

# Sustainability Policy

# SUSTAINABLE DEVELOPMENT GOALS



## Ceetak Sustainability Policy

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## Introduction

Ceetak's aim is to deliver a sustainable business model where we will work closely with all stakeholders, including employees, customers, and suppliers, in all aspects of sustainability.

We will ensure that Environmental, Social and Governance considerations are an integral part of our Company strategy.

We are committed to the intention of actively promoting sustainability throughout our business, ensuring yearly reduction of our carbon footprint, responsible and ethical procurement, employees who are diverse, inclusive, and engaged in our sustainability journey, striving to meet or exceed all our stakeholder's expectations.

Ceetak has identified Scope 3 will present our greatest challenge, with product manufacturing supply being our highest risk factor for ensuring Ceetak can meet its goals for reduction of our overall carbon footprint, and crucial in supporting the Company in meeting its goal for continuous improvement of our sustainability, and our target of becoming net zero. We will aim to drive sustainability throughout our supply chain, encourage and support them to hold the same values and goals, set aligned net zero targets, and work together towards a more sustainable future.

Our goal is to reach net zero in line with UN Development Goals and the Paris Agreement, by setting targets which will aim to minimise our emissions, reduce our impact on the planet, whilst at the same time support the global effort to create a more sustainable, ethical, diverse and fair world for future generations.

## Scope

This policy supports our Environmental Policy and our commitment to work according to ISO 14001:2015. It relates to how we will strive to continually improve the products, services and operations within our Company, through regular monitor and review by our dedicated Sustainability Team, to ensure we integrate Environmental, Social and Governance considerations into our everyday practices, and ensure we relay these goals and values not only within the Company itself, but across our entire supply chain.

## Purpose & Commitment

We acknowledge that our Company has potential impacts on people, the Environment, local and global communities, therefore Ceetak is committed to the following at a minimum:

- Integrate sustainability into our Company strategy and personal objectives.
- Support the sustainability ambitions of our customers where viable.
- Comply with all applicable laws and regulations.
- Develop sustainability strategies with goals, targets and mitigation aligned with global and national sustainability commitments.
- Protect individual human rights, prevent discrimination, and ensure these ethics are paramount within our supply chain.
- Adhere to fair labour practices including equal opportunities.
- Provide safe, healthy, clean and fair working conditions to all our employees, and business associates working on behalf of the Company.
- Encourage diversity and inclusion at all levels of the Organisation.
- Minimise risks and impacts through monitor and review on a regular basis, highlighting new opportunities for improvement where possible.
- Reduce supply chain impacts and risks where possible, through responsible procurement.
- Offset our emissions with investment in local and global renewable projects.
- Increase awareness internally and externally on our sustainability targets.
- Engagement and awareness of stakeholders, including our employees, to drive improvement throughout the business, and ensure sustainability is considered in all business areas.
- Support our local community and global projects to reduce CO2, develop and increase renewables, green energy.
- Transparent reporting in line with any national SME reporting requirements.

- Develop and implement waste reduction strategies including recycling programs and responsible disposal methods for waste and the promotion of using sustainable and recycled materials where feasible.
- Promote a culture of fair competition, which involves developing and maintaining internal policies and procedures that prevent anti-competitive behaviour and providing training to relevant employees about what constitutes anti - competitive practices and the importance of avoiding them.
- Establish measurable sustainability objectives and targets relevant to our business activities.
- Conduct business with integrity and transparency, ensuring accountability in all practices.

## Our Objectives

Ceetak sustainability team will continue to review our risks and opportunities regarding ESG, with the aim to support the declaration made by the UK Government.

Ceetak will aim to improve our business in-line with these goals.

## Our Objectives and Targets are as follows:

- Regular review of our sustainability risks and opportunities by top management.
- Monthly review of our targets and goals by our ESG team.
- Monitor current laws and regulations in order to meet all relevant requirements.
- Communicate our sustainability requirements to all stakeholders.
- Engage and develop our employees.
- Reduce our Scope 1 & 2 GHG emissions by 25% from 2021 baseline year, by 2030.
- Reduce Scope 3 emissions by 25% from 2021 baseline year, by 2040.
- 100% Green Energy across all sites by 2025 at latest, by ensuring providers fall within this requirement.
- Maximum 10% waste to go to landfill.
- Recycle and reduce our paper usage by 50% across all sites by 2025 from baseline year 2021.
- Aim to become net zero for Scopes 1 & 2 by 2040 or earlier by:
  - Monitor and reduction of our Scope 1, 2 & 3 GHG emissions
  - Setting appropriate and viable targets
  - Reductions in freight emissions by efficient procurement management
  - Build Environmental and Social considerations into our procurement process
  - Work closely with our supply chain to improve their ESG performance, and aim to align with our Environmental, Social and Governance targets and goals
  - Collection of data to track and manage Scope 3 emissions
  - Offset our emissions where not possible to reduce, by investing in local and global renewable projects
  - Measure our business travel emissions with the aim to reduce, or if not always viable, then to offset,
  - Implement a cycle to work scheme across all sites
  - Hybrid working structure for office staff, where appropriate.
- Continue to practice a policy of zero tolerance towards the following:
  - Corruption and bribery, including money laundering and the payment of speed money;
  - Slavery and human trafficking;
  - Discrimination and harassment;

in any form and monitor and review our business to support this objective.

**These objectives will grow and develop as we continue our journey to a sustainable future.**

## Alignment to UN Global Development Goals



### Wellbeing and mental health of employees

Monthly newsletter with tips on mindfulness, how to de-stress and useful information and contacts / Working towards gaining Healthy Workplace Awards to develop health and wellbeing in the workplace and enable a positive workplace culture.



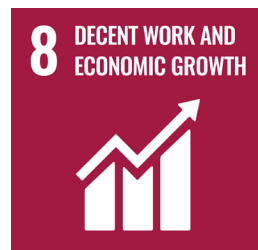
### Equal Rights for all ages, nationalities and genders

Encourage diversity and inclusion at all levels of the business, including board level.



### Access to affordable, reliable, sustainable and modern energy for all

100% use of GE. Reduce amount of energy used.



### Reduce unemployment in youth, encourage economic growth

Create job opportunities for young people through apprenticeships.  
Reward innovation through Bonus scheme.



### Sustainable infrastructure and work policy

Hybrid working policy to reduce emissions from employee travel to work.  
Employ locally where possible.  
Reduction of CO2 emissions.

## Alignment to UN Global Development Goals



### Reduce inequality in the workplace

Equal opportunities for all employees.



### Sustainable transportation

Bike to work scheme, car share scheme, EV company car policy, business travel guidelines, offset emissions.



### Sustainable procurement, carbon footprint reduction, recycle/reuse

Waste recycling. Reduce paper usage, paperless offices.



### Combat climate change and its impacts

Integrate measures into company strategy, measure emissions, supply chain impacts  
Responsible procurement management



### Combat climate change and its impacts

Support local community and global renewable projects where possible.