

# Environment social governance (ESG) policies



**Corporate social responsibility  
(CSR) policy**

**Environment protection policy**

**Waste and recycling policy**

# Corporate social responsibility

---

Denmeyer's vision is to be the partner of first choice in all aspects of IP on a global scale. This not only includes the goal of providing high-quality services and products in the field of Intellectual Property and to generate value for our clients and company, but it also sets the focus on the way this goal is pursued. We believe that the successful long-term future of our business can only be achieved by working collaboratively with our stakeholders, whether it be our employees or our clients, and in their interests. Furthermore, we understand that our business activities, directly and indirectly, impact the environment, society and economy.

## Denmeyer's core values:

### > Trust and respect

Denmeyer values trust and respect in all our interactions with people and the environment.

### > Entrepreneurship and ownership

Denmeyer takes responsibility for the choices and the impact of its activity on a social level and proactively seeks for the implementation of impactful solutions and constant improvement.

### > Integrity and high-quality service

Denmeyer believes in fair play in the market, embracing different cultures and integrity in doing business, as this is the best way to achieve high quality of services.



# The Ten Principles of the UN Global Compact

We are a participant to the UN Global Compact and commit to incorporating the **Ten Principles** in our business and encourage our suppliers and agents to conduct their business following this value system.

## Human rights

- Principle 1: Businesses should support and respect the protection of internationally proclaimed human rights; and
- Principle 2: make sure that they are not complicit in human rights abuses.

## Labor

- Principle 3: Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining;
- Principle 4: the elimination of all forms of forced and compulsory labor;
- Principle 5: the effective abolition of child labor; and
- Principle 6: the elimination of discrimination in respect of employment and occupation.

## Environment

- Principle 7: Businesses should support a precautionary approach to environmental challenges;
- Principle 8: undertake initiatives to promote greater environmental responsibility; and
- Principle 9: encourage the development and diffusion of environmentally friendly technologies.

## Anti-corruption

- Principle 10: Businesses should work against corruption in all its forms, including extortion and bribery.

**These principles are the basis for the development of our CSR policy; however, we understand that certain areas affect business in different ways. As an international IP group, we would like to focus on our people, ethics and the environment.**

# People

---

We strive to treat all stakeholders with respect and dignity. In our relationships with each other, with clients, with suppliers and with business partners, integrity is our foremost standard of conduct.

We value and appreciate our employees' diversity. We are convinced that mixed teams and a diverse workforce are crucial to securing long-term success. Diversity shall be actively supported!

- Gender statistics – 67% of employees are women
- Women in management positions
- Employees' age range from 20 to over 60

Engaging, learning from, respecting and supporting the diverse cultures with which we work.

- Offices in more than 20 different countries
- Employees come from all over the world and speak more than 15 different languages

We believe that the happiness of our employees, both personally and professionally, leads to strong business performance and that work-life balance is an integral part of making our employees happy.

- Encourage a healthy lifestyle – healthy food and water systems are provided in the offices, and discounted gym memberships where possible
- Flextime– we incorporate core times at work and allow flexibility around these
- Part-time work – we understand that employees have others to care for outside of this environment, and we support parents and caretakers in doing so
- Encouraging employees to take their vacation days throughout the year

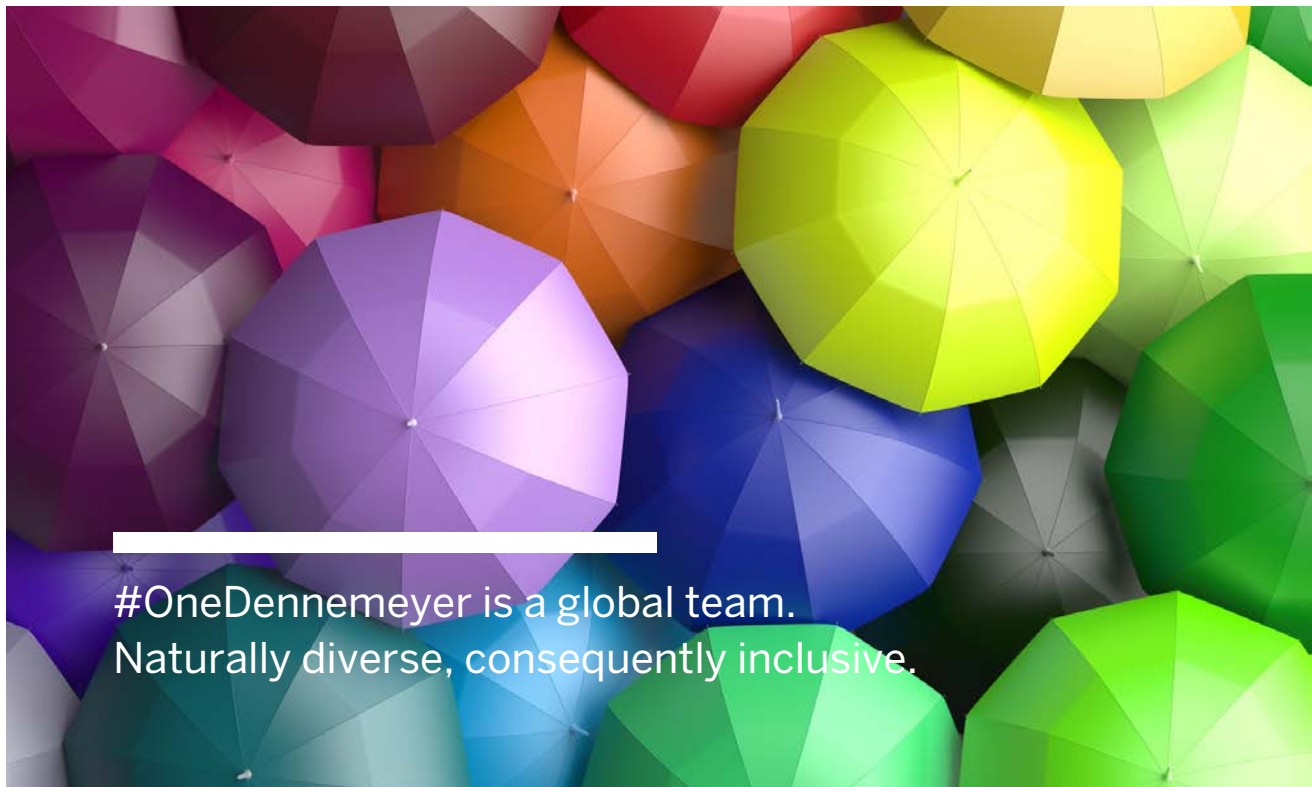
We respect the rights of workers to associate freely in accordance with local laws.

We aim to empower our people; we will consult and provide two-way communication for all matters right across the company.



**We aim to empower  
our people.**

# Diversity and inclusion statement



Dennemeyer is pledged to providing a supportive work environment and taking its part in building an inclusive society based on equal treatment. We value diversity in our company and are proud of our international team that has always fostered an inclusive and fair environment and brought people together as “#OneDennemeyer.”

- We value our people and entrepreneurship. In achieving our mission, to act as one global team for service excellence in all aspects of IP, both values are guiding our organization.
- Honesty, transparency and openness are an integral part of our identity.

Through this culture our global team has naturally grown as a diverse work environment that strives for an inclusive team spirit every day.

- It is our conviction that progress and success in society as well as our organization are fostered by the interaction and exchange of people with diverse abilities, experience, ideas, perspectives and background. This requires trust and respect between one another.
- We strive to offer the opportunity and the support to everyone in our organization to perform at their best.

# Ethics

---

We are committed to maintaining a working environment and conducting business with integrity. Our obligation to act ethically starts with open and honest communication with our colleagues, clients, and any other business partner or authority with whom we interact.

- **Our Global Code of Conduct outlines our standards on ethical conduct and business integrity, honesty and authenticity, professional and knowledgeable conduct.**
- **Employees are encouraged to report any concerns they may have about unethical, dishonest, unsafe or inappropriate behavior in the workplace and can do so anonymously and confidentially.**

A zero-tolerance approach to harassment or unwanted behavior or conduct that a recipient finds intimidating, upsetting, embarrassing, humiliating or offensive or that violates a person's dignity. We actively promote a culture in which harassment is known to be unacceptable and where employees are confident they may make a complaint without fear of ridicule or reprisal.



**We are committed to conducting business with integrity.**

---

# The environment

---

## Environmental sustainability

Dennemeyer is committed to protecting the environment. To us, that means constantly challenging ourselves to find ways in which we can minimize our impact while influencing our people and clients to do the same.

Our vision is based on a fundamental belief that by embracing the sustainability agenda that reduces cost and generates value, our own business will become more sustainable, grow stronger and thrive.

## Reduce our paper waste and improve recycling initiatives

- Set up recycling bins throughout the offices
- Check to see that our suppliers for shredded paper recycle
- Eliminate single-use plastics in the office
- Purchase office products that are environmentally friendly

## Conserve energy

- Shut off computers and lights when not in use
- Motion sensor lighting in hallways and bathrooms where possible
- Heating will be adjusted with energy consumption in mind

## Use environmentally-friendly technologies and providers

- Our internal and commercial software products are designed to eliminate paper by administering files electronically. Our online client portals allow and encourage clients to manage their IP rights and communicate with our service departments electronically – not only reducing paper waste and costs but also increasing efficiency.

## Reduce carbon footprints and climate change

- Encourage the use of public transportation by subsidizing transit passes where possible
- Promote telecommuting and allow employees to work remotely if practical for both employee and department
- Increase the use of teleconferencing rather than on-site meetings and trips



## Corporate giving

Our commitment to protecting the environment starts not only with our employees and business, but also the organizations we work with. In that, we understand charities and non-profit organizations need funding to help achieve their goals.

- Annual giving – every year we organize a company activity, involving our customers, raising funds for a non-profit organization.

- We seek to partner with charitable groups who lead the fight for protecting our planet.

- Provide additional resources to educate our employees about current environmental issues
- Hands-on workshops

- We encourage all employees who involve themselves in public and charitable service.



# Environment protection policy

---

Due to our business impact in a globalized world, Dennemeyer understands that many environmental problems extend beyond national borders and can only be solved through international cooperation to minimize harmful impact as much as possible. We understand that two of the main challenges of the 21st century are climate change and the loss of biodiversity. International environmental policy by governments covers a number of issues: climate protection, sustainable energy policy, preservation of biological diversity and the conservation of forests, seas and soils.

Further related topics are desertification, sustainable waste management and protection against hazardous substances. Nearly all these issues need overarching strategies by all market participants to reach an impactful level. Besides public policy, we consider the driving force for climate protection to be the many privately owned businesses on this globe.

With this environment protection policy, we wish to contribute to this collective aim by showing how we manage and monitor our impact on the environment. We will address topics such as the use of energy and water, prevention of pollution, waste and recycling.



# The Dennemeyer Group and our impact

---

The Dennemeyer Group consist of several different entities residing in various countries on all continents. Dennemeyer has always tried to keep its environmental footprint small.

We offer office workspace, but also flexible home office work options across the globe for our employees. We are neither carbon-intensive or emitting any other greenhouse gas extensively, nor sourcing or consuming any other resource of this planet in any intensive or excessive way to perform our services and offer our products on the market.

Our services are solely “professional services,” consulting, advising, monitoring legal rights and due dates, digital docketing of files, as well as offering and hosting software products. The resources we use are the human intellect and technical IT equipment (Laptops, Phones, Servers) with all its components, and we consume paper, energy and water in all our offices, home offices and Server farms.

Our office operations and people have a limited impact on the environment, but nevertheless emit GHG emissions (by travel, commute, office heating and air-conditioning) and produce waste in a volume of a standard lifestyle (food and drink supplies and general office operation, paper). We however seek to reduce emissions wherever possible.

We take part in all recycling ambitions applicable to office operations locally.

## **Our motto is “Dennemeyer loves long life cycles.”**

This not only counts for the IP assets we monitor for our clients, it holds also true for all resources we use, re-cycle, re-use, re-pair and upcycle are methods deeply integrated in our office operation. In our EMEA offices we use pre-loved furniture and interior plants. All used assets that are still good for use or cannot be recycled, are sold or given to our employees or third parties for a longer lifecycle use. Our IT infrastructure team is starting an initiative to seek for refurbished IT equipment, with recycled plastic components.

# Our CSR policy statement for environmental sustainability

Dennemeyer is committed to protecting the environment. To us, that means constantly challenging ourselves to find ways in which we can minimize our impact while influencing our people and clients to do the same. Our vision is based on a fundamental belief that by embracing the sustainability agenda that reduce cost and

generate value, our own business will become more sustainable, grow stronger and thrive. We continuously improve our recycling initiatives, conserve energy, and use environmentally-friendly technologies and providers where possible, to reduce our carbon footprint and impact on our environment.

## How do we affect the environment with our business:



Sustainability is understood as the core of entrepreneurial integrity and identity. To us, this means creating and maintaining an organization with long-term existence, while continuously considering environmental and social impact of the business on the planet and society.

Dennemeyer is a family owned business and has been family managed for over 60 years. Both the founder family as well as the current shareholding family are pledged to a sustainable lifestyle and business approach.



### Science-based targets and transparency

Dennemeyer pledges to set and monitor targets in line with the Paris Climate Agreement to reduce the global warming of earth to 1,5 degrees Celsius in the long term. For this purpose, Dennemeyer’s sustainability goals and targets have been approved by Science Based Targets Initiative (SBTi). Dennemeyer will show transparency to all stakeholders and publicly about our targets and progress.

### Data analysis, measures and monitoring

Dennemeyer pledges to collect sufficient data of all its major operations annually to be able to calculate and monitor our GHG Emissions.

### No pollution of water, air and soil

We avoid any pollution of air, water and soil beyond usual logistics and travel of goods and people covered by reasonable business needs. Any such logistics and travel will be kept to the minimum required to conduct our business successfully. Dennemeyer maintains a strict travel policy, especially air travel. Dennemeyer uses shared accommodation, owned and maintained by the Group, with 100 % renewable energy sourcing. Logistics will be limited to light postal mail of paper and documents where required. Sourcing of goods and supplies will be mainly done locally avoiding any unnecessary logistics or freight by land, air or sea.

### Our actions to take within the organization



## Our commitments

---

- We have had our goals approved by SBTi (Science Based Targets initiative), committing to reduce scope 1 and scope 2 GHG emissions 42% by 2030 from a 2021 base year, and to measure and reduce scope 3 emissions.
- We are a participant to the UN Global Compact, honoring and implementing the 10 Principles for human rights, labor, environment and anti-corruption in our business operation and report on progress.
- We will show transparency of our ambitions and data with dedicated platforms and initiatives relevant for our public commitment, especially SBTi, CDP and UNGC.
- We will calculate our GHG Emissions in Scope 1 and 2, with extended goals to include Scope 3 and all local offices.
- We will switch to renewable energy in offices and shared travel accommodations where possible.
- We will continue to promote mindful travel, offer as first choice of travel more options with less emissions (e.g. train and shared car rides) and incentivize those.
- We will create a compensation scheme for travel emissions.
- We will achieve a certification for our adherence to the standard DIN ISO 14001 for Environmental Management Systems from an accredited body

# Waste and recycling policy

---



This Waste and Recycling Policy has been developed to promote environmental sustainability, ensure compliance with relevant laws and regulations, and maintain a clean and healthy workplace for our employees, contractors, and visitors of the Dennemeyer Group.

By observing the principles of proper waste management, minimizing single-use items, aiming for proper up-cycling, re-cycling and re-use of items and correspondingly reasonable procurement decisions, we can make a positive contribution to secure a sustainable place to live and work on this planet.

This policy covers all types of waste generated within the workplace, including but not limited to, paper waste, food waste, plastic waste, hazardous waste, and electronic waste. It also covers the disposal of waste generated during offsite events and meetings.

It is the responsibility of every employee, contractor, and visitor to comply with this Waste & Recycling Policy and local laws and regulations.

The Dennemeyer Group monitors compliance with this policy and takes appropriate action against any employee, contractor, or visitor who violates this policy. Non-compliance shall be reported to local office management and escalated to the Compliance Department in severe or continued cases of misconduct. Violations may result in disciplinary action, up to and including termination of contract in severe cases.

# Waste management procedures

---

The following procedures must be followed for the proper management of waste within the workplace:

## Segregation and recycling

All employees, contractors, and visitors are required to segregate their waste into the appropriate waste bins provided by the organization. We commit to minimizing waste by recycling whenever possible. Waste bins must be clearly labeled for the type of waste they are intended for, such as paper, plastic, food and hazardous waste.

Waste must be disposed of appropriately. This may involve recycling, composting, or disposal in designated waste bins. Hazardous waste must be disposed of in accordance with relevant laws and regulations.

Paper must be recycled separately according to local laws and regulations. All paper with confidential business information or personal data relating to any person (in particular HR, Legal, Compliance and all Operations) must be shredded before recycling in the shredding machines provided at the workspace or by adequate suppliers.

Waste bins must be regularly emptied to prevent overflowing, keeping the workplace free of any pollution or pest infestation. The organization will provide cleaning services to ensure the workplace remains hygienic.

For offsite events and meetings, we will organize that the premise provides waste bins and commits to proper waste management and recycling procedures.

## Asset life cycle

The Dennemeyer Group is committed to promoting long life cycle use of assets. Whenever possible, we will reuse and repurpose assets to minimize waste. Employees are encouraged to take care of equipment and furniture to extend its useful life. The organization will also donate or sell used assets that are in good condition to reduce waste and promote sustainable practices.

### Electronic waste

The organization will dispose of electronic waste in accordance with relevant laws and regulations and aims to keep electronic waste to a minimum. Employees are required to report any electronic waste to their supervisor, who will coordinate the process. Whenever possible, electronic equipment will be repurposed or donated to extend its useful life. Our IT infrastructure team is starting an initiative to procure more refurbished equipment.

### Plastic waste

The Dennemeyer Group is committed to reducing plastic waste, minimizing any single-use plastic items and the use of plastic bottled water. We aim to avoid as much pollution with microplastic as possible. Therefore, the Dennemeyer Group strives to provide water supplies in office premises via water dispensers, glass bottles and other reusable packaging.

