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## Sustainability Policy

Philotech sees sustainable economic activity as a central task of responsible company management. It is important to us to emphasize the social, economic and environmental impact of our business in everything we do and this policy reflects our commitment to ensure that sustainability is considered through all our business decisions. Philotech is committed to implement sustainable business practices in an environmentally and socially responsible manner. We understand the importance of conserving natural resources. Our comprehensive approach to sustainability initiatives ensures that every employee is empowered to make a difference.

Philotech as an engineering service supplier does not manufacture any material products. Our products and services include electronic data and software. Philotech works directly in the customer IT infrastructure.

### Principles

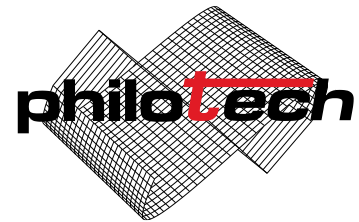
Our sustainability policy is based upon the following principles:

- To comply with all applicable legislation, regulations and codes of practice or fall below limits
- To integrate sustainability considerations into all our business decisions
- To ensure that all staff are fully aware of our sustainability policy and are committed to implementing and improving it
- To minimise the impact on sustainability of our office and travel
- To make clients and suppliers aware of our sustainability policy and encourage them to adopt sound sustainable management practices
- To review this policy as the business evolves and grows, ensuring it continues to be at the forefront of best practice

### Air Quality

In order to improve the air quality we:

- Use public transport for necessary business travel wherever possible
- Avoid physically travelling to meetings where alternatives are available and practical, such as using teleconferencing, video conferencing or web cams
- Practice efficient timing of meetings to avoid multiple trips
- Reduce the need for our staff to travel by supporting alternative working arrangements, including working from remote office



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## Energy Consumption and Greenhouse Emissions

In order to lower the energy consumption and greenhouse emissions we:

- Reduce the energy consumption of office equipment by purchasing energy efficient equipment
- Ensure the responsible use of energy throughout the organisation
- Reduce our use of energy by turning off lights and equipment throughout our office after hours
- Use energy saving measures during application of IT infrastructure and all other electrical and electronical equipment
- Seek to purchase electricity from a supplier committed to renewable energy

## Natural Resources Management and Waste Reduction

In order to improve the natural resources management and to reduce waste we:

- Reuse or recycle all office waste, including paper, computer supplies and redundant equipment
- Minimise our use of paper and other office consumables, for example by double-siding all paper used
- Identifying opportunities to reduce waste
- Use electronic methods to distribute software and documentation to reduce our consumption of material resources
- Focus on the use of organically mined and transported raw materials
- Avoid use of any raw materials that cause ecological damage (e.g. damage to rainforest)

## Responsible Chemical Management

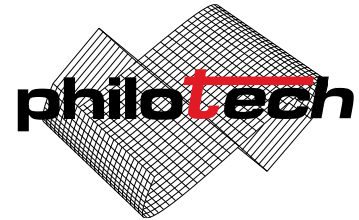
In order to practice the responsible chemical management we:

- Use biodegradable chemicals
- Dispose chemicals accordance with legal regulations (e.g. disposal of waste toner, electronic components by specialised companies etc.)

## Water Quality and Consumption

In order to improve the water quality and to reduce the water consumption we:

- Promote water conservation by equipping our office with efficient water fixtures
- Using half flush on the toilet
- Turning off the water when not in use



## Raw Materials

Energy, raw materials and water are to be used as economically and efficiently as possible. Philotech opts for electricity providers that offer “green electricity”. Within our possibilities as an engineering service provider (support of the customer in development projects e.g. software development – no manufacturing industry) Philotech focuses on the use of organically mined and transported raw materials. We avoid use of any raw materials that cause ecological damage (e.g. damage to rainforest).

## Further Efforts

- Providing a safe and healthful workplace
- We seek to work with local clients and support the local economy wherever possible
- We intend to rent office space with high energy efficiency and low CO<sub>2</sub> emission
- We develop new technologies in our projects to conserve natural resources, reduction of greenhouse gas emissions and thus improve our air quality
- As company, we support the bicycle – initiative “Mit-dem-Rad-zur-Arbeit.de/Philotech”.

Taufkirchen, 03.06.2019

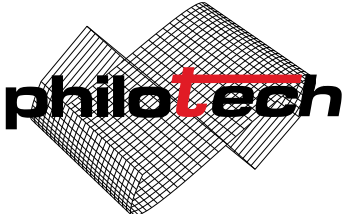
Philotech GmbH

A blue ink signature of Hartwig Dirscherl.

Hartwig Dirscherl  
CEO

### Change Directory:

Version	Date	Description of the Change	Author
1.0	26/01/2017	Initial version	S. Pöll
2.0	26/04/2019	Change Policy	A. Borde
3.0	10/05/2019	Change Policy regarding Raw Materials Policy	A. Borde



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4.0	03/06/2019	Rewording and restructuring	A.Borde/S.Pöll
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