

# K2 Group Environmental Policy

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# Environmental Policy

## 1. Purpose

The purpose of this policy is to set out the values and responsibilities of the company towards the environment and highlight the best environmental practices that the company takes to demonstrate a more environmentally friendly workplace.

## 2. K2 Statement

K2 Partnering Solutions is committed to operating in compliance with all relevant environmental legislation and aims to manage its activities by using the best environmental practices.

## 3. K2 Statement Scope

This policy applies to all K2 staff, management and external contractors. It is displayed on the company intranet and is available to the public through our website.

## 4. K2 Environmentally Friendly Responsibilities and Best Practices

At K2 Partnering Solutions we acknowledge our responsibilities towards the protection of the environment. We promote environmental awareness among our employees and encourage them to work in an environmentally responsible manner.

More specifically:

### a) Recycling

- We recycle all waste.
- Information stickers on the bins around the office tell you what items should go in which bin:
  - All paper-based products, office glass, plastic and tins will be collected and disposed of in the appropriate containers provided by the office building or local authority.
  - Printer cartridges and toners will be returned to the manufacturer for re-use.

## **b) Reduction of Paper Consumption**

- We strive towards a paperless office and are dedicated to electronic means of communication where legally permissible.
- We recycle all paper products:
  - We recycle and separate cardboard and paper (advertising mail, used paper, cartons, paper and cardboard wrappers) into containers or containers intended for this purpose.
  - We separate it from the rest of the waste to facilitate its recycling and we do not dispose of any other waste in the paper bins to facilitate adequate segregation.
  - We encourage all staff to follow the motto “think before you print or print double sided where possible”. This means paper should be reused on one side for annotations, avoid printing successive drafts, print on both sides whenever possible and apply the same caution when making photocopies. There is also the option of printing two pages on each side of the sheet of paper, so that one sheet would display four pages of the document. This increases the saving of paper considerably.

## **c) Reducing Plastic Consumption**

- We try to use reusable cups and glasses to drink coffee/infusions/water as well as to avoid buying food that is packaged in bulky plastic containers.
- We recycle any plastic waste in the relevant recycling container.

## **d) Reduction of Water Consumption**

- We avoid unnecessary water consumption by turning off the taps when water runs unnecessarily during handwashing, tooth brushing or while washing dishes. This makes an important contribution to water saving. One drop per second is converted to 30 liters per day (approximately 10% of daily consumption). We also ask our staff to notify us of any water dysfunction or loss they detect in the office facilities.
- We use water from office water dispensers.

### e) Electricity Consumption

- We try to turn off our computers when they are not in use, especially at mealtimes, when not present at our desks or at the end of the day. If it is not possible to turn off the computers, we recommend turning off the screens and making sure you have "low power" mode enabled.
- We turn off the lights in all rooms of the office (kitchen, bathrooms, meeting rooms etc) when not in use. Long-term use contributes to reducing energy consumption. You can save up to 10% on electricity consumption if you keep the spotlights clean.
- The highest energy consumption of fluorescent tubes occurs in the ignition. Good environmental practice is to leave fluorescent and energy-saving light bulbs on, rather than turning them on and off continuously.

### f) Transportation

- We ask our people to use public transport whenever possible and reduce air travel if rail travel is possible.
- Where possible, we encourage our teams to conduct meetings via video conference or consider if they can reach a meeting location using a less environmentally damaging mode of transport.

## 5. Induction Process of the Policy

All employees must be introduced to the approach K2 Partnering Solutions takes towards the environment during the induction process. The HR department is responsible for ensuring that this happens, and that employees have understood all aspects of the ethical stance.

## 6. Interactions with Customers and Suppliers

We take environmental considerations into account when selecting our suppliers and contractors. We always try to purchase products and services that do the least damage to the environment, are environmentally friendly, re-usable, recyclable and that do not damage the environment.

Moreover, all interactions with customers and suppliers should follow the ethical stance of the organization. Any deliberate non-adherence with the ethical stance might result in disciplinary action.

## 7. Communication of the Policy

All communications from the organization must adhere to the ethical stance as set out in this policy. We promote environmental awareness among our employees and encourage them to work responsibly with the best environmentally practices as mentioned above.

### Version History

Version	Date	Update by:	Change description	Approved by	Date
1.0	March 2020	N/A	N/A	K2 Board	March 2020
2.0	May 2021	HR Compliance	N/A	K2 Board	May 2021
3.0	October 2022	HR Compliance	N/A	K2 Board	October 2022
4.0	October 2023	Compliance	N/A	K2 Board	October 2023

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