



Alkemy S.p.A.  
Green Office & Mobility Policy

# Content

- 1. PURPOSE ..... 3
- 2. RECIPIENTS AND SCOPE OF APPLICATION ..... 3
- 3. GREEN OFFICE COMMITMENT ..... 3
  - 3.1. ENERGY ..... 3
    - SERVERS..... 4
  - 3.2. WATER ..... 4
  - 3.3. WASTE..... 4
    - PLASTIC..... 5
    - PAPER ..... 5
    - IT EQUIPMENT..... 5
- 4. MOBILITY COMMITMENT ..... 5
- 5. EMPLOYEE ENGAGEMENT..... 6
- 6. APPROVAL AND DIFFUSION..... 6

## 1. PURPOSE

Alkemy S.p.A. (hereinafter also the “Company” or “Alkemy”) is an international public company with strong commitment to:

- reducing natural resource consumption by implementing energy-saving practices and also improving efficiency of its offices through green initiatives regarding water and waste and minimization of paper and plastic use;
- encouraging sustainable practices by increasing environmental awareness of employees and promoting less impactful means of transport.

The purpose of this Green Office & Mobility Policy is to foster ongoing improvements in the Company's environmental resolutions and outcomes and to provide guidelines in order to reduce the negative effects of office work on the environment.

Alkemy commits to adopting good practices in managing energy, water and waste and to choosing, whenever possible, sustainable forms of transportation.

## 2. RECIPIENTS AND SCOPE OF APPLICATION

This Policy applies to Alkemy S.p.A. and its Italian subsidiaries and its provisions and commitments are fully supported by the Group's top management.

In particular, the Green Office & Mobility Policy is aimed at inspiring employees, corporate boards, collaborators, job applicants, contractors and suppliers, and all persons who maintain relations with the Company to adopt environmentally sound habits and leading to high motivation towards more sustainable working habits.

Regarding supplier selection and procurement processes, Alkemy is committed to take into consideration environmental and human health's impacts, following sustainability principles whenever possible and convenient, as stated in the Supplier Code of Conduct.

## 3. GREEN OFFICE COMMITMENT

### 3.1. ENERGY

Alkemy is aware of the importance of using energy and other natural resources responsibly in order to protect the environment. The Company's commitment to these concerns is founded on the values outlined in its Code of Ethics, which requires all employees and collaborators to engage in the risk-prevention and environmental-protection processes.

The use of energy is a material issue for Alkemy since it may have a considerable impact on the environment and, as a result, on climate change.

The consumption of energy resources is mainly attributable to heating, office lighting, the functioning of company computers and to the use of fuels for company cars.

To reduce energy consumption Alkemy commits to promote environmental best practices including encouraging all employees to:

- Turn off computers and monitors when leaving the desk, also for short periods of time;
- Unplug laptop and phone chargers when not in use;
- Switch to energy-saving settings;
- Turn off and unplug peripherals when not in use;
- Turn off the lights when they leave a room if there is a lack of automation in this sense.

In particular, the lighting issue was furtherly addressed by implementing a smart lighting system that helps to reduce power consumption by automatically turning all lights off when the rooms are empty.

### SERVERS

Alkemy is aware that ICT infrastructures are responsible for a large portion of global emissions of CO<sub>2</sub> and that reducing the number of physical servers as well as lowering the energy consumed directly by servers and indirectly for cooling increases the utilization and efficiency of the remaining servers.

That is why the Company is using cloud-based services (instead of proprietary servers) when feasible, in order to optimize hardware utilization, which results in lower energy consumption and environmental benefits.

## 3.2. WATER

Alkemy is committed to having and promoting a diligent consumption of water within its offices, recognizing that “water is not a commercial product like any other but, rather, a heritage which must be protected, defended and treated as such” (EU Water Framework Directive – Directive 2000/60/EC).

In order to do so, undertakes to:

- Fixing leaks and check the building's water system regularly;
- Regularly maintain HVAC systems;
- Ensure that everyone at the organisation is aware of the need to be water efficient.

## 3.3. WASTE

Alkemy strives to reduce waste generation, recognizing it is one of the most straightforward ways to save natural resources and to diminish the Ecological Footprint.

As the European Waste Framework Directive (2008/98/EC) advises, Alkemy follows the “waste hierarchy” principles with the aim of encouraging the management of waste

materials, reducing the amount of waste produced, and recovering the maximum value from the waste streams that are produced.

The “waste hierarchy” principles consist in following five steps:

1. Eliminate – avoid producing waste in the first place;
2. Reduce – minimize the amount of produced waste;
3. Re-Use – use items as many times as possible;
4. Recycle – recycle what you can only after you have re-used it.
5. Dispose – dispose of what's left in a responsible way.

### PLASTIC

Alkemy makes a conscious effort to limit plastic use, therefore all employees are encouraged to avoid single-use plastic, to repurpose and re-use containers, packaging or waste products. In many offices water dispensers have been installed and employees have been provided with refillable water bottles.

### PAPER

Alkemy commits to reduce paper use by encouraging all employees to process, share and store documents electronically, instead of printing hard copies, to use both sides of a paper when printing is necessary and to give paper a second chance within the office (to reuse paper that has only been printed on one side for faxes, draft copies, internal documents or as scratch paper). In addition, Alkemy purchases recycled paper for a daily use.

### IT EQUIPMENT

Alkemy actively strives to reduce the environmental impact of its IT equipment along its entire lifecycle. Since a significant proportion of the lifetime carbon emission of ICT equipment is released in its manufacture, providing a regular maintenance can extend equipment lifecycle, so does reconditioning or repairing, whenever possible.

When equipment has reached end of life and must be either recycled or disposed, the Company undertakes to responsibly manage the process, according to local regulations.

## 4. MOBILITY COMMITMENT

Alkemy is determined to achieve its organizational aims, while following a low-carbon path.

Alkemy's core business is the provision of services to clients. These services are often carried out in the Company's offices and, in part, delivered in-person at the offices of the clients themselves. In order to reduce environmental consequences of transportation, Alkemy outlined some rules of conduct to influence the daily choices of the Company's employees and encourage an increase in company awareness towards the impact of motorized traffic in the urban environment.

Whenever possible, Alkemy enables working from home by putting in place ICT structures that allow its employees to meet and work together without physically being in the same office, therefore reducing the need for day-to-day travel.

Telework and videoconferences contribute to a greener environment by decreasing vehicle carbon emissions as a result of avoiding employee commuting.

If travel cannot be avoided, means of travel with lower GHG emissions (CO<sub>2</sub> equivalents per km) are encouraged: the use of public transport in the city shall be preferred, compared to the use of the private car or taxi and, when possible, train travels are preferred, compared to air travels.

In addition, thanks to an increasing awareness of the Company's employees, the adoption of hybrid and electric company cars over conventional gasoline or diesel-powered cars has been growing significantly over the years.

## 5. EMPLOYEE ENGAGEMENT

Alkemy acknowledges that awareness of employees is pivotal for a successful implementation of Green Office and Mobility practices. For this reason, the Company is proactively committed on informing its personnel on environmental issues and promoting sustainable working operations through its policies and initiatives.

Encouraging employees and co-workers to adopt green behaviours is key to improve the environmental footprint of Alkemy. The Company promotes and integrates in its company culture behaviours that allow to save energy, water, waste and to minimize paper and plastic use.

## 6. APPROVAL AND DIFFUSION

Alkemy and its Italian subsidiaries promote the adoption and the diffusion of this Policy to all addressees and to all persons who maintain relations with them.

These Guidelines are also made available on the corporate website, with a view to spreading and promoting further Alkemy's culture of Green Office & Mobility, and will be the subject of periodic updating, also on the basis of the results of internal assessments and monitoring actions undertaken.