



# Environmental Policy

# POLICY – PUBLIC DOCUMENT

## ENVIRONMENTAL POLICY

**Objective:** This document defines the environmental approach undertaken by act digital to reduce its environmental impacts and participate in the fight against global warming.

**Scope:** The content of this policy applies to all act digital sites as well as to all its employees.

### Review history:

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02/06/2023	00	Mélody RIPPERT	Mathieu PRULHIÈRE	Creation
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## 1. Introduction

Environmental and social factors are increasingly present in our daily lives, and some people around the world are already actively engaged in the fight against the deterioration of our environment and social conditions. However, this is not enough, as businesses have an important role to play.

As an employer, we have a duty to set an example to everyone we work with: employees, suppliers, investors, associations, institutions, etc.

We are therefore committed to reducing our impact on the environment as much as possible, by defining a climate strategy with reduction goals. At the same time, we are pursuing a proactive and pragmatic environmental policy, which is detailed in this document.

## 2. Climate Change Challenges

### 2.1. Green Mobility

Act digital is committed to limiting the environmental footprint of its activities, and to reduce the impact of home-work journeys, while contributing to a better quality of life for its employees, we encourage the development of mobility and modes of alternative transport.

In addition to the use of teleworking, the group is deploying a set of solutions to allow everyone to adopt the most suitable alternative modes of travel.

#### **Why encourage alternative mobility?**

As mentioned during the Global Sustainable Transport Conference in 2021, with 95% of the world's transport energy still coming from burning fossil fuels, the transport sector produces a quarter of all energy-related emissions, and without major changes, are expected to increase.

Thus, the use of so-called "alternative" mobility, or carpooling (an alternative to "solo driving") represents a significant lever allowing, with the help of employees, to reduce the GHG emissions generated by vehicles. To encourage its employees to change their travel habits, act digital launch its first bike policy in Belgium to encourage its employees to replace their car by bicycle.

Act digital promotes alternative mobility through sportive challenge, such as the SDG (Sustainable Development Goals) Challenge. It's a 3-week program in which act digital invites all employees to take up a sporting challenge and set themselves soft mobility targets for the year.

### 2.2. Sensibiliser pour mieux lutter

The fight against global warming, discrimination and equality between women and men is taking place at all levels (citizen, company, community, government, etc.). At act digital, we have therefore chosen awareness to promote a more sustainable, just and equal world.

Regarding environmental issues, our awareness is raised through regular communication on the subject, the organization of mini challenges such as the one in partnership with Digital Cleanup Day (<https://www.digitalcleanupday.org/>) or MyCO2 conferences to raise awareness through the calculation of a personal carbon footprint.

### 2.3. Sustainable supply chain charter

Beyond raising our employees' awareness, we raise our suppliers' awareness of environmental issues and ask them to commit to respecting our responsible purchasing charter.

The objective is to encourage as much as possible all the stakeholders working with act digital to fight against global warming.

## 3. Contribution to the fight against global warming

### 3.1. Carbon footprint

To know how to reduce our impact on the environment, it is essential to measure it. This is why act digital has committed to calculating its carbon footprint every year since 2022 and publishes it via an extra-financial report (or CSR report available on our website).

From this carbon footprint, reduction targets have been defined for 2023 and will be communicated annually from 2024 onwards. In parallel with these reduction targets, offset targets have also been defined with the ambition to participate in global carbon neutrality through the partnership with EcoTree. To find out more, read our article on the launch of this beautiful project: <https://www.altersolutions.fr/blog/parteneriat-ecotree>.

Nevertheless, we didn't wait for our carbon footprint to be calculated to start reducing our impact on the environment. Discover some of the measures that have already been in place for several years at act digital.

### 3.2. Resource conservation

Concerned about future generations and in a logic of continuous improvement, we have implemented various areas of intervention with the aim of controlling and reducing the impact of its activities on the environment.

#### **Limit consumables (paper, ink and toner cartridges, etc.) to a strict minimum**

- Implementation of automatic double-sided printing by default, preferential choice of dematerialized documents to paper printing.
- Management of water consumption by equipping yourself with volumetric flushes and mixer taps in the toilets.
- Management and recycling of company waste by reusing the front of draft sheets or giving a second life to obsolete company equipment.
- Implementation of sorting of operating waste (paper, cardboard, plastic, glass, batteries, printer cartridges, low-energy light bulbs).

**Reduce energy expenditure by adopting a responsible attitude**

- Temperature regulation (automatic or manual).
- Equip its premises with low-consumption light bulbs on adaptable sockets.
- Make sure that the lights are switched off outside of working hours.
- Change of our energy supplier in favor of a renewable energy supplier (Enercoop for France).

**Integrate the ecological dimension into any investment or renewal of equipment**

- Promote office equipment and eco-labeled cleaning products and by choosing partners and suppliers committed to the environment.

**Reduce CO<sup>2</sup> emissions**

- Reduce travel through better organization, intensive use of new technologies (video conferencing).
- Favor local suppliers to reduce the environmental impact linked to transport.
- Counting on the daily application of these “good habits”, the company thus makes its contribution to the ecological cause and hopes that these gestures of a few, considered today, will tomorrow become the reflexes of all.

### 3.3. Selective sorting

The first obvious reason is of course the protection of the environment: by carrying out selective sorting, we encourage our employees to sort waste, it is in a way a precursor of the recycling chain, and thus promotes sustainable development. Sorted, the waste can be transformed into secondary raw materials. For this, there are selective sorting bins throughout the company.

Selective sorting also makes it possible to mobilize our employees in the recycling of waste in the company. All employees must feel integrated and engaged. These new responsibilities may allow some employees to regain motivation that they might have lost, by having them participate actively in these new “environmental tasks”.

Beyond the human aspect, selective sorting allows our company to save money. For this, a waste management policy must be implemented. It will then suffice to recover all the waste, before transforming it into raw materials. This lower-cost solution will create value: in fact, these raw materials will be used to cover transport and disposal costs.

Sorting your waste is helping to create jobs. In the early 2000s, we thought that recycling was utopian and unachievable: we preferred to burn the waste, or leave it in the open air. Today, the situation has changed: recycling has become essential, six out of ten packaging items are recycled. And this is expected to increase further in the years to come. Thus, thanks to these new practices, jobs are permanently created, and the recycling market is becoming increasingly important.

**What waste and how to recycle it?** Here is how we decided to manage our waste as simply as possible within act digital. Above all, it is a question of asking the right questions:

- Find all the sources from which they come: office, workshop, etc.
- Identify their type: paper, cardboard, plastic, etc.
- Assess their volume
- Measure their degree of danger
- Estimate their possibility of recyclability

Involved, valued and aware, it is first and foremost our employees who are the primary players in our recycling approach.

Since 2020, we have had effective tools for selective sorting in the premises of act digital France:

- The gray / black bin: The so-called classic bin, for waste that is not suitable in the other categories.
- The yellow bin: This bin is more generous, it accepts plastic, cardboard and paper
- Plastic cup or bottle collectors
- Cigarette collectors
- The paper collectors
- Battery collectors
- Bulb collectors

### 3.4. Green IT

When we talk about pollution, we spontaneously think of visible pollution, such as plastic in the oceans or the ambient fog of large cities. Other, invisible forms of pollution exist and are just as impactful, such as digital pollution.

As a consulting firm specializing in IT and cybersecurity, it is clear that we have a role to play in creating a smart digital world.

Act digital carries out various actions for this:

- Optimizing our cloud platforms to reduce our energy consumption.
- Rationalization of printing: reduction of print volume (black and white, duplex, systematization of the print preview), collection and recycling of consumables (papers, toners, cartridges), reuse of printed paper not used as a draft or notepad, visual logo inviting not to print at the bottom of each email.
- The management and optimization of our workstations: eco-responsible purchasing, leasing, reduction of the fleet's electricity consumption (systematic programming of hibernation, etc.) or extension of the lifespan of equipment are all measures allowing us to optimize our IT equipment.
- Raising awareness among all employees on the best practices of responsible digital technology.

Act digital's Green IT approach consists of using new technologies as a lever for innovation and environmental performance. These are concepts that are the subject of regular collective reflection as part of a continuous improvement of our activities.

Some tips that can apply in both our professional and personal lives:

### **SMARTPHONE, TABLETS AND LAPTOP:**

- Buy, as much as possible, refurbished rather than new devices
- Extend the life of your devices as much as possible by:
  - Protecting them (covers, shells, etc.)
  - Have them repaired or recycled
  - Give them away or sell them if you decide to part with them
  - Lowering the brightness of your screens
  - Remembering to unplug them when they are done charging
  - Disabling GPS, WIFI and Bluetooth functions when not in use
- Deactivate your camera during your video conferences, after saying hello to everyone.

### **NETWORKS, EMAILS**

- Prefer downloading to streaming
- Avoid listening to music on Youtube
- Remember to download your music to allow offline listening

- Adapt the resolution to the size of your screen: 4K is useless on a smartphone
- Favor Ethernet, then Wi-Fi and finally mobile networks to limit power consumption
- Limit the number of emails sent or the number of recipients
- Unsubscribe from unnecessary newsletters, close unused web pages
- Create favorites for your favorite websites to avoid a Google search
- Regularly clean up your cloud spaces, email, and computer by removing all unnecessary files.

Finally, to complement the best practices shared above, we ask all act digital employees to follow two Green IT awareness campaigns carried out and made available by the Institute for Responsible Digital Technology.

[The impacts of digital technology and Understanding Sustainable IT these environmental issues](#)

And for those who want to learn more, we highly recommend taking the full MOOC available [here](#).