

## SUSTAINABLE ADVANTAGE

# ESG REVIEW PROGRAMME

CERTIFICATE



Hallmarq has undergone the Sustainable Advantage ESG Review Programme covering the below areas. A tailored ESG action plan has been created and shared with the ESG committee for implementation with target scores set.

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| ENVI  | RONMENTAL   |  |
|-------|---|--|
| E1    | Landlord engagement (Company is not responsible for energy procurement contracts)                               |  |
| E3    | Procurement of renewable or low carbon (nuclear) energy (Company is responsible for energy contracts)           |  |
| E4    | Energy data collection and analysis (Company is responsible for energy contracts)                               |  |
| E5    | Energy consumption reduction (Company is responsible for energy contracts)                                      |  |
| E6    | Energy awareness  |  |
| E8    | Waste data collection   |  |
| E9    | Waste recycling (Company is responsible for waste disposal contracts)   |  |
| E10   | Waste to landfill (Company is responsible for waste disposal contracts)   |  |
| E11   | Waste reduction and communication (Company is responsible for waste disposal contracts)                         |  |
| E11.1 | Hazardous waste   |  |
| E11.2 | Waste compliance  |  |
| E16   | Sustainable packaging strategy  |  |
| E16.1 | Packaging - recycled content  |  |
| E22   | Staff - mode of transport   |  |
| E22.1 | Employee business travel  |  |
| E23   | Measuring and reporting on climate change risks and opportunities (Companies not required to report under TCFD) |  |
| E24   | Carbon emissions calculated   |  |
| E25   | Carbon emissions reduction plan   |  |
| E28   | Animal Welfare policy (animals managed in operations)   |  |
| E29   | Environmental governance and policy   |  |
| E31   | Environmental risk assessment   |  |
| E33   | Environmentally friendly products   |  |
| E34   | Product strategy and circularity  |  |

| SOCIAL      |  |  |
|-------------|--|--|
| S1          | Diversity, Equity and Inclusion - Strategy                 |  |
| S1.1        | Diversity, Equity and Inclusion - Practice                 |  |
| <b>S2</b>   | Developing Line Managers                                   |  |
| <b>S3</b>   | Skills and Career Development                              |  |
| <b>S4</b>   | Health and wellbeing                                       |  |
| <b>S5</b>   | Employee engagement  |  |
| <b>S6</b>   | Pay fairness   |  |
| <b>S7</b>   | Pay levels   |  |
| <b>S8</b>   | Grievances procedures                                      |  |
| S8.1        | Employee turnover  |  |
| S8.2        | Employee absenteeism                                       |  |
| S8.3        | Company ways of working (flexible / hybrid-working policy) |  |
| <b>S8.4</b> | Company ways of working (approach to parental leave)       |  |
| <b>S9</b>   | Strategic HR function                                      |  |
| <b>S10</b>  | Health and Safety (Policy and data)                        |  |
| S10.1       | Health and Safety (Implementation)                         |  |
| <b>S14</b>  | Customer engagement and satisfaction                       |  |
| S14.1       | Influencing customer behaviour                             |  |
| S14.2       | Customer due diligence                                     |  |
| S15         | Community engagement                                       |  |

| SUPPLY CHAIN |                             |  |
|--------------|-----------------------------|--|
| SC1          | Supplier Code of Conduct    |  |
| SC2          | Responsible Sourcing policy |  |





Sharon Dekker, ESG Director

The ESG scoring and badges/awards displayed have been awarded by Sustainable Advantage Limited (SA), our selected independent ESG Consultancy, following a rigorous programme of analysis (designed and developed by SA) of our processes and related data. The score and badge classifications represent the output from SA's programme and are their measurement of our endeavours, undertaking and progress in implementing ESG practices and policies throughout our company (and are not based on any industry-wide benchmark or standard). Neither a score nor a badge is a quality assurance mark, endorsement or certification of our products and services.





| GOV   | ERNANCE   |
|-------|---|
| G1    | Policy Review Management  |
| G2    | Policies readily accessible   |
| G3    | Training on policies  |
| G4    | Anti bribery and corruption policy and procedures                         |
| G4.1  | Business Code of Conduct / Ethical Business Conduct policy and procedures |
| G4.2  | Corporate purpose   |
| G4.3  | Conflicts policy and procedures   |
| G5    | Corporate Criminal Offence policy (tax evasion)                           |
| G8    | Board / Senior leadership diversity                                       |
| G9    | Employee Code of Conduct  |
| G10   | Whistleblowing policy and procedure                                       |
| G11   | GDPR / data privacy policy  |
| G12   | Cyber security programme  |
| G13   | ESG Risk management and monitoring  |
| G13.1 | ESG related Management Systems  |
| G14   | Business Continuity   |
| G15   | ESG management  |
| G15.1 | Budget for ESG  |
| G15.2 | ESG training  |
| G16   | ESG policy / statement  |
| G19   | Modern Slavery Statement and reporting                                    |

| ESG INTEGRATION |  |  |
|-----------------|--|--|
| ESG1            | Benchmarking of ESG performance                        |  |
| ESG2            | ESG data (metrics) independent review and verification |  |
| ESG3            | Board engagement in ESG programme                      |  |
| ESG4            | United Nations Sustainable Development Goals (UN-SDGs) |  |
| ESG5            | ESG data capture (metrics)                             |  |
| ESG5.1          | ESG Reporting  |  |
| ESG6            | ESG Strategy, setting goals and reporting progress     |  |
| ESG7.1          | Product safety   |  |
| ESG<br>7.4      | Product labelling                                      |  |
| ESG8            | Providing your ESG information to existing clients     |  |
| ESG9            | Stakeholder engagement                                 |  |



### SUSTAINABLE ADVANTAGE ESG REVIEW METHODOLOGY

Sustainable Advantage's ESG Review programme covers 15 material themes and 128 potential individual topics aligning with international ESG scoring and review frameworks including UNSDGs, GRI and SASB.

1

#### Sustainable Advantage ESG scoring framework

128 material topics across 15 themes.



2

We select material topics from our ESG Review framework that reflect the unique characteristics of each company we work with, to create a bespoke ESG performance improvement report. Characteristics considered include:

- Sector
- Client base and their ESG focus
  - G focus Compliance requirements

- Geographical location(s)
- Ownership structure
- Stage of ESG journey

- Business model
- Employees

• Unique characteristics

Size

- Tender requirements
- Competitor focus



3

#### Company ESG Review programme

Company is scored across the material themes and provided with an overall score, as well as a target score, alongside key recommendations to support the achievement of these.



#### Company ESG Review programme process:

- Meet with senior management team to kick off the Review programme.
- Conduct a high level stakeholder ESG maturity review of the following:
  - Clients
  - Shareholder demands
  - Compliance requirements
  - Competitors
  - Suppliers
  - Employees
- Meet with senior ESG contributors / department heads.
- For each topic, a score between 0 and 4 is assigned reflecting current ESG performance.
- Scores are presented in the Summary of ESG Performance table reflecting Environmental, Social, Supply Chain, Governance and ESG Integration elements, each of which are rebased to 100%. The total score is calculated as a percentage of achieved points over the total points available.
- Set targets for a time period aligned with financial year end.
- Create an ESG action plan to reach the target scores which is driven by materiality as well as strategic priority.
- Propose ESG metric set to track the success of the ESG programme.
- Where appropriate, actions are uploaded to the Sustainable Advantage ESG Performance Tracker platform, with actions allocated for completion by nominated team members, enabling improvement to be monitored in real time.

ESG maturity is based on the total ESG score achieved:







| 0-19%   | Emerging    | Company is at beginning of journey to define business success through an ESG risk and opportunities lens. Heightened likelihood of potential for non-compliance / risk areas. Opportunity to adopt ESG practices across the organisation.   |
|---------|-------------|---|
| 20-39%  | Progressing | Company has begun to develop ESG initiatives due to reactive / compliance led necessity across some areas of ESG.   |
| 40-59%  | Established | Company understands the benefits of ESG and has implemented interventions to improve operations but has yet to evolve a mature strategic approach.  |
| 60-79%  | Excellent   | Company has strategically developed and integrated key areas of ESG that are important to business operations.  |
| 80-100% | Leading     | Company has developed and integrated a holistic approach to ESG and may be considered leaders in the field. The primary role of the business is to create value and benefits for society and the environment. Actively engages across the organisation to tackle systemic ESG issues. |



The Sustainable Advantage ESG scoring framework is actions based and thematically aligned with major ESG frameworks including the UNSDGs, GRI and SASB. The core areas of the Sustainable Advantage framework and desired outcomes are as follows:

#### **ENVIRONMENTAL**

| MATERIAL<br>THEME                                  | SECTION<br>CONSIDERED                                  | FOCUS AND DESIRED OUTCOMES  |
|--|--|---|
| ENVIRONMENTAL<br>PROTECTION                        | Governance,<br>policies and<br>pollution<br>management | Understanding operational pollution risks, ensuring a responsible policy management approach and compliance with regulatory requirements and minimising pollution.  |
| BIODIVERSITY                                       | Ecological impact                                      | Understanding the risks and opportunities regarding the operational impacts on nature and biodiversity and ensuring a responsible policy driven management approach. Monitoring and measuring company performance to limit negative impacts on fauna and flora. |
| ENERGY,<br>WASTE AND                               | Energy<br>management                                   | Procuring renewable energy (transitioning from fossil fuels to renewable sources), measuring and reducing energy consumption.   |
| WATER  | Waste<br>management                                    | Measuring and reducing waste generated, enhancing waste recycled and diverting waste sent to landfill.  |
|  | Water<br>management                                    | Measuring and reducing water consumption and identifying opportunities for water re-use.  |
| TRANSPORT  | Transport  | Responsible approach to driving behaviours, use of technology such as telematics. Evolving fleet to transition from fossil fuels to low carbon fuels or electric vehicles.  |
|  |  | Measuring employee commuting, business travel and home working emissions and influencing behaviours through incentivisation to reduce operational carbon emissions.   |
| GREEN HOUSE<br>GAS (GHG)<br>EMISSIONS<br>REDUCTION | Green House Gas<br>(GHG) emissions                     | Measuring and disclosing Scope 1, 2 & 3 emissions in line with the GHG protocol. Setting SBTi Net Zero Standard aligned target. Carbon offsetting. Reducing emissions to halt climate change.   |
| CLIMATE<br>CHANGE                                  | Climate risk and opportunity and TCFD                  | Understanding business risks and opportunities posed by climate change with a robust climate strategy in place.   |
| ADAPTATION<br>AND<br>RESILIENCE                    |  | Reporting against the majority / all of TCFD requirements. Qualitative and quantitative climate scenario analysis conducted for >2 scenarios.   |
| MATERIALS,<br>PRODUCT<br>DESIGN AND                | Product<br>sustainability                              | 'Green' or 'environmentally friendly' products / services that make up a material portion of a product /service portfolio whereby the company gains a competitive advantage through these products.   |
| LIFECYCLE<br>MANAGEMENT                            |  | Company participation in extended producer responsibility (EPR) initiatives including direct product take-back, recovery and recycling / closed loop system.  |
|  | Packaging and plastics                                 | Measuring packaging profile, setting improvement targets and reporting performance improvement annually against a baseline. Improve recycled content as well as recyclability of packaging. Use of environmentally friendly inks.                               |
|  |  | Measuring the quantity of single-use plastic within product portfolio / used in operations and reporting performance improvement annually against a baseline and reducing these.  |
| ANIMAL<br>WELFARE                                  | Animal welfare in operations                           | Understanding responsibilities towards animal welfare within operations and ensuring a responsible policy management approach.  |



#### SOCIAL

| MATERIAL<br>THEME | SECTION<br>CONSIDERED   | FOCUS AND DESIRED OUTCOMES  |
|-------------------|---|---|
| HUMAN<br>CAPITAL  | People strategy   | Ensuring a responsible policy management approach. Corporate culture focused on diversity, inclusion, equity, wellbeing, engagement and career development. HR can evidence that the workforce feels a sense of belonging and are committed to helping the company achieve its business goals. Reporting performance against comprehensive metrics set annually. Create an engaged and loyal workforce.   |
|                   | Health and safety   | Ensuring a responsible policy management approach and measuring H&S accidents, incidents and near-misses, setting improvement targets if necessary and reporting performance improvement annually against a baseline. Limit H&S incidents.  |
| CUSTOMERS         | Product quality,<br>safety and<br>accessibility                   | Ensuring a responsible policy management approach to product quality and safety with formal external assurance accreditations and certifications in place as applicable. All ESG credentials are substantiated independently. Measuring and disclosing all metrics as applicable.   |
|                   | Customer<br>engagement  | Ensuring a responsible policy management approach to customer relations. Measuring customer sentiment. Corporate ESG commitments are shared and positive sustainability behaviours encouraged. Company has insight into customer ESG behaviours across a sample of policies, behaviours and practices that signal positive citizenship.   |
| COMMUNITIES       | Communities   | Proactive approach to community engagement with initiatives appropriate to the size of the company. The strategic partnerships approach reflects corporate values and business objectives. Measuring and disclosing all metrics as applicable.  |
| SUPPLY CHAIN      | Responsible<br>Sourcing policy<br>and Supplier<br>Code of Conduct | Ensuring a responsible policy management approach with the supply chain fully engaged. Procurement team fully trained on policies and approach. Ensure supply chain is equally focussed on ESG and aligns with the company's requirements and ESG approach.   |
|                   | Supply chain<br>mapping and<br>ESG performance<br>improvement     | Full traceability of tier 1, 2 and 3 suppliers with records in place noting ESG certifications / accreditations. A proactive approach to integrating ESG criteria into procurement decision-making processes. Sustainably certified materials are procured where possible. Supplier audit takes place. Programmes evidenced and disclosed to improve ESG performance within the supply chain. Supply chain transparency where applicable to the sector. |
|                   | Nature and<br>biodiversity in<br>supply chain                     | Understanding the risks and opportunities regarding supply chain impacts on nature and biodiversity and ensuring a responsible procurement approach defined within policies as appropriate.   |
|                   | Plastics in supply chain  | Measuring the quantity of single-use plastics and, if applicable, microplastics, within the supply chain, apportioned to company demand. Reporting performance improvement annually against a baseline.   |
|                   | Transport and logistics in supply chain                           | Proactive approach towards selecting lower-impact transportation methods to reduce carbon emissions.  |
|                   | Digital emissions in supply chain                                 | Ensuring a responsible policy management approach with proactive migration of IT infrastructure to the cloud, with GHG emissions measured and disclosed.  |
|                   | Animal welfare in supply chain                                    | Ensuring a responsible policy management approach to animal welfare in the supply chain with animal products procured from responsible sources.   |



#### **GOVERNANCE**

| MATERIAL<br>THEME    | SECTION<br>CONSIDERED                | FOCUS AND DESIRED OUTCOMES   |
|----------------------|--------------------------------------|--|
| POLICY<br>MANAGEMENT | Policy<br>management                 | Ensuring a responsible policy management approach with employees fully engaged and aligned with the policy suite.  |
| BUSINESS<br>CONDUCT  | Business ethics and oversight        | The company is a purpose-led organisation with a full suite of responsible business conduct policies in place. Responsible approach to operational risk and business continuity / disaster recovery planning.  |
|                      | Data and cyber security              | Ensuring a responsible policy management approach to ensure compliance with data protection regulations and evidences a defensive posture towards operational cyber security.  |
| ESG<br>INTEGRATION   | Benchmarking<br>and alignment        | The company is aligned to the United Nations Sustainable Development Goals and can evidence contribution. The company understands its ESG performance in the context of competitor and client performance and information demands. Regular stakeholder engagement on ESG material themes takes place.                |
|                      | ESG<br>management and<br>performance | Ensuring a responsible policy management approach to ESG management and performance with designated ESG responsibilities assigned throughout the company. Performance progress is reported regularly to the board. ESG budget in place. ESG training in place. Management remuneration is linked to ESG performance. |
|                      | Strategy and reporting               | A proactive approach to communicating ESG strategy with clear targets, goals and KPIs defined. System in place to capture comprehensive ESG metrics. ESG performance is disclosed into the public domain, updated annually with extensive and insightful explanations and analysis of trends.                        |
|                      | ESG supporting business development  | Compliant approach to meet requirements of PPN 06/20 and 06/21 for public sector tendering when applicable. Measuring and disclosing all metrics as applicable.  |
|                      |                                      | ESG performance is integrated into business development function, with evidence that ESG has contributed to winning tenders.   |
|                      | ESG linked-<br>finance               | A proactive approach to implementing internal carbon prices to drive operational emissions down.   |
|                      |                                      | A proactive approach linking ESG performance to external financing.  |

