

The background of the cover is a vibrant, circular illustration. It depicts a futuristic cityscape with various skyscrapers and buildings. A large, green, bushy landscape with a winding path and a wind turbine is integrated into the design. In the center, three silhouetted figures in business suits stand on a platform, looking out over the city. The overall theme is sustainable development and corporate responsibility.

# **Environmental, Social & Governance Report 2023**

Jacquard Group Limited

**The 2023 Environmental, Social, and Governance (ESG) report for Jacquard Group Limited ("Jacquard"), a software-as-a-service company committed to sustainability and social responsibility, encompasses the following content:**

1. **Environmental Impact:** Comprehensive information on Jacquard's environmental initiatives, such as energy usage, waste management, and carbon emissions. Specific details about Jacquard's efforts to reduce its carbon footprint.
2. **Social Impact:** Overview of Jacquard's efforts to create a positive social impact through its professional and personal development investments, contributions to local communities, and commitment to equal opportunities, diversity, and inclusion.
3. **Governance:** Jacquard's commitment to ethical business practices and corporate governance. The company's adherence to transparency and accountability standards and commitment to conducting its business ethically and responsibly.
4. **Risk Management:** Jacquard's risk management process, including the steps taken to identify, assess, and mitigate risks. Jacquard's risk management policies and procedures provide an overview of the business's potential risks.
5. **Opportunities for Improvements:** Overview of potential areas for improvement in which Jacquard could reduce its environmental or social impact. Actionable recommendations that Jacquard plans to implement to enhance its sustainability and social responsibility further.

March 2024

Dear stakeholders,

Jacquard is committed to creating a sustainable and responsible business and providing stakeholders with a clear and transparent view of its sustainability and social responsibility efforts.

As Jacquard continues to expand globally, we recognize the increasing importance of our responsibility to society, our employees, and our customers. Therefore, we strive for a better future through various initiatives and programs that internally and externally promote environmental, social, and governance ('ESG') practices.

This report is Jacquard's first Sustainability Report, covering the year 2023. This report details our efforts in our key focus areas and the policies and practices that support our ESG commitments.

In late 2022, we began using Greenly's carbon accounting platform, which provides the necessary tools and insights to monitor and reduce our carbon footprint. In addition, it enables us to meet our sustainability goals, enhance our brand reputation and comply with relevant regulations.

In 2023, we began measuring our ESG initiatives with the participation of representatives from departments across the company. This group creates an ESG framework with KPIs and sets annual objectives and activities.

The framework will serve as our baseline for measuring progress, determining what information goes into our sustainability reports, and aligning with the UN's Sustainable Development Goals (SDGs).

At Jacquard, we remain committed to our ESG goals and will continue to work towards a sustainable future for all.

Dan Head  
*CEO*



## 1 Environmental impact

### Greenhouse gas emissions report

As part of our commitment to transparency and accountability, we have analyzed our greenhouse gas (GHG) emissions for 2023. This analysis provides valuable insights into our emissions per employee, broken down by three scopes, and underscores our efforts to assess and manage our environmental impact.

We are proud to state that in 2023 we had **no Scope 1 emissions**, which are direct emissions from sources owned or controlled by our company.

Our **Scope 2 emissions**, which are indirect emissions from the generation of purchased electricity and heat consumed by our company, totaled 4 tCO<sub>2</sub>e (metric tons of carbon dioxide equivalent).

These emissions are associated with the electricity and heat we purchase from external sources to power our operations. We are actively working to reduce our Scope 2 emissions by implementing energy conservation measures throughout the company, such as implementing screen timeouts on our computers and monitors, and as we have no permanent facilities for which we pay for electricity or heat, encouraging our remote workers to be mindful of their electricity and heating.

Our **Scope 3 emissions**, which are indirect emissions in our value chain outside of our operational boundaries, totaled six-hundred and eighteen (618) tCO<sub>2</sub>e.

These emissions result from purchased goods and services (notably hosting our customer platform and processing our data on cloud servers), business travel and commuting, and to a much lesser degree, our food and drink choices at work and using products sold by customers. We recognize the importance of addressing Scope 3 emissions as part of our commitment to sustainability. As a result, we are actively working with our suppliers (including Amazon Web Services, our cloud hosting provider), customers, and other stakeholders to identify and implement strategies to reduce these emissions.

Overall, our total GHG emissions for 2023 were six-hundred and twenty-two (622) tCO<sub>2</sub>e. Our commitment is to continually improve our environmental performance by implementing sustainable practices, investing in renewable energy when available, optimizing our operations, and collaborating with stakeholders to collectively address climate change's challenges.

These results provide valuable insights into the distribution of our emissions across different scopes and allow us to identify areas where we can further reduce our environmental impact. We recognize that addressing GHG emissions is a collective effort that requires ongoing collaboration among our employees, suppliers, customers, and other stakeholders.

## **Sector Benchmark Comparison**

As a company operating in the platforms, software, and applications sector, we are dedicated to measuring and managing our environmental impact to drive sustainability performance.

In line with this commitment, we have compared our greenhouse gas (GHG) emissions per employee with the sector benchmark for 2023, which for 2023 stands at an average of 16 tCO<sub>2</sub>e per employee (down from 23 tCO<sub>2</sub>e per employee in 2022).

We are pleased to report that our company's GHG emissions per employee are less than 45% of the sector benchmark, with no Scope 1 emissions, Scope 2 emissions at 0.04 tCO<sub>2</sub>e per employee, and Scope 3 at 6.57 tCO<sub>2</sub>e per employee, for a total of less than 6.7 tCO<sub>2</sub>e per employee. These results reflect our ongoing efforts to minimize emissions by investing in energy-efficient technologies, optimizing our operations, and promoting sustainable practices across our value chain.

We take pride in our environmental performance and are committed to continuous improvement. We recognize that addressing climate change and reducing our environmental impact is critical to ensuring a sustainable future for our planet and future generations. As a responsible company, we will continue to work towards further reducing our emissions and contributing to the transition towards a low-carbon economy.

## **Carbon off-set for our carbon emissions**

To offset our 2023 carbon emissions, our company invested in a project to offset 10% of our total carbon emissions - equal to 67 tCO<sub>2</sub>e. The project was the India Gujarat State Wind Farm:

The main purpose of this project is to generate clean forms of electricity through renewable wind energy sources. The project involves the installation of a 100-megawatt wind farm in the state of Gujarat, India. Over the first ten years of its crediting period, the project will replace anthropogenic emissions of greenhouse gasses (estimated to be approximately 172,333 tCO<sub>2</sub>e per year), thereon displacing 183,960 megawatt-hours/year of electricity from the generation-mix of power plants connected to the Indian grid—itsself dominated by thermal and fossil fuel-based power plants.

In addition to expanding renewable wind energy production, this project offers myriad co-benefits, from local job creation to the assurance of higher quality air for those living within the Gujarat region, thanks to the prevention of environmental pollution from oil, gas, and coal-generated electricity.

This project is both additional (it would not have happened without the carbon credit revenues that make the project financially attractive for investors) and permanent (the avoidance of the emissions that would have occurred from a non-renewable energy facility occur in perpetuity).

This project aligns with several UN Sustainable Development Goals, including **Affordable and Clean Energy; Decent Work and Economic Growth; Industry, Innovation and Infrastructure; Sustainable Cities and Communities; and Climate Action.**

## **Our carbon footprint target for 2030**

Our company's reduction target on the total tCO<sub>2</sub>e indicator aligns with the Paris Agreement 2.0, which aims to reduce greenhouse gas (GHG) emissions.

We aim to reduce -40% from the reference year (2023) to 2030+. This indicates our commitment to significantly reducing GHG emissions and contributing to global efforts to mitigate climate change.

We recognize the urgent need to address GHG emissions, prioritize monitoring, and reduce our total tCO<sub>2</sub>e indicator as a critical performance metric in our sustainability and environmental initiatives.

## **2 Social impacts**

At Jacquard, we're dedicated to making a positive social impact through our professional and personal development investments. We believe that fostering a culture of sustainability and well-being among our employees can create a ripple effect extending to our communities and beyond.

As part of our commitment to social responsibility, we prioritize initiatives that support education, diversity and inclusion, and environmental sustainability. We aim to create a more equitable and sustainable future for all.

To amplify a holistic, practical, and lasting social impact, our focus is to take action in the following areas:

- Our People
- Employee benefits
- Professional and personal development of our employees
- Nominations and awards
- Donations & voluntary work

### **Our People**

At Jacquard, our people are at the heart of everything we do. We recognize that our success directly results from our employees' hard work, creativity, and dedication. As such, we strive to create a supportive, inclusive, and collaborative work environment that empowers our people to thrive personally and professionally.

Our team comprises individuals from diverse backgrounds and experiences, bringing unique perspectives and skills. We value and celebrate this diversity, recognizing that it drives innovation and enables us to serve our customers better.





Ultimately, investing in our people is vital to serving our customers as a better company. Therefore, we commit to providing opportunities for growth, development, and advancement to all our employees.

In 2023, we continued to foster a more diverse and inclusive workplace by celebrating the first full year of the company-sponsored Jacquard Culture Club.

The Culture Club is a fun, collaborative space to help Jacquard employees feel connected and create stronger relationships across the company. It meets monthly to come up with ideas for everything from events to care packages. Even more importantly, it shares information with the larger organization regarding important cultural and historical events, including Mental Health Awareness Week, Juneteenth, the Lesbian, Gay, Bisexual, Transgender and Queer (LGBTQ) Pride Month, St. George's Day, Earth Day and Arbor Day, to name a few. These discussions help us identify and overcome unconscious biases and promote a more inclusive culture. Through this initiative, we aim to create an environment where everyone feels valued and respected, regardless of their background, identity, or personal beliefs.



We are committed to continuing to work towards a more diverse and inclusive workplace, recognizing that this is not only the right thing to do, but also a key driver of business success and long-term sustainability.

Employee retention rate

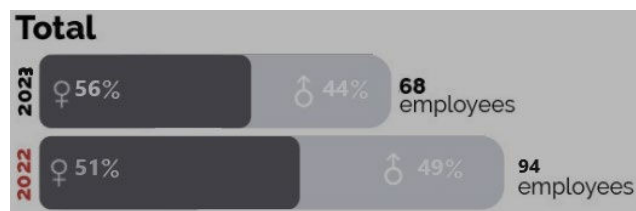
We are pleased to report that our employee retention rate has increased to 75.5% in 2023, compared to 68.9% in the previous year. Our retention rate is therefore only slightly below the industry average of 80% for the software industry, as reported by LinkedIn.

At Jacquard, we are committed to continually improving our employee satisfaction, engagement, and retention. We plan to achieve this by focusing on key areas such as employee compensation, work-life balance, growth opportunities, and leadership quality. We firmly believe that our employees are our greatest asset, and their well-being and success are crucial to our long-term success as a company.

In addition, as we continue to grow as a company, we see positive progress in our workforce representation. We have 16 nationalities and will continue to take intentional and measurable steps forward to accelerate more excellent diverse representation in hiring and leadership ranks.

Gender Equality and Representation

As of January 2023, our company had a total of 94 employees, with 46 male and 48 female, constituting 49% male and 51% female representation. At the start of the year, we had 25% female representation in leadership roles. By the end of December 2023, due to a workforce rightsizing and reorganization, our company had streamlined its workforce to a total of 68 employees, with 56% male and 44% female representation.



We are proud to report that starting in October 2023 and continuing through the end of the year, overall female headcount increased on average by 6% per month, compared to 3% per month for all groups in the same period.

By the end of 2023, however, we no longer had women in leadership roles; this is something that the company has already begun to address in 2024, through the promotion of a female human resources employee to HR Business Partner and the hiring of a female fractional Chief Marketing Officer.

At Jacquard, we recognize the importance of promoting diversity and inclusion in the workplace and are committed to ensuring equal opportunities for all employees, regardless of gender or other characteristics.

We will continue implementing strategies to improve gender representation across all levels of our organization and foster a culture of inclusion and equity.



## **Pay Gaps**

We also recognize the importance of reducing pay gaps in the workplace.

In 2023 we conducted an analysis of employee salaries and looked at our salary bandings across New York and London. We then implemented a pay review to bring all salaries in line with localized benchmarks.

We are also committed to promoting gender equality and ensuring that all our employees are compensated fairly and equitably for their work. We will continue to review our pay policies and practices to identify any areas for improvement and take action to reduce any identified pay gaps.

## **Employee benefits**

At Jacquard, we understand the importance of providing our employees with competitive and comprehensive benefits packages. We believe that supporting our employees' well-being and financial security can help them focus on their work better and contribute to our shared success.

In 2023, we made some improvements to our U.S. employee healthcare coverages. The company now covers 100% of our U.S. employees' medical coverage premiums, up from 90% in the previous year. The company also now covers 50% of our employees' dependents' medical coverage premiums, after not previously covering such costs.

In 2023 we recognized the importance of remote work, even after the declared end of the COVID-19 pandemic, and allowed our employees to work from home in locations where Jacquard had no entity. As appropriate, the company provided employees with the necessary equipment to work from home (desks, chairs, monitors, etc.). For most of our employees, a flexible remote working policy which originally served the needs of Covid was transitioned to a Return to Office ('RTO') policy offering employees a spacious, comfortable and technologically-outfitted London office and the transition of the company's U.S. office from Chicago to New York City.

## **Mental health and well-being**

In today's fast-paced world, stress can affect anyone. At Jacquard, we prioritize the well-being of our employees and understand the importance of investing in their mental health. That's why we have partnered with the '**Boost!**' benefits portal to offer all of our employees free access to the Wellbeing Center, which provides education, support and tools to help them live happier and healthier lives. The Wellbeing Center provides tools to help employees get active, eat healthier, ensure their financial wellbeing, and master their mental health. Scientific research has proven that just 30 days of using similar tools can reduce stress levels by a third.



We also utilize the Reward Gateway Employee Assistance Program (EAP), which offers 24/7 support across a range of personal legal, medical, health and wellbeing issues, as well as a telephone counseling service. By providing our employees with access to these valuable resources, we aim to support their mental health and help them achieve a better work-life balance. Physical and mental health is crucial for our employees to perform at their best.

## **Professional and personal development of our employees**

At Jacquard, we believe that investing in our employees is key to our continued success. We are committed to providing a supportive and rewarding workplace culture that enables our team members to thrive both personally and professionally.

### **Performance Management Cycles**

At Jacquard, we are committed to creating a culture of continuous feedback and professional growth for our employees. To achieve this, we have re-developed our 'performance' management cycles, which now consist of two cycles per year.

These cycles give every employee the opportunity to set personal goals, reflect on their performance, request feedback from peers, and receive bi-annual feedback from their superiors.

We also formalized weekly hour-long coaching sessions between managers and their direct reports.

We aim to build the highest-performing teams by ensuring that employees are in roles they enjoy and that we attract talent in all areas of our business. We strive to establish an equal and rewarding employee pay system through transparent year-end evaluations and manager panel groups.

### **Leadership Development**

At Jacquard, we believe in the importance of leading by example. That's why one of our priorities was to offer several workshops to our core leadership team.

An important strategic goal for 2023 was to align strategy across all departments. The topics of the workshops were therefore focused on, for example, coordinating co-working amongst different stakeholders to meet our product roadmap and strategic goals.

The People team also focused on improving employee engagement and driving more transparent performance management processes.

With these workshops and initiatives, we aim not only to build on improving the leader's core skills and capabilities, but also to equip them with the tools they need (templates, guidelines and instructions) to manage their teams with a common strategic understanding. Overall, we aim to empower our leaders to drive Jacquard's growth and success for our organization and customers.

## **Engagement & satisfaction**

At Jacquard, we think that employee experience is crucial to achieving excellence at work. We understand that a happy employee is a motivated and productive employee, and this is reflected in our interactions with customers and suppliers. To ensure our employees' satisfaction, we have implemented regular staff surveys. This practice measures and increases our understanding of our employees' feelings by conducting short pulse surveys.

Each survey assesses the organization's atmosphere and advises employees and managers on improving their engagement levels. By using these, we aim to create a workplace culture that is supportive, engaging, and fulfilling for all our employees.

## **Traineeship for graduates**

In 2023, Jacquard provided an opportunity to a young graduate through an internship position. Our program welcomed a UK-based intern interested in law, who was mentored by our General Counsel on the concepts of contract termination and damages clauses. The intern has since returned to her first year of law school and has chosen to pursue the law of commercial contracting as a significant part of her studies.

We are committed to providing valuable experiences and opportunities for growth to the next generation of professionals, and plan on continuing and expanding this programme in 2024.

## **Sustainable Workplace**

We believe that fostering a sense of community among our employees is crucial to building a sustainable and inclusive workplace. As part of this effort, we organized company-subsidized Friday lunches at local farmers' and food artisans' markets. These initiatives aimed to bring our teams together, promote conversations about sustainability, and encourage the growth of our business in a socially responsible manner.



In addition to promoting well-being and sustainability, we also supported our teams with healthy food (i.e. low and no sugar snacks, and healthy fruits and nuts) and zero-waste products (including a ban on single-serve water bottles), creating a healthy working environment. We believe that providing access to healthy food options and promoting sustainable practices can contribute to our employees' overall well-being and productivity.

## **Nominations/awards**

In December 2023, Jacquard was listed as a leader in the 'AI Writing Assistant' category by **G2**.

G2 is the largest and most trusted software marketplace in the world. More than 90 million people annually — including employees at all Fortune 500 companies — use G2 to make smarter software decisions based on authentic peer reviews.

With this recognition, we are motivated to continue striving for excellence in all aspects of our operations.

## **Donations & voluntary work**

We were proud to have supported the following charities by donating money earmarked for their holiday 2023 fundraising:

- AnitaB.org is a US-based organization dedicated to increasing the number of women in computing fields. They offer a variety of programs and initiatives to support women at all stages of their careers, from girls in middle school to experienced professionals.
- Raspberry Pi Foundation is a UK-based charity that aims to enable young people to realize their full potential through the power of computing and digital technologies.

As we continue our commitment to social responsibility, we are proud of the impact we made through these initiatives. We remain dedicated to creating a positive social impact in our communities, fostering a culture of sustainability and well-being, and driving meaningful change for our employees and the wider society.

## **3 Governance**

At Jacquard, we are committed to creating and maintaining an inclusive work environment that values diversity, dignity, and respect for all employees. Our anti-discrimination and harassment policies and practices are in place to ensure that everyone feels welcome and safe, free from any kind of discrimination, harassment, or intimidation.

### **Organisation Changes**

We were thrilled to conclude 2023 by bringing on board three recognized industry leaders as the company's new Chief Executive Officer, Chief Product Officer, and Chief Revenue Officer. The company also promoted one of its founders, and longtime VP of Product, to the role of Chief Technology Officer. With this management team at the helm, the company set clear strategic goals for the year ahead. With the right product, sales, technology, and executive leadership to

chart the course for 2024 and beyond, the future is looking bright.

## **Contract Lifecycle Management**

The company's legal team has continued to develop and refine a contract lifecycle management ('CLM') programme that automates and streamlines our contract processes during key stages. These stages include initiation, authoring, process and workflow, negotiation and approval, execution, ongoing management and compliance, and contract renewal. These initiatives reduce risk to the organisation and ensure that Jacquard remains compliant with document retention and destruction laws and regulations.

## **Legal Information and Resources**

We have developed a webpage for legal resources, including information to our prospects and clients regarding our Website Terms of Use, Privacy Policy, Cookie Policies, Employment Privacy Notice and Data Processing Addendum. Taken together, these documents demonstrate our class-leading regulatory and compliance measures. The page also allows us to streamline the contracting process by providing our prospective clients with frequently requested information on our Service Levels, Support Services and Planned Maintenance, Minimum Insurance Levels, and Information Security provisions.

## **Onboarding and Offboarding Processes**

After feedback from a multi-disciplinary group which included the Chief Financial Officer, General Counsel, and Head of the People Team, we developed more detailed and comprehensive onboarding and offboarding playbooks. These ensure consistency during these crucial parts of the employee lifecycle and reduce the risk of errors and oversight which could jeopardize the company's mission.

## **Labor and Human Rights**

We have established policies that align with international labor standards, such as non-discriminatory treatment, anti-harassment, workplace health and safety, anti-slavery and human trafficking, no child labor, freedom of association, and minimum wages. Respect for human rights is essential to our core values, how we run our business, and how we interact with our internal and external community.

## **Equal Opportunities and Diversity Policy**

Our Equal Opportunities and Diversity Policy encourages equality and diversity among our workforce and eliminates unlawful discrimination. We are committed to treating all employees fairly and providing equal opportunities for career advancement.

Jacquard also maintains an Employee Background Screening Policy as part of our hiring process.

Background checks help us gain insight into candidate backgrounds, verify candidates, and ensure that we hire reliable employees.

We recognize the importance of protecting the planet and work with our partners at Greenly to implement measures that our employees can take to reduce the environmental impact of our corporate activities. We share a responsibility to protect the planet and reduce our carbon footprint.

## Code of Conduct

Our Code of Conduct has been adopted to encourage ethical conduct and promote compliance with applicable laws, rules, and regulations. We expect our employees to conduct themselves honestly and honestly, avoiding any actual or apparent conflicts of interest and protecting confidential information.

Prompt internal reporting of any violations of law or the Code of Conduct is expected to protect the Company's legitimate business interests, including its assets and corporate opportunities.

## Information security

At Jacquard, we prioritize protecting confidential customer information and data. To ensure this, in 2023 we attained ISO 27001 certification, a gold-standard Information Security ('InfoSec') global framework used to identify and maintain the assets, technologies, and processes needed for safeguarding sensitive data and services.

Additionally, the company formed a cross-departmental InfoSec Committee to promote best practices in policies and standards and facilitate transparent decision-making processes.

To achieve our security goals, we maintain a robust governance committee to address issues of information security. The committee reviews the internal policies of the company on an annual basis and is updated at every meeting on issues involving data security and InfoSec.

Our Information Security Management System project owners, consisting of the General Counsel and Engineering Director, support information security initiatives and drive the future vision of information security. These leaders have the authority to drive information security at Jacquard at the functional and operational levels and coordinates the ISMS activities across the organization.

In particular, our ISO 27001 compliance led to the creation of the following company policies:

- Acceptable Use Policy (for use of internal company assets);
- Terms of Use (for external systems use);
- Asset Management Policy;
- Backup Policy;
- Bring Your Own Device Policy;
- Code of Conduct;
- Data Classification Policy;
- Data Protection Policy;
- Data Retention Policy;
- Encryption Policy;
- Information Security Policy;
- Password Policy;
- Physical Security Policy;
- Responsible Disclosure Policy;
- Software Development Lifecycle Policy;
- System Access Control Policy;
- Vendor Management Policy; and
- Vulnerability Management Policy.

In addition, Jacquard developed an asset register to keep track of its physical and virtual assets, and a vendor directory which includes a risk-scoring mechanism and a way to monitor its vendors' compliance with information security best practices.

Finally, the company developed an Incident Response Plan for tracking and responding to minor incidents, and Disaster Recovery and Business Continuity Plans, which should prove invaluable in the event they are needed.



We understand the risks and concerns related to security and privacy of data, and maintain GDPR compliance by implementing solid measures to prevent its unauthorized access or disclosure, including signing Data Protection Agreements with customers and partners and documenting and updating our Technical and Organizational Measures.

We recognize that IT security is an ongoing process, and will continue to test and improve upon our Information Security Management System to maintain our ISO 27001 certification in 2024.

## 4 Risk Management

Jacquard's risk assessment process applies to all business processes, information, information systems, networks, devices, and information processing facilities owned or used by Jacquard applicants, employees, contractors, consultants, vendors, partners, and other users affiliated with Jacquard or others using or accessing Jacquard networks and/or information systems.

Jacquard has developed processes to identify and analyze the strategic and operational risks it faces using this risk management policy based on best practices. Our General Counsel regularly reviews the risk management strategy and policy, ensuring its application to relevant areas and annual review of its operational application. Any non-compliance is reported to appropriate company officers and authorities.

We evaluate security risks at various stages of the software design and development lifecycle, as needed. Identified risks are assessed for their likelihood and impact and then ranked accordingly. Risks are prioritized and mapped using our risk management policy, and we employ different risk response strategies depending on their severity, including mitigation, acceptance, transfer, or elimination.

Jacquard maintains a Risk Register and Treatment Plan, ranking risks by likelihood and severity/impact as critical, high, medium, or low. We respond to risks in a prioritized fashion, considering cost, work effort, and availability of resources. Periodic reports are made to senior leadership to ensure risks are being mitigated appropriately and in accordance with business priorities and objectives.

Our CEO is accountable for the acceptance and/or treatment of critical or high business risks to the organization. The CEO and CFO can approve the avoidance, remediation, transference, or acceptance of any risk cited in the Risk Register. The General Counsel is responsible for the company's adherence to this policy.

## 5 Opportunities for Improvement

This section includes an overview of potential areas for improvement in which Jacquard could reduce its environmental or social impact. Also included are actionable recommendations that Jacquard plans to implement to further enhance its sustainability and social responsibility.

### Environmental Sustainability

Our planned carbon footprint reduction activities in 2024 demonstrate a commitment to sustainability and environmental responsibility across various aspects of the organization's operations. These include waste management, travel and commuting, service purchasing, digital practices, asset management, food and beverage choices, energy conservation, and event planning.

## Waste

- Implementation of an easy-to-understand waste sorting system.
- Training of teams to identify and minimize waste generation.

## Travel & Commute

- Promoting sustainable transportation by encouraging Jacquard's employees to use public transport, carpooling, cycling, or walking to work, which can help reduce the company's carbon footprint.
- Replacement of some business travel with video conferencing to reduce carbon emissions.
- Shifting from air travel to rail travel wherever feasible (defined as less than a 4-hour rail trip).
- Launching a training questionnaire to educate employees on sustainable travel practices.
- Detailed expense reporting to track and minimize travel-related costs.
- Encouragement of carpooling among employees to reduce individual commuting impact.

## Service Purchases

- Implementation of eco-conditions in the purchasing policy to prioritize environmentally friendly products and services.
- Deployment of a supplier engagement questionnaire to assess and engage suppliers on sustainability practices.
- Consideration of environmental aspects in the contract granting process to ensure sustainability commitments from vendors.

## Digital-related

- Recycling end-of-life computer equipment to minimize electronic waste.
- Whenever possible, encouraging the use of WiFi instead of mobile data, which has a higher environmental impact compared to WiFi.
- Employee awareness and training on the environmental impact of IT.
- Removal of unnecessary software from computers and limiting updates to minimize energy consumption.

## Assets

- Inclusion of more vegetation in the office environment for enhanced sustainability.
- Measures to extend the life of laptops and smartphones through repair and refurbishment.
- Employee awareness and training on eco- gestures to promote responsible asset management.

## Food and Drinks

- Including vegetable milk in purchasing decisions to reduce carbon emissions.
- Launching training questionnaires to educate employees on sustainable food and beverage choices.

## Energy

- Turning off equipment such as WiFi, printers, screens, and lights at night and on weekends to conserve energy.

## Activities and Events:

- Increasing the proportion of vegetarian meals for events to reduce the carbon footprint associated with food production.

## **Social Responsibility**

Jacquard will continue to create a diverse and inclusive workplace by promoting equal opportunities for all, supporting employee resource groups (including the recent establishment of a women's resource group), and fostering a culture of respect and inclusivity.

## **Employee Well-being**

Starting in March 2024, Jacquard will switch to an unlimited paid time off policy, designed to provide significant flexibility to employees and reward their productive use of work hours. We want our employees to feel free to take the time off they need without worrying about counting the days. Employees can take time off to recharge and care for themselves if their performance meets company expectations.

Jacquard continues prioritizing employee well-being by promoting work-life balance, offering flexible work arrangements, and providing mental health support services.

Jacquard will enhance its commitment to social responsibility by engaging in community service, supporting local charities and initiatives, and promoting employee volunteerism.

By implementing these recommendations, Jacquard can reduce its environmental and social impact, enhance its sustainability and social responsibility, and demonstrate its commitment to creating a better world for all.