

MOBILITAS

Environmental Sustainability Procedure



CREATION AND MODIFICATIONS

VERSION	WRITTEN BY	VERIFIED BY	APPROVED BY	EVOLUTION	ACTIVITIES	DIFFUSION
V1	O. KLOPPERS ESG Coordinator 06/06/2024	R. WEBBER-GREEN Executive Assistant 06/08/2024	C. CASTRO CEO 19/08/2024	Creation	All	External

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1. ABOUT THIS PROCEDURE

- 1.1. This Environmental Sustainability Procedure formalises our commitment to supporting the principles of environmental sustainability and recognises that a sustainable environment is central to our lives and our work.
- 1.2. The MOBILITAS Group is committed to managing its activities to promote environmental sustainability, conserve and enhance our natural resources, prevent environmental pollution, and bring about continual improvement in our environmental performance.
- 1.3. The aim of this Environmental Sustainability Procedure is to integrate a philosophy of environmental sustainability into all of the group's activities and to establish and promote sound environmental practice in our operations. We will achieve this by:
 - a. Informing staff and stakeholders of our commitment to the environment and sustainability.
 - b. Supporting the implementation of environmental actions within our group.
 - c. Monitoring the progress of those environmental actions.
 - d. Communicating the outcome of those environmental actions to relevant stakeholders.

2. WHO IS RESPONSIBLE FOR THIS PROCEDURE?

- 2.1. This procedure is owned by the board of the MOBILITAS Group. It was adopted on 26th of July 2024 and will be reviewed every year. Changes may be made at any time based on guidance or amended organizational priorities.
- 2.2. The MOBILITAS Group's ESG Committee is responsible for the group-wide implementation of this procedure. The ESG Committee members include:
 - a. Cedric CASTRO Chief Executive Officer of the MOBILITAS Group
 - b. Paul MASSARDIER Chief Operating Officer of the MOBILITAS Group
 - c. Ido BARNER Agent and Partner Relations Director of the MOBILITAS Group
 - d. Roleen WEBBER-GREEN Executive Assistant to the Chairman of the MOBILITAS Group
 - e. Odin KLOPPERS ESG Coordinator of the MOBILITAS Group
- 2.3. Line managers have a day-to-day responsibility for the local implementation of this procedure.
- 2.4. Suggestions for changes or additions to this procedure are welcome and should be reported to the MOBILITAS Group's ESG Department - esg@mobilitas.org.

3. WHO DOES THIS PROCEDURE APPLY TO?

- 3.1. This procedure covers all employees, officers, directors, consultants, volunteers, interns, and casual workers.
- 3.2. The MOBILITAS Group aims to source from responsible suppliers, that adhere to the same principles outlined in this policy. This is further described in our brand-specific Supplier Codes of Conduct.
- 3.3. This procedure does not form part of any contract of employment or other contract to provide services, and we may amend it at any time.

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4. ENVIRONMENTAL SUSTAINABILITY STATEMENT

4.1. The MOBILITAS Group commits to the following principles and practices:

- f. Monitoring and managing our environmental performance and working towards targets set to reduce adverse impacts.
- g. Complying with all relevant international, national, state, and local environmental procedures, practices, regulations and legislation, and industry-specific best practice.
- h. Reducing the consumption of natural resources in daily operations, including water, paper, and energy.
- i. Maximising the recycling of resources.
- j. Disposing of all waste appropriately, and minimising waste sent to non-recycling disposal sites.
- k. Minimising pollution by taking steps to limit carbon emissions resulting from vehicle and air travel.
- l. Where possible, encouraging suppliers to meet the highest standards of environmental performance.
- m. Communicating this procedure to all employees, suppliers, and other stakeholders, as well as making this procedure available to the general public.
- n. Reporting on the company's environmental performance in both internal and external communications, where relevant.
- o. Reviewing this procedure annually and measuring targets and performance twice per year.

5. OUR ASSETS

- 5.1. The MOBILITAS Group is dedicated to enhancing the assets we own, lease, or manage to reduce our environmental impact and increase opportunities for nature to thrive. Our assets include land, water, and air within our financial interest or management scope.
- 5.2. Firstly, to reduce the environmental impact of our assets, the MOBILITAS Group aims to reduce energy consumption in all its locations.
- 5.3. To accomplish a reduction in emissions from energy use, we will:
 - a. Undertake energy audits in all locations.
 - b. Produce a plan to reduce our energy usage.
 - c. Investigate how solar energy can be used.
 - d. Produce a plan to reduce carbon emissions to a minimum.
- 5.4. We will review and reduce our Scope 1 emissions. These are emissions which occur from sources directly controlled by our organization, such as boilers and owned vehicles.
- 5.5. We will review and reduce our Scope 2 emissions. These are indirect emissions from sources such as purchased electricity.
- 5.6. We will review and reduce our Scope 3 emissions. These are emissions from our supply chain, travel and purchased goods.
- 5.7. Taken together, these efforts to review and reduce our Scope 1, 2 and 3 emissions help us to reach net zero emissions in line with the objectives of the [United Nations Paris Agreement \(2016\)](#).
- 5.8. Our second objective is to prevent any detrimental effects on the natural environment and actively support biodiversity through our actions.
- 5.9. We will achieve this by:
 - a. Protecting and enhancing the quality and extent of the natural environment in the assets we own, lease or manage.
 - b. Managing our assets in a manner that protects biodiversity in our locations of operation.

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- c. Phasing out the use of harmful chemicals, including cleaning fluids and vehicle oils, on the assets we own, lease, or manage.
- 5.10. We encourage the efficient use of water for all assets we own, lease or manage.
- 5.11. We will ensure staff and other users of our buildings are aware of how to reduce the use of water, and reuse water wherever possible.

6. SUSTAINABLE TRAVEL

- 6.1. The Mobilitas Group aims to reduce the environmental impact of business trips and staff commutes.
- 6.2. We will achieve this by:
- a. Encouraging the use of digital meetings wherever possible.
 - b. Encouraging staff to take public transport, cycle or walk to work wherever possible.
 - c. Supporting and encouraging the use of electric and other low emissions vehicles.
 - d. We will actively work to reduce air travel as much as possible, for trips where there is a reliable alternative mode of transport.

7. WASTE AND RECYCLING

- 7.1. The MOBILITAS Group commits to keeping waste to an absolute minimum by preventing, reusing, recycling, or recovering waste wherever possible. We will aim to sort, store, and dispose of waste properly and in a sustainable manner in all our locations.
- 7.2. We aspire to be a zero-waste organisation. We will achieve this by:
- a. Reusing packaging materials such as cardboard boxes.
 - b. Recycling recyclable material where feasible.
 - c. Reducing the use of non-recyclable material.
 - d. Promoting and encourage recycling by all staff.
 - e. Minimise the amount of printing and the amount of wastepaper.
 - f. Using electronic communication as our primary method of communication.

8. SUSTAINABLE PROCUREMENT

- 8.1. The MOBILITAS Group aspires to reduce its carbon footprint throughout our supply chain. We commit to the principles of buying locally and making a concerted effort in all our procurement decisions to reduce the distance travelled between source and destination where feasible.
- 8.2. We commit to timely procurement and encourage less environmentally damaging ways for international procurement needs. When these decisions are made in a timely manner, overland or overseas shipping can be used instead of flights, which reduces the carbon footprint of the procurement spend compared to aviation.
- 8.3. We will achieve the objectives of sustainable procurement by:
- a. Sourcing materials and services locally where available.
 - b. Favouring cardboard or other wood-based materials from certified recyclable or sustainable sources.
 - c. Sourcing consumables, such as cleaning materials and inks, from eco-friendly materials.
 - d. Encourage suppliers to document their sustainability policies and report their measures.
 - e. Review existing procurement practices and plan future spending guided by the principles of environmental sustainability, recognizing that implementation may vary globally due to diverse regional contexts.
- 8.4. We will encourage suppliers to adopt principles of environmental sustainability.

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9. INFORMATION TECHNOLOGY

- 9.1. We will work towards the use of energy-efficient PCs, laptops, monitors, mobile devices, network, and server hardware where feasible.
- 9.2. Equipment must be disposed of correctly through an approved e-waste recycling supplier where possible.
- 9.3. We will make available the use of applications and systems to reduce the need for printing paper and reduce the use of personal printers where they are not required.

10. TRAINING AND STAFF INVOLVEMENT

- 10.1. The MOBILITAS Group will encourage all staff to undergo training on environmental sustainability and climate change, to raise awareness of environmental sustainability across our operations.
- 10.2. We encourage collaboration and involvement of all staff in our environmental sustainability efforts. Staff involvement is critical to ensuring the adoption of this procedure and in our efforts to tackle climate change.
- 10.3. We will establish an ESG Committee to drive involvement and stewardship of sustainability across the organisation. (See point 2.2 of this procedure)

11. ACTIONS FOR THE MOBILITAS GROUP

- 11.1. The Mobilitas Group is committed to the guidelines described in this procedure. To ensure that the procedure's implementation and execution are feasible for all stakeholders involved, the MOBILITAS Group commits itself to the following actions:
 - a. The MOBILITAS Group will make this procedure available to all stakeholders to whom this procedure applies.
 - b. The MOBILITAS Group will ensure that training on this procedure, as well as the specific trainings discussed in this procedure, are available on the Group's training platform.
 - c. The MOBILITAS Group will set up a central point of contact (esg@mobilitas.org), so that the stakeholders to whom this procedure applies, can meet the communication requirements as outlined below.
 - d. The MOBILITAS Group will develop the communication materials that are required for the subsidiaries' effective communication on sustainable practises. These include, but are not limited to: office posters, email templates and infographics on the below discussed sustainability actions.
 - e. The MOBILITAS Group will provide the necessary templates for ESG related data requests, ensuring timely availability and communication on the request, and providing necessary training when required.
 - f. The MOBILITAS Group will carefully review all ROIs on sustainable investments, ensuring an unbiased evaluation. Branch managers will receive a timely written or verbal response to their requests.

12. ACTIONS FOR OUR SUBSIDIARIES

- 12.1. The Subsidiaries of the MOBILITAS Group bear a responsibility to execute this procedure's rules and guidelines in their respective branches. To guide them in this process, this procedure outlines a set of actions required from each subsidiary to improve environmental sustainability across the group.

12.2. Each subsidiary must:

- a. Notify staff of the available sustainability related training materials on the group's training platform to improve awareness of the topic of sustainability.
- b. Communicate the environmental sustainability strategy with office and operational staff, for example through signage in staff areas, email communication, and training programs that clarify what is expected from employees.
- c. Submit requested environmental and social data according to the Group's quality management system.
- d. Perform an ESG risk assessment and develop an action plan through the 52WP according to the Group's quality management system.
- e. Communicate completed sustainable investments with the Mobilitas Group's ESG department via esg@mobilitas.org, to ensure the group's sustainability reports meet requirements.
- f. Optimize Heating, Ventilation, and Air Conditioning (HVAC) usage by adjusting the temperature and turning HVACs off outside of office hours.
- g. In locations where separated waste can be collected, separate waste into the following categories:
 - Paper/ cardboard waste
 - Plastic waste
 - Organic waste
 - E-waste (Electronic waste)
 - Glass waste
- ↳ *We recommend achieving this by removing all private bins in your office and placing coloured bins with clear signage in staff areas, such as a meeting room or canteen. Please refer to esg@mobilitas.org for more information.*
- h. Reuse operational packaging, such as cardboard boxes, wooden lift vans and bubble wrap.
- i. Optimize fleet efficiency through the following means:
 - Regular maintenance reviews of vehicles
 - Ensure proper tyre pressure
 - Optimizing driving routes where possible, for example by combining trips
 - Notify drivers of the available eco-driving training on the group's training platform
- j. Reduce paper consumption by:
 - Promoting digital document management according to the guidelines of the 'Green IT' training, available on the group's training platform
 - Printing double-sided if possible
 - Printing only using black ink if possible
- k. Optimize water usage by creating awareness about water reduction strategies amongst staff through communication materials, such as a poster or an email. Communication materials can be requested from the group's ESG department via esg@mobilitas.org.

12.3. Each subsidiary is encouraged to:

- a. Appoint a local sustainability champion amongst its staff who can oversee the implementation of sustainable actions in the branch and report to the group's ESG department.
- b. Partner with a waste management provider that recycles separated waste wherever possible.
- c. Donate office (e-)waste to a local charity/ salvation army.
- d. Procure energy efficient equipment, by comparing energy labels applicable to their geographical location.
- e. Procure eco-friendly office equipment, such as FSC certified paper, biodegradable cleaning materials and eco-friendly cartridges.

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- f. Limit the accessibility to temperature regulation of Heating, Ventilation, and Air Conditioning (HVAC) systems to branch/ site managers.
- g. Install low-flow faucets to reduce water consumption.
- h. Install a rainwater storage tank on site, for example to wash fleet vehicles with recycled water.
- i. Introduce a paperless office policy by only allowing digital document management.
- j. Ban the use of single-use plastics in the office, such as disposable cups.
- k. Train staff on efficient packing procedures to reduce the consumption of packaging materials.
- l. Promote sustainable commuting habits amongst staff, such as cycling, carpooling and use of public transport where feasible.
- m. Conduct an ROI analysis on sustainable investments, to request approval on the investments from the supervisory and/ or executive board of the MOBILITAS Group. This includes, but is not limited to:
 - Installation of solar panels
 - Insulation of buildings
 - Installation of LED lighting
 - Upgrading fleet vehicles to battery electric-, hydrogen-, and hybrid vehicles.

12.4. Each subsidiary is prohibited to:

- a. Dispose of hazardous waste materials without consideration of the local regulatory guidelines.
- a. Ignore/ violate environmental legislation applicable to the branch's geographical location.
- b. Make sustainable investments of disproportionate size. The maximum allowable investment size varies by geographical location and will be approved by the respective line manager.

13. ACTIONS FOR EMPLOYEES

13.1. The employees of the MOBILITAS Group's subsidiaries also bear a responsibility to implement sustainable actions into their daily workflow, to ensure this procedure's effective implementation. To guide our employees in this process, this procedure outlines a set of actions required from each employee to improve environmental sustainability across the group.

13.2. Each employee must:

- b. Treat all company equipment with care and respect to ensure long-term usability.
- c. Follow the recommended sustainability training programs available on the group's training platform.
- d. Follow the recommended reduction guidelines communicated by their respective line managers & the sustainability related trainings available on the group's training platform.
- e. Turn off electronic equipment that is not being used, also when you leave your desk to take a lunchbreak.
- f. Separate waste into the designated recycling bins in the office.
- g. Optimize Heating, Ventilation, and Air Conditioning (HVAC) usage by turning off HVAC systems when reasonable, especially during off-hours.
- h. Reduce consumption of packing materials by packing efficiently, as outlined by their line manager, and reuse packing materials when quality standards are met.
- i. Refrain from using single-use plastics such as disposable cups.
- j. Reduce paper consumption by:
 - Only printing essential documents. Please follow the guidelines for online document management as explained in the 'Green IT' training on the Group's training platform.
 - Print double-sided

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- Print only in black ink
- k. Reduce water consumption by avoiding unnecessary use.

13.3. Each employee is encouraged to:

- a. Share sustainable ideas and initiatives with their line manager and the ESG department via esg@mobilitas.org
- b. Discuss sustainability with staff members and encourage them to adopt the guidelines described in this procedure.
- c. Use sustainable commuting alternatives such as cycling, carpooling or public transport wherever possible.
- d. Consider the environment when representing the MOBILITAS Group, or one of its subsidiaries when on a business trip, by:
 - Refraining from using airplanes as transport mode for business travel wherever possible. The MOBILITAS Group recommends travelling by train when available.
 - Using public transport as much as possible.
 - When visiting another subsidiary of the MOBILITAS Group, carpool with a colleague.
 - Staying in certified eco-friendly accommodations when possible.
 - Reducing energy consumption in your hotel room by turning off lighting and Heating, Ventilation, and Air Conditioning (HVAC) when not in use.
 - Minimizing waste, especially single-used plastics such as disposable cups or toiletries.
 - Minimizing the use of towels, bedding and other lines to reduce water, energy & cleaning material consumption.
 - Eating locally produced food and supporting local businesses on your trip.

13.4. Each employee is prohibited to:

- a. Ignore/ violate environmental legislation applicable to the employee's geographical location.