

## 1. Purpose

The purpose of this document is to define the role that Unily's Executive Leadership Team (ELT) takes in actively managing our operations in a way that balances our social, environmental and economic objectives. To do this, sustainability considerations are woven throughout a suite of interdependent policies and their procedures, which are implemented collectively in order to deliver the objectives of the Sustainability Policy.

## 2. Scope

To define Unily's sustainability policy and ensure the appropriate roles, responsibilities and authorities are assigned. This policy is applicable to all business activities, employees and contractors across EMEA, NAM and APAC regions.

## 3. Responsibilities

- The Executive Leadership Team is responsible for setting and approving the sustainability policy.
- The CFO is responsible for ensuring that roles, responsibilities, and authorities are appropriately assigned, maintained, and updated, as necessary.
- All Employees are responsible for adhering to the requirements of the sustainability policy and for fulfilling any duties related to assigned roles, responsibilities, or authorities.

## 4. Sustainability Policy Statement

Unily is committed to protecting the environment, pollution prevention, and efficient use of resources, balanced with a people-focused ethos. Through effective continual improvement of environmental, social and ethical principles Unily seeks to strengthen its positive impact. Unily operates in compliance with all relevant legislation, whilst maintaining resilience against risks.

### Our Principles:

Unily's Sustainability Policy is based on, but not limited to, the following 4 key principles:

- **People First** – At Unily, we put people first, creating a culture where our people thrive.
- **Environmental Stewardship** – Annually measuring Carbon Emissions, with a rapid and deep decarbonisation strategy, in line with UK government targets for 2050.
- Achieve zero waste to landfill with increased recycling.
- It is Unily's policy to maintain an Environmental Management System designed to align with the requirements of the ISO 14001:2015 Standard.
- **Operational Efficiency** – Take a structured, efficient approach to business activities which fosters performance improvement in both our client services and our people.
- It is Unily's policy to maintain a Quality Management System designed to align with the requirements of the ISO 9001:2015 Standard.
- **Benefiting Society** – Seek to improve the lives of others in our community, by sharing skills, knowledge, time and financial donations.

### To achieve these principles we will:

- Strategically plan our approach to sustainability by creating an Environmental, Social and Governance Strategy.
- Align with our organisational strategy and objectives, ensuring it forms an integral part of our business approach.

- Implement policies and procedures which clearly communicate how we expect our business to deliver our sustainability objectives.
- Develop specific regular assessments for measuring, monitoring and improving performance.
- Review our progress and report our performance annually.
- Learn from our reviews and implement changes to improve our performance.

## People First

- Continue to drive forward our collaborative, leadership-inspired culture. Ensuring employees feel valued, engaged and supported. (SDG 3\*)
- Expand Employee Resource Groups examples: Women's, LGBTQ+ & DE&I (SDG 3, 10\*)
- Continue to review and maintain our internal promotion, and referral scheme to secure best-in-class talent with career development opportunities. (SDG 3\*)
- Continue to promote our approach to flexible working, encouraging work-life balance for employees. (SDG 3\*)
- Enhanced benefits package designed to support employees' health and well-being, including Employee Assistance Programme, Vitality Health Scheme, and options for additional annual leave. (SDG 3\*)
- All staff receive training on Equality, Diversity and Inclusion, and anti-harassment to promote a diverse, safe and engaging working environment for everyone. (SDG 10\*)
- Continue to create a welcoming office space, for employees to feel welcomed and inspired. From the biodiverse physical surroundings at the UK head office to the free snacks and drinks available at all locations.

## Environmental Stewardship

- Annual carbon assessment with a decarbonisation plan of 43% reduction in scope 1 & 2 in line with net zero 2030 targets. (SDG 13\*)
- All staff to receive training on environmental issues to raise awareness of climate change.
- Continue to utilise upcycled furniture preventing unnecessary waste.
- Working to eliminate fossil fuel use at our offices through efficient, electrified, heating and cooling systems, office selection and potential for renewables opportunities across our office portfolio. (SDG 7\*)
- Use of instant boiling water taps to minimise the impact of individual kettles.
- Increase signage to ensure waste is segregated and managed correctly.
- Low flow taps have been fitted in all offices to minimise our water use.
- Employee electric vehicle and cycle-to-work schemes to reduce emissions from commuting. (SDG 7, 13)
- Please refer to Unily's Environmental Policy for more details.

## Operational Efficiency

- Targeting expansion of formalised process to include a Quality Management System and an Environmental Management System designed to align with the ISO standards.
- Promote continuous improvement and best practice
- Relevant resources and upskilling
- Enshrine customer focus and service in our product design, development and delivery to enhance customer experience and product value.
- Aim to eliminate downtime, protect customer data and support customer needs and services.
- Please refer to Unily's Quality Policy for more details.

## Benefiting Society

- Treloars is Unily's' official charity partner and has committed to hosting 4 volunteer days, spread across the year. (SDG 17, 4\*)
- Treedom is Unily's' official agroforestry partner. Unily has committed to planting 900 trees by Jan 2025. To date we have planted 649, including 1 tree for every new recruit. (SDG 15, 17, 4\*) Treedom supports 10 Sustainable Development Goals which enable them to support Farmers with education, empowerment, skills, improved food security, increased/secured income and gender equality
- Promote employee volunteering days with a view to completing 163 days by year-end 2024. (SDG 3\*)
- Unily has introduced a new client-specific donation fund. Requests are discussed at the monthly Charity Working Group.
- Unily has introduced a new employee-specific donation fund. Requests are discussed at the monthly Charity Working Group.
- Unily has implemented an employee matching policy where the charity donation for a value between £25 to £250 per annum per employee is matched.

This sustainability policy represents our general position on the policies and practices we will apply in conducting our business.

Unily aims to provide satisfaction to all customers, stakeholders and interested parties whenever possible, meeting, and exceeding expectations.

Unily ensures the details of this policy are known to all internal and external interested parties, where appropriate and will determine the need for communication and by what methods are relevant. These include but are not limited to customers and clients and their requirements as documented in contracts and specifications.

Unily complies with all legal requirements, codes of practice and all other requirements applicable to their activities.

Unily has set its objectives, programs and targets using the SMART (Specific, Measurable, Achievable, Realistic and Timed) principles. Objectives are planned and documented; inclusive of how each is to be achieved and the actions required. Subsequently, the objectives are regularly monitored and reviewed.

To ensure the company maintains its awareness for continuous improvement, this policy is regularly reviewed by The Senior Management Team to ensure it remains appropriate and suitable for the business.

## Document Owner and Approval

The CFO is the owner of this document and is responsible for ensuring that this policy document is reviewed in line with the review requirements stated above.

A current version of this document is available to all members of staff on the intranet and is published on Unily.com.


This policy was approved by the CFO and is issued on 15.08.2023.



# SUSTAINABILITY POLICY

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### Change History Record

Issue	Description of Change	Approval	Date of Issue

\*SDG = United Nations Sustainable Development Goals  
[THE 17 GOALS | Sustainable Development \(un.org\)](https://www.un.org/sustainabledevelopment/)

