

# Utimcao Environmental Policy (English)

Group Policy

**utimaco**<sup>®</sup>

## Imprint

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## 1 Introduction

The Utimaco Group (hereinafter referred to as "Utimaco") comprises of all Utimaco's business units worldwide.

Environmental protection is a fundamental building block for the production of high-class products and services. At Utimaco, environmental protection is a relevant part of the company's policy. At Utimaco, we are aware that our business activities can affect the environment. Environmental protection presents the entire world with one of the greatest challenges of the 21st century and is more relevant than ever. We see it as our duty to limit the negative impact on our environment to the absolutely necessary minimum. Within the framework of the economic and technical possibilities and requirements, as well as through adequate processes, we at Utimaco make our contribution to a sustainable future.

In our day-to-day operations, we comply with the applicable legal provisions, as well as the available regulations that affect the environment and we commit to environmental protection.

Corporate Social Responsibility (CSR) is very important at Utimaco. The purpose of this environmental policy is to define values, principles and responsibilities in environmental protection management. Utimaco expects all employees, business partners, contractual partners and other relevant parties to act sustainably.

Compliance with this environmental policy is a binding obligation for the parties mentioned above.

## 2 Environmental Standards

Utimaco's environmental awareness covers all phases of the product life cycle. It covers all activities from product development and production to the end of the product life and covers all relevant operational processes.

The environmental protection measures at Utimaco are aimed at reducing the negative environmental aspects of the company's activities. Waste is avoided or reduced to a necessary minimum. The consumption of water and other energy sources (electricity, gas, oil, fuels, etc.) is reduced by various measures. Sustainable energy sources are preferred. The use of operating materials is subject to a sustainability assessment. During purchase and operation sustainability and energy efficiency assessments are performed regarding the used resources.

An excerpt of the most important and relevant measures in the environmental protection program at Utimaco can be found below:

## • 2.1 Product-Related Environmental Protection

- The use of raw materials is reduced to the necessary minimum.
- The packaging of (physical) products is resource-saving and takes into account the protection of the products against transport damage.
- Where possible, sustainable and/or recycled materials are always preferred.
- The procurement of required components is carried out taking into account aspects of sustainability.
- Compliance with the requirements of the RoHS Directive and the national regulations in accordance with the WEEE Regulation.

## • 2.2 Energy-Related Environmental Protection

- Employees are encouraged to use energy in a thoughtful and sensible way.
- During air conditioning and heating of offices, the windows should be kept closed.
- Shock ventilation is preferable to permanent ventilation.
- At times when no employee is in an office, air conditioning and heating units must be switched off and the lighting switched off.
- Lighting in highly frequented areas of the company is operated via motion detectors or time relay switches.

## • 2.3 Waste-Related Environmental Protection

- Waste is generally collected and disposed of separately.
- Whenever possible, avoiding waste is preferred to the professional disposal of waste.
- Qualified and expert services are used for the disposal of waste.

## • 2.4 Travel and Environmental Protection

- Employees in all areas are encouraged to limit travel activities to an appropriate level. Virtual meetings are preferable to travel, as long as the situation allows.
- For unavoidable travel activities, a means of transport that is as environmentally friendly as possible should always be chosen.
- If flights are necessary, the use of business class will be avoided whenever possible.
- Up-to-date information is provided for employees in the current version of the "UTIMACO Travel and Entertainment Policy".

## 3 Scope

This Environmental Policy applies to every business unit operated by Utimaco worldwide. Local habits are never a justification for deviation from the standards, procedures and rules described. In the case of a conflict between the environmental policy and the laws, regulations and directives applicable locally, the legislation will be placed above the environmental policy. In this case, an adjustment of the environmental policy is examined and carried out individually.

The environmental policy continues to apply to every employee, officer, supervisor and management and also includes temporary employees. It is applicable to Utimaco, resellers, and contractors, as well as to any entity acting on behalf of Utimaco. All third-party activities commissioned by Utimaco must be carried out in compliance with this environmental policy or be replaced with appropriate alternatives.

## 4 Reporting of Violations

The reporting of deviations from the environmental policy by an employee or anyone else will not have any negative consequences for this person. This also applies in case that Utimaco suffers business or financial disadvantages triggered by a report of deviation. Employees who are aware of a deviation or suspect a deviation are required to report the incident immediately. An adequate investigation of the case can be initiated by a timely report.

The reporting of suspicions or known deviations takes place via the following e-mail address:

**[environmental-management@utimaco.com](mailto:environmental-management@utimaco.com)**

Each member within the scope of the Utimaco environmental policy is responsible for compliance with this environmental policy, which of course also includes the management.

## **5 Consequences of Disregarding**

Violations of environmental policy guidelines and guidelines may constitute grounds for taking disciplinary action. Questions regarding environmental policy should be sent to the following e-mail address:

[environmental-management@utimaco.com](mailto:environmental-management@utimaco.com)

## **6 Administration and Maintenance**

Utimaco's Chief Strategy Officer or an appointed representative (Environmental Protection Officer) is responsible for the administration and enforcement of the environmental policy. Utimaco's management retains responsibility for compliant behaviour in the sense of environmental policy, even when tasks are delegated.

The management receives a report on the state of environmental management from the designated environmental protection officers at regular intervals, but at least once a year. This report shall regularly ensure an assessment of the environmental management system regarding the adequacy, functionality and actuality.

## **7 Responsibility**

Every person within the scope of environmental policy must be familiar with the content of the environmental policy and behave compliant in accordance with it. The current version of the environmental policy is always available on the Utimaco homepage.

External requirements can change over time and thus also requires a change in environmental policy. Utimaco uses a legal register to monitor the actuality of external requirements, laws and regulations. Nevertheless, all employees, contractual partners, etc. are required to inform themselves independently and to remain up to date with the latest requirements. If there are concerns about the actuality of environmental policy or if invalid requirements are detected, each employee is encouraged to report these concerns.

Every employee is invited to participate in the further development of environmental policy in detail and environmental management as a whole. Any comments, ideas and change requests will be implemented after a successful review. Comments, suggestions and ideas can be addressed to the following e-mail address or the direct manager.

[environmental-management@utimaco.com](mailto:environmental-management@utimaco.com)

Aachen,  18 Oct 2021

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