

# **Integrated Office Systems Environmental, Social, and Governance Policy Statement**

At Integrated Office Systems, we are committed to conducting our business in a sustainable, ethical, and socially responsible manner. This ESG policy reflects our dedication to environmental stewardship, social responsibility, and strong corporate governance. By embedding ESG principles into our operations, we aim to create long term value for our stakeholders while minimising environmental impact and contributing positively to society.

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## **Our Commitments**

- **Compliance & Integrity**  
We comply with all applicable UK and EU laws, regulations, and ethical standards. Our governance framework promotes transparency, accountability, and integrity across all operations.
- **Environmental Responsibility**
  - We strive to reduce our environmental footprint by optimising energy efficiency, adopting sustainable technologies, and promoting awareness among employees.
  - We actively seek opportunities to transition to renewable energy sources and reduce reliance on fossil fuels.
  - We are committed to measuring, monitoring, and reducing greenhouse gas emissions through energy conservation and low carbon initiatives.
  - We promote responsible waste management practices, including reduction, recycling, and proper disposal, aiming to minimise landfill waste.
  - We endeavour to conserve water resources through efficient technologies and responsible usage practices.
- **Social Responsibility**
  - We prioritise the health, safety, and wellbeing of our employees, clients, and communities by maintaining safe workplaces and providing appropriate training.
  - We value diversity and inclusion, ensuring equal opportunities for all employees regardless of race, gender, ethnicity, or other protected characteristics.
  - We invest in our people through continuous training, development, and wellbeing initiatives.
  - We actively engage with local communities by supporting initiatives and contributing to social development projects.
  - We responsibly recycle WEEE waste through local community initiatives, helping to reduce technology poverty and give back to those in need.
- **Ethical Supply Chain**  
We work closely with suppliers to ensure ethical sourcing, fair labour conditions, human rights protection, and environmental responsibility. Transparency and responsible procurement are core to our supply chain practices.
- **Governance & Accountability**
  - We maintain a robust code of conduct and promote a culture of ethics and integrity throughout the organisation.

- We engage with stakeholders including clients, partners, employees, and communities seeking feedback on our ESG practices and ensuring transparent communication.
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Our ESG policy is not a formality, it is a reflection of our values and a guide for continuous improvement. We invite our clients, partners, and colleagues to hold us accountable and join us in building a more sustainable, ethical, and inclusive future.

**Paul Macdonald**

Managing Director

Integrated Office Systems Limited

P. Macdonald

Date: 16/10/2025