact as far as is reasonably practicable.

This policy is part of our Generis's wider commitment to adopting ESG (Environmental, Social and Governance) best practices. Our environmental commitment and aims are outlined within this policy.

Our senior management is responsible for ensuring that this environmental policy is implemented. However, all employees have a responsibility in their area to ensure that the aims and objectives of this policy are met.

### 2. Scope

The procedures and principles set out herein apply to Generis and all its employees, agents, contractors, consultants, temporary staff, casual or agency staff, or other suppliers or data processors (hereafter referred to as "Staff") working for or on behalf of Generis.

### 3. Policy Statements

Generis is committed to reducing environmental impact and commits to:

- Comply with all relevant regulatory requirements in the countries within which we operate
- Continue improving and monitoring the environmental performance to ensure we are striving for "best in industry"
- Continue improving and reducing environmental impact through the measures below but additional measures that will arise over time
- Increase employee awareness through training, positive reinforcement and encouragement,

and in extreme cases, penalties or disciplinary action

## Reduced Paper Policy

- Generis saves resources and energy by avoiding printing and the associated postage overheads by communicating electronically. We ask all suppliers and others who deal with us to interact with us in this manner where possible.
- Printing physical copies should be reserved for moments of absolute necessity. Documents should be viewed, shared and managed electronically whenever possible. When you need to print, set default printing to double-sided (duplex).
- As well as environmental benefits, being paperless helps us to streamline our company. Our turnaround time when communicating and supporting people involved in the service is far lower when there are no paper overheads.
- We avoid the use of fax machines and photocopiers. On the rare occasions where letters do need to be sent to us, once processed, any paper is securely destroyed or carefully recycled.

## Reduced Plastic Policy

We aim to minimise the use of plastic within our operations and wherever possible recycle plastic that is used. Single use plastics are strongly discouraged.

## Energy efficiency

Energy is one of the largest controllable overheads in office buildings and home office environments. Reducing energy consumption and carbon emissions is not only good for the environment, it saves money for Generis and staff.

Lighting:

- Switch off lights. It is a common myth that it is better to leave fluorescent lights on as starting them up wastes more energy than if they remain permanently switched on.
- Report failing lights and replace them immediately, ideally with LED lights.
- Avoid blinds down - adjust blinds so that natural light is used while cutting the glare.

Heating:

- Ensure heating is only on during working hours and that heating is adjusted to reflect the needs of the different seasons. Often simple adjustments can reduce costs without impacting Staff comfort.
- Radiators, fans and ducts should be clear of furniture and other obstructions.

- It is a myth that leaving air conditioning on overnight reduces energy costs as the system stays at the required temperature. The actual result is much higher energy consumption.

#### Office Equipment:

- Turn off and power down. Switch off all equipment when not in use and enable power down modes. As well as clearly reducing the energy consumption, it also reduces the heat produced by equipment which in turn, lowers cooling costs.

## Transportation

Where practical and safe, we encourage our Staff to cycle or walk to work rather than driving or using public transport.

Cycling helps tackle the business costs of congestion, reduces Generis's impact on the local and wider environment and even attracts some tax incentives. What's more, it's likely to improve the health and wellbeing of our team.

During a pandemic, it is particularly important to cycle as it is recognised as a safe way to travel to work in such circumstances. If Staff are unable to walk, cycle or use public transport we encourage Staff to car share with colleagues where practical. As a cycle-friendly employer we:

- Have an office bike, that Staff can borrow
- Provide facilities to support cycling to work such as washing and changing
- Provide safe, secure and convenient cycle parking

Additionally as regards travel Generis commits to:

- Reducing the need to travel, restricting to necessity trips only. This includes encouraging customers to trust that we can deliver projects remotely from our premises / home working, and thus reducing both the travel for project work as well as for sales activities
- Promoting the use of travel alternatives such as e-mail or video/phone conferencing.
- Making additional efforts to accommodate the needs of those using public transport or bicycles or shared transportation.
- Favouring 'green' vehicles and maintain them rigorously to ensure ongoing efficiency.

## Water Supply

Using water-saving techniques can save Generis money and mean that less water is diverted from our rivers, bays, and estuaries, which helps keep the environment healthy. It can also reduce water and wastewater treatment costs and the amount of energy used to treat, pump, and heat water.

We encourage staff to:

- Ensure that taps do not drip or leak when switched off. Use dishwashers only when there is a full load.
- Use of built-in water filters to reduce need for bottled water.
- Installation of efficient flush systems to reduce the amount of water used per flush.

## 4. Policy Governance

Responsibility for the Environmental and Sustainability Policy rests with Generis COO. Duties include, but are not limited to:

- Ensuring that all staff in scope and appropriate external parties have read and confirmed their acceptance of the latest version of this policy
- Monitoring for legal, regulatory or industry best practice developments in relation to this policy
- Coordinate with senior management, IT, and legal counsel to communicate and review issues related to this policy
- Review and update this policy at least every 12 months, in order that it remains fit for purpose Exceptions to this policy shall be allowed only if previously approved by Generis COO