

documaster

**ENVIRONMENTAL MANAGEMENT
SYSTEM AND
ESG POLICY
V1.3 - 09/25**

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1.3 – Approved version	30.08.2025	Simen Sandberg	Svein Henning Kirkeng

1. About This Document

1.1 Environmental, social and governance matters (ESG) do not exist in isolation. ESG is about integrating these aspects under one common umbrella to demonstrate the positive impact our business has on the world.

1.2 This document provides information about our future ESG efforts. This includes reporting, disclosures, business practices, guidelines, procedures, investments, board activities, stakeholder engagement and investor relations. The environmental management system is based on the ISO 14001 standard - Environmental management systems

1.3 Nothing in this document shall be interpreted as limiting or reducing our existing obligations, whether legal or ethical.

2. Purpose of This Policy

2.1 The purpose of this policy is to provide information about ESG (environmental, social and governance factors) and encourage the business to understand ESG better.

2.2 This policy is not part of any employment contract or other service contract and may be amended at any time.

3. Responsibility for This Policy

3.1 Documaster Holding AS and its legal subsidiaries have overall responsibility for ensuring the effective implementation of this policy. Responsibility for implementation is delegated to the management team of Documaster AS.

3.2 Line managers have day-to-day responsibility for this policy, and questions about the policy should be directed to them in the first instance.

3.3 The policy is reviewed annually by management, and changes may be made at any time in line with new guidance from the authorities.

4. Our ESG Commitment

4.1 We strive to build sustainable, fair, healthy and diverse communities through innovative business practices and exemplary ESG performance. This applies to all aspects of our business, including project design, operations, collaboration with stakeholders and reporting on progress.

4.2 This ESG policy describes our approach to sustainability. At the heart of our policy is a corporate culture that places sustainability at the centre of our business operations and values.

6. Measures to Reduce Energy Use and Carbon Footprint

6.1 We take several measures to achieve our environmental objectives, including:

- Investing in energy-efficient technology and renewable energy: We prioritise investments that reduce our energy consumption and carbon footprint.
- Implementing measures to reduce energy use in our facilities and operations: We implement various measures to improve energy efficiency in our day-to-day activities.
- Action plan: Each individual company in the Documaster Group is responsible for preparing a concrete action plan that supports these objectives.

7. Climate Change and Environment

7.1 We are committed to reducing our energy and carbon impact, as we consider climate change to be one of the greatest risks facing the world. Our sustainability programme focuses on environmentally friendly measures that provide efficiency, value and health in the short term for our business, employees and society.

7.2 We seek to comply with applicable environmental legislation and work to minimise our environmental impact in all jurisdictions where Documaster Holding AS and its subsidiaries operate.

7.3 Our use of digital communication solutions helps reduce physical travel and promote a more sustainable digital experience.

7.4 We prioritise migrating our customers to cloud products, which are more scalable, cost-effective and better for sustainability.

8. Specific Objectives

8.1 To demonstrate our dedication to sustainability, we have set specific objectives that follow recognised frameworks.

Our environmental objectives are based on Science Based Targets (SBT): We follow this framework, which helps companies set climate targets in line with the latest climate science. The objective is to limit global warming to well below 2°C above pre-industrial levels and to pursue efforts to limit warming to 1.5°C.

8.2 Targets:

- Reduce Scope 1 and Scope 2 emissions by 42%: From 53 tCO₂e in 2022 to 30 tCO₂e by 2030.
- Set long-term targets for Scope 3 emissions by 2050: We plan to establish these targets within the next two years as we mature in the ESG area.
- The objectives have been reviewed by the Documaster Board.

8.3 Reporting

- Status and progress related to our sustainability objectives are reported to the Board each year and are included in the Board of Directors' annual report.

8. Social Responsibility

8.1 We focus on investing in our employees and collaborating with customers, local communities, investors and suppliers.

8.2 We are committed to providing a challenging, dynamic, inclusive and diverse working environment that supports employees' professional development and promotes a healthy work-life balance.

8.3 Documaster Holding AS and its subsidiaries work to ensure equal access for everyone, regardless of ability or circumstances, and provide the tools needed to perform well in their roles.

8.4 We support initiatives that benefit the environment, human welfare and education, including skills training and economic development in the local communities in which we operate.

8.5 We engage suppliers, customers and employees on safety, health and wellbeing.

8.6 By setting requirements and collaborating with our suppliers on socially responsible practices, we will help ensure a safe, orderly and organised working life.

9. Ethical Governance

9.1 We promote strong oversight, transparency and risk management at all levels of the organisation to ensure resilience and long-term value preservation.

9.2 Documaster Holding AS and its subsidiaries maintain good corporate governance through sound board leadership, management accountability and proactive risk management.

9.3 We reduce risk exposure and build resilience to climate change and other catastrophic events through smart design.

9.4 We are committed to high ethical standards through strong ethical guidelines, continuous ethics training and leadership that promotes a culture of integrity.

9.5 We cultivate strong stakeholder relationships through transparency, open communication and responsiveness to stakeholder input.

9.6 We establish clear and effective governance for ESG, set targets and establish accountability through our ESG committee and reporting to the Board.

10. Human Rights

10.1 The work on human rights and decent working conditions is anchored in our governing documents for ethics and sustainability

Documaster conducts ongoing assessments of our suppliers in accordance with the Transparency Act principles ([documaster.com](https://www.documaster.com)). Our suppliers must sign a supplier declaration confirming that they work to follow our ethical guidelines, respect human rights and ensure decent working conditions.

10.2 These principles form the basis of our work

- We work to ensure that we and our suppliers and partners in Norway and internationally uphold the fundamental human rights adopted by the UN
- All businesses have a responsibility, and everyone has an opportunity to contribute to developments that strengthen human rights and prevent breaches of them.
- We shall be drivers for strengthening social responsibility work in supply chains, identifying risk and actual adverse incidents, and remedying them.
- We see it as an important part of our work, together with our partners, to contribute to decent working life, both nationally and internationally.

11. The Company's ESG Efforts

11.1 ESG is about assessing our net positive impact in the world and taking coordinated, measurable steps to improve it. Our employees, local communities and the world are at the core of our values.

11.2 The ethical and practical values that make up ESG are central to our business. Increased awareness among stakeholders gives us the opportunity to tell our story of positive impact.

11.3 By considering a broad range of factors, from environmental and climate change to social issues and investments in employees, we can better tell our story and demonstrate the positive impact we have on the world.

12. Our Global Responsibility

12.1 We have a duty to our employees, customers and the world. ESG gives us the opportunity to bring these impacts together. We invest in our employees, protect the environment and are good corporate citizens.

12.2 Promoting openness, sustainability and respect are our main objectives. We value collaboration and continuous alignment of the business with our values.

12.3 Our commitment to improving our social and environmental performance demonstrates a strong management stance and a values-driven culture.

13. ESG and Our Reputation

13.1 ESG is fundamental to our reputation. Positive interactions with stakeholders build our reputation, which is essential for long-term success.

13.2 We want stakeholders to be proud of our business. Part of this pride is understanding our positive impact on the world.

13.3 Environmental sustainability is both an ethical and commercial imperative. Managing our carbon footprint is strategically important.

13.4 Social - Our employees are at the core of our business. We promote an environment that values unique talents and contributions and builds an inclusive workplace.

13.5 Governance - Good governance is fundamental to our business. We place great emphasis on compliance and integrate it into our business operations.

14. Responsibility to Our Customers

14.1 We are committed to providing the best service to our customers, who are at the core of our business.

14.2 Customers who see us as partners reward us with continued collaboration and contribute to our reputation.

14.3 ESG priorities are important to both investors and customers. Our actions shall reflect our customers' expectations for sustainability and ethical business practices.

14.4 Understand ESG, its impact and its importance to our business. Be proud of our positive impact on the world.

15. Your Role in ESG

15.1 As a member of our business, you are responsible for ensuring that the organisation thrives. This includes understanding your role in ESG:

- Our strategic ESG objectives
- How we plan to achieve them
- Your contribution to these objectives
- How to discuss ESG with customers and third parties
- Where you can report concerns or breaches of the guidelines

15.2 At an individual level, you can contribute to our ESG objectives:

Environment - Reduce carbon emissions:

- Choose environmentally friendly travel options
- Hold meetings remotely where possible
- Avoid unnecessary printing
- Use the office's recycling and energy-saving measures

Social - Promote diversity and inclusion:

- Comply with the company's code of conduct guidelines
- Report discrimination and harassment
- Respect and value the views of others
- Encourage colleagues to contribute
- Use employee support programmes

Governance - Follow our procedures:

- Maintain privacy rules
- Ensure accurate records
- Follow HSE guidelines
- Be an ethical role model

16. Reporting Breaches of the Policy

16.1 Any suspicion or actual breach of this policy should be reported. By reporting, you help us take the necessary steps to improve our processes.

16.2 We have a procedure for reporting concerns that provides confidentiality and protects you against retaliation. Contact HR for guidance.

16.3 Retaliation against employees who report breaches in good faith is not permitted. All reported cases will be investigated, and necessary measures will be taken.

17. Conclusion

17.1 Our ESG policy is a central part of our business, promoting sustainability, social responsibility and good governance.

17.2 We encourage all employees to understand, implement and contribute to our ESG strategy, thereby supporting our vision of a positive global impact.

18. Further Information

17.1 For further information or questions about our ESG policy, please contact the HR department or your immediate manager.