

UNLOCKING POTENTIAL

Sustainability Policy 2025

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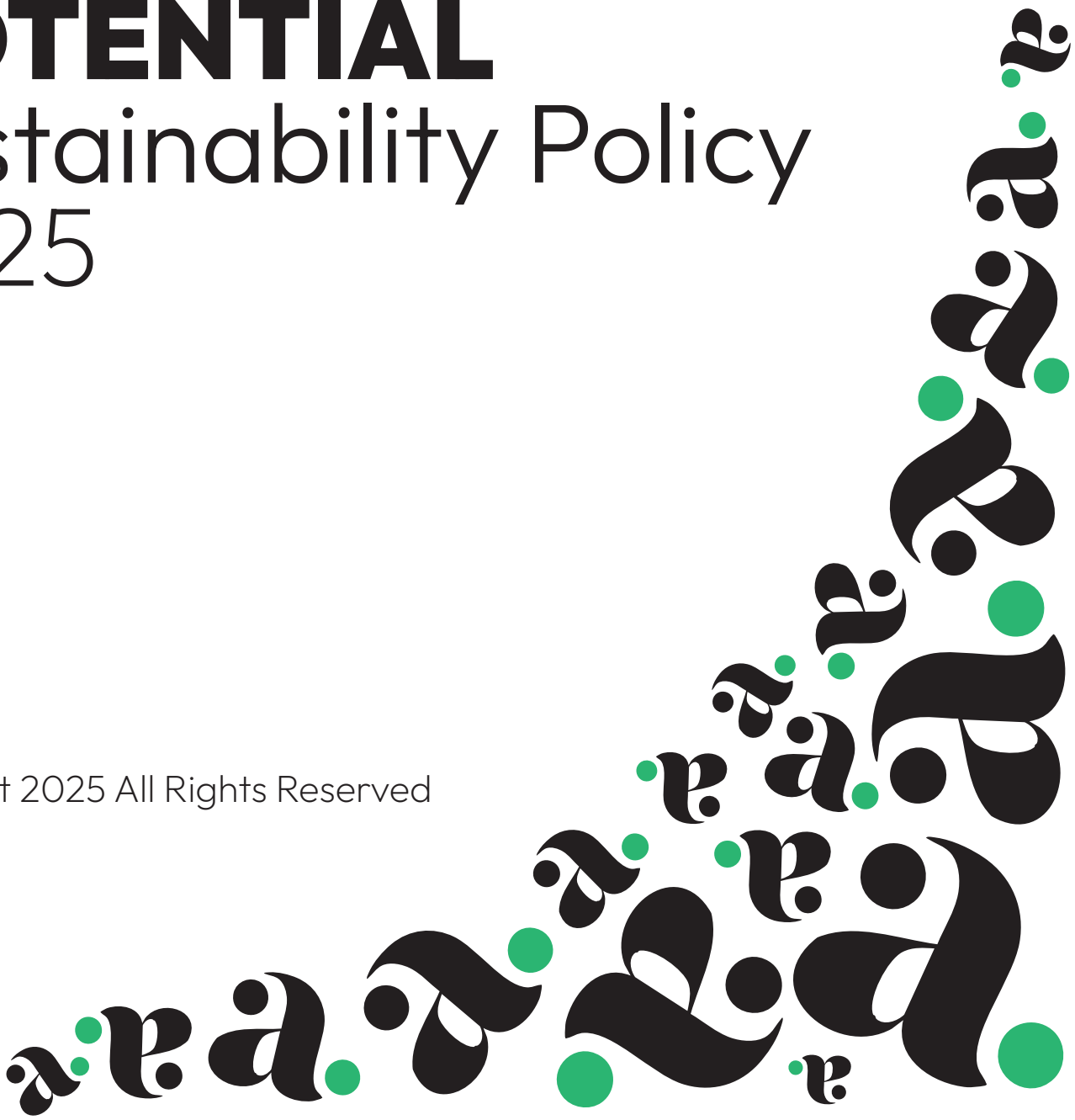


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INTRODUCTION

We have always focused on how we care for people, and we do talk about ‘the Active Family’, whether that’s making a positive difference in the lives of our people, delivering quality solutions to our customers, or investing in long-term relationships with our suppliers and communities.

Our vision is to demonstrate leadership in sustainability and unlock potential for everyone. We create space for people to thrive.

We see engagement with stakeholders around sustainability as a continual process, and one which we can all learn and grow from. Our sustainability strategy will contribute towards 8 of the Sustainability Development Goals (SDGs) as specified in the 2030 Agenda for Sustainable Development, which was adopted by all United Nations Member States in 2015.

- Good Health & Wellbeing
- Gender Equality
- Decent Work & Economic Growth
- Industry Innovation & Infrastructure
- Reduced Inequalities
- Responsible Consumption & Production
- Climate Action
- Partnerships for the Goals

The process of measuring and reporting our contributions will be conducted on an annual basis as we communicate our progress against our strategic goals, and as we move forward, we hope to contribute to more than 8 SDGs in the future

Our strategy can be broken down into three areas: Places, People & Partnerships which we expand on in this strategy document.

UNLOCKING POTENTIAL IN PLACES

Active will be focussing on keeping our Scope 1 and 2 carbon emissions as low as possible. In addition, we commit to offering sustainable alternatives as part of our solutions, including sustainable products and reuse/recycle schemes.

Our Statement

Our company commits to choosing carbon neutral or environmentally low impact options for use in our premises wherever possible. We also commit to reporting annually on our emissions and striving for reductions wherever possible.

We also commit to sustainable travel, the use of car sharing and public transport where possible and ultimately converting our fleet to the most climate friendly option available.

Active's Travel for Work Policy

At Active, we expect our staff to take public transport for their commute to the office or travelling to project sites wherever and whenever possible.

Where multiple employees are attending the same place or premises, we ask that they share transport arrangements to keep their travel emissions to a minimum.

Over time and through natural attrition, we are committed to transforming our fleet of vehicles into more sustainable versions.

Sustainable products in Active premises

Active commits to using ecologically friendly materials within their own office premises including lighting and cleaning products. We further commit to replacing obsolete or damaged materials with environmentally friendly alternatives as they arise.

Top 10 supplied materials

Active will compile a list of environmentally friendly alternatives to their top 10 most often used materials. During any tender, these products will be offered side by side to the client with any resulting cost implications to ensure that the client has visibility on cost versus environmental impact in order to make a more informed decision.

UNLOCKING POTENTIAL IN PARTNERSHIPS

Every business needs its customers, and they are perhaps the most important partnership we form - they are the reason we exist and thrive. However, at Active we also understand that our business can only be as good as our partners in the supply chain. Having access to the best products and services and being able to pass on those benefits to our customers is key especially in terms of sustainability. At Active we take partnerships a step further and make significant efforts to engage with communities and charities that make a difference to our staff and our locality.

Our Statement

We promise to partner with our customers to drive our mutual sustainability goals and aim to deliver cost versus carbon options within the propositions we deliver. We aim to prioritise suppliers that have a genuine and active green agenda, and we will try to support those that wish to start or continue their journey.

We are committed to promoting sustainability both up and down our value chain and helping our partners achieve their goals by bringing all stakeholders along on our decarbonisation journey. We are passionate about boosting the circular economy and benefitting charity partnerships through our reuse and recycle schemes.

Partnering with Customers

We are genuine and transparent with our sustainability initiatives. We will happily submit all policies and current metrics to show you where we are on our journey and satisfy your own carbon governance measures.

Sometimes doing the right thing can attract additional costs. During the tender process we are committed to not only offering the best price options but also green alternatives in terms of products and services that you may wish to consider. We are starting a programme of researching sustainable alternatives to our most commonly used products (paint, flooring, furniture etc.) in order to put the work in so that our customers don't have to.

In addition, we offer sustainable clearances for furniture waste and will place it into the circular economy through our 'Waste not Want not' scheme. Just ask.

Where we use 3rd party contractors from our supply chain, you will be able to view their current sustainability award status within our Unlocking Potential Partner program.

Partnering with Charities

Despite being a business with a necessary focus on financial returns we fully recognise that there are many ways for us to effect positive change in wider society. We have invested significantly in building major partnerships with organisations that can support our desire to

be a sustainable force in our local community and tangibly demonstrate 'good works' within our workforce and the business as a whole.

Employee Volunteering

We want our employees to be able to see the benefits of supporting local communities and charities. Therefore, every Active employee is encouraged to take two whole days a year, on full pay, to volunteer in the local community. That works out to roughly 60 days volunteering at our current size.

Waste not Want not - the Circular Economy

Our aim is to minimise the amount of waste that goes to landfill. We are proud to say that we manage to resell, reuse, or recycle 94% of all cleared furniture and make every effort to resell or rehome second hand furniture through our "Waste not Want not" scheme. Active workplace group clients are given the opportunity to donate unwanted furniture and equipment to our selected charities and social enterprises. In return, Active workplace group commits to delivering and installing the furniture from our warehouse to registered charities within the local area free of charge.

Partnering with Suppliers

The GHG Protocol classifies a company's emissions into three scopes: Scope 1 (direct emissions from owned or controlled sources), Scope 2 (indirect emissions from the generation of purchased energy) and Scope 3 (all indirect emissions, not included in Scope 2, that occur in the value chain of the reporting company – in this instance Active.).

Our Scope 3 encompasses emissions that are not produced by Active internally and are not the result of activities from assets owned or controlled by us, but by those that we are indirectly responsible for up and down our value chain. An example of this is when we buy, use and dispose of products from suppliers.

Our Scope 3 emissions contribute the most to our carbon footprint and this comes mostly from where we buy in goods and services along the value chain. It makes no sense to attempt carbon reduction without taking our supplier partners on the journey with us.

We aim to invite all Active suppliers to participate in our engagement program within Unlocking Potential, so that we can work together to achieve our sustainability goals and drive decarbonisation across our supply chains. Joining the program will involve suppliers sharing data about their carbon emissions, targets, and reduction initiatives.

As we embed our sustainability goals into our business, we ultimately want to prioritise suppliers, wherever possible, who are part of our Unlocking Potential program. As a minimum we will be sharing the program achievement level for any proposed supplier with our customer to be fully transparent. Suppliers will be categorised as: Bronze, Silver or Gold standard suppliers.

BRONZE LEVEL

Suppliers will provide written details on:

Is there diverse leadership and employees at every level in the company? What effort is the business making to recruit a diverse workforce?

Is the work environment free from discrimination and harassment? What does the company do to foster employees' mental and physical health? Do employees receive a fair, living wage?

How does the company use natural resources? Does it use renewable energy sources and conserve water? What is the company's carbon footprint? Does the company recycle and purchase recycled goods where possible? How do the company's operations impact the land, water, and plant and animal life?

Do leadership and management deal fairly and transparently with stakeholders, including employees, customers, vendors, and investors?

What governmental regulation is the business subject to? Is the business in compliance with equal opportunity, wage hour, environmental, and ethical requirements?

SILVER LEVEL

Achieve BRONZE plus:

Provide a GHG report for Scope 1 & 2 Emissions annually

GOLD LEVEL

Achieve SILVER plus:

Provide a comprehensive report for Scope 3 Emissions annually

UNLOCKING POTENTIAL IN PEOPLE

Active understands that it is nothing without it people and giving employees everything they need to thrive is key to sustainable employment.

Our Statement

Active will be focussing on supporting the creation of an inclusive, safe workplace, where employees feel enabled to fulfil their own capabilities and progress in their career in a supportive environment.

We will have a formal policy for apprenticeships and internments that will allow people in the local community to access high quality training and on the job learning to develop a career in workplace solutions and facilities management. We will continue to be a part of the Investors in People scheme and use our employee feedback to monitor and react to our people initiatives. Being rewarded for the work that you do is important to us, and we will commit to going beyond the minimum pay standards for all Active personnel.

EDI Policy

Our company values diversity, equity, and inclusion (EDI), and we believe that fostering a workplace culture that is inclusive and respectful of all individuals is essential for our success. It also forms an important component of our Unlocking Potential strategy.

Being able to acknowledge diversity is one of the most crucial steps for an inclusive workplace. If you have the opportunity to bring your full self to work without fear of discrimination (that's inclusion), you will build stronger connections with your teammates, you will feel more engaged in your role, and Active will actually perform better (Seriously! Studies have proven a correlation between a diverse and engaged workforce and better financial performance in companies!)

Under this policy, we are committed to creating and maintaining a work environment that is free from discrimination and harassment on the basis of race, ethnicity, national origin, gender, gender identity, sexual orientation, age, disability, religion, or any other protected characteristic.

We are committed to providing equal opportunities for all employees, and we will not tolerate any form of discrimination or harassment in the workplace. We will take appropriate disciplinary action against any employee who engages in discriminatory or harassing behaviour, up to and including termination.

Additionally, we are committed to promoting diversity and inclusion at all levels of the company. This includes recruiting, hiring, and promoting employees from a wide range of backgrounds and experiences, as well as providing training and support to help all employees feel valued and respected.

We believe that fostering a diverse, equitable, and inclusive workplace is essential for our success, and we are committed to supporting our employees in this effort. We encourage all employees to join us in creating a work environment that is inclusive and respectful of all individuals.

Definitions

Diversity

Simply put, diversity is the presence of difference. We believe in the power of people: our differences, our similarities, and what we can learn from each other.

That's why we commit to employing people with different backgrounds, experiences, and identities. That way, we can grow as people, become the company we want to be, and deliver better solutions to Active customers.

Equity

Equity ensures fairness regardless of who you are. It refers to fair and just practices and policies that ensure all people can thrive. Equity is different from equality in that equality implies treating everyone as if their experiences are exactly the same. Equity ensures everyone has access to the same treatment, opportunities, and advancement and aims to identify and eliminate barriers that prevent the full participation of people or groups.

Inclusion

Inclusion is all about acceptance and belonging. Inclusion is a company-wide effort and practice in which different groups or individuals with varying social and cultural backgrounds are socially accepted, welcomed, and treated equally. These differences could be self-evident, such as national origin, age, race and ethnicity, religion/belief, gender, marital status, and socioeconomic status, or they could be more inherent, such as educational background, training, work experience, tenure, even personality, such as introverts and extroverts.

Discrimination

We define discrimination as behaviours on the basis of protected characteristics: age, gender, pregnancy, abilities, sexual orientation, religion, nationality, race, and ethnicity.

And including, but not limited to:

- Denial of benefits, appropriate compensation, or growth / promotion.
- Job refusal or exclusion from employment.
- Termination of employment.
- Denial of use of company facilities or property.
- Preferential treatment.
- Exclusion or isolation by co-workers.
- Hostile work environment.
- Failure to understand and provide necessary accommodations due to disability (physical or mental).

Harassment

We define harassment as treatment in a way that is offensive, humiliating, intimidating, or threatening because of protected characteristics: age, gender, pregnancy, abilities, sexual orientation, religion, nationality, race, and ethnicity.

And including, but not limited to:

- Jokes.
- Comments.
- Name-calling.
- Hate speech.
- Insults.
- Intolerance.
- Perpetuation of stereotypes.
- Physical assault or violence.

Modern Slavery Policy

Active is committed to the principles of the Modern Slavery Act 2015 and the abolition of modern slavery and human trafficking.

As an equal opportunities employer, we're committed to creating and ensuring a non-discriminatory and respectful working environment for our staff. We want all our staff to feel confident that they can expose wrongdoing without any risk to themselves.

Our recruitment and people management processes are designed to ensure that all prospective employees are legally entitled to work in the UK and to safeguard employees from any abuse or coercion.

We do not enter into business with any organisation, in the UK or abroad, which knowingly supports or is found to be involved in slavery, servitude and forced or compulsory labour.

Respect for everyone

At Active, we believe that we are only as strong as we are different. We celebrate everything that makes our employees unique, and we love how our varied backgrounds improve our team and our customer solutions.

This means that we:

- Celebrate what makes us different (we'd throw a party every day if we could).
- Speak with kindness and curiosity when we discuss our differences. (YES it's okay — encouraged, even — to talk about it! We love a kind discussion about what makes us unique.)
- Discuss and respect boundaries.
- If someone unintentionally says or does something that feels disrespectful, it's your responsibility to speak up and let them know.
- It's their responsibility to apologise and make sure they understand why it was disrespectful and avoid such language or behaviour in the future. This should be an open discussion with both sides assuming good intent and a chance to educate and learn from each other.

If there is a clear, intentional disrespect, discrimination, or harassment based on protected characteristics, discuss (with specific references) what your teammate has done to make you uncomfortable with their direct manager. If you are uncomfortable talking directly with their manager, you are welcome to speak with an HR representative or a member of Senior Management in confidence.

Our goal is for everyone at Active to be accepting and kind. We hold each employee to these standards.

We will take action against any employee found guilty of discrimination or harassment on the basis of protected characteristics (such as age, gender, pregnancy, abilities, sexual orientation, religion, nationality, race, and ethnicity), up to and including termination of employment.

Bottom Line: **We have zero-tolerance for discrimination and harassment at Active.**

Active Apprenticeship Scheme

Active is committed to offering genuine career opportunities and best practice education through a formal apprenticeship scheme. We currently employ up to 4 apprentices, where young people can learn multiple facets of the Facilities Management Industry. Their on-the-job learning is complemented through our technology-based education provider: CT Skills and apprentices complete 4 days a week at work and a day on course work building to a formal qualification (typically Level 3) over 18 months.

Active Fair Remuneration Policy

Active is committed to rewarding work with fair pay. We currently commit to paying in excess of National Living Wage to all employees and apprentices.

Work Life Balance at Active

At Active we understand how work, however much you enjoy it, gets in the way of life sometimes. All employees with more than 26 weeks continuous service have the right to request flexible working to support their work life balance. This may include but is not limited to:

- A change in hours i.e. working less than normal hours and or fewer days
- A change to the times when they are required to work
- A change to the place of work i.e. to work from home
- A different pattern of work
- Job sharing

We also commit to look at requests for time off for whatever reason on an individual basis, if they fall outside of our formal leave policy. If you are struggling with home situations we want to help.

Active also commits to having a minimum of 2 staff available who have been trained in mental health support in the office for employees to approach in confidence.