

Environmental Policy

EP

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1 Introduction

Comfact AB is committed to reducing our impact on the natural environment and taking action on climate change.

The purpose of this document is to define the environmental policy to be implemented throughout Comfact services and business practices.

The business mission of Comfact is to deliver state-of-the-art trust services to our customers. In most cases, customers will reduce their costs, work and carbon footprint when using our trust services.

Comfact environmental policy therefore includes two major areas when reducing the environmental impact:

- Comfact internal operations
- Comfact trust services provided to customers

Hence, establishing an environmental policy that aims to reduce Comfact's total environmental impact, will also further the sustainability of our customers.

2 Objectives

2.1 Environmental policy objectives

- Continually improve our environmental performance
- Effectively manage our environmental impacts
- Offer education and training to all Comfact employee's
- Monitor progress and review our objectives regularly

3 Key supporting procedures

3.1 Services

Comfact trust services, such as electronic signatures reduce the use and transportation of paper documents, thus reducing the emissions of Carbon Dioxide or CO₂. In order to encourage our customers to use electronic signatures instead paper documents signed with ink, we report monthly to customers how much they have reduced their Carbon Dioxide emissions.

3.2 Transport

The carbon footprint should always be taken into account when planning business related travel and refrain from traveling by plane unless absolutely necessary.

Travel by train or boat is the preferred method of transport when on business trips.

3.3 Recycling

Recycling is of great importance to Comfact since most of the equipment used in the office contains valuable metals and can release toxic fumes if not properly recycled.

Whenever technical equipment is to be discontinued, Comfact shall either recycle each salvageable component at a recycling terminal or use an external service to minimize the waste created.

3.4 Electricity

Hardware used by Comfact trust services consumes electricity, both for operations and cooling.

When purchasing new hardware, its electricity consumption is an important aspect and is taken into account in the procurement, just as performance and cost.

Comfact regularly review the Electrical Service Providers and analyze which uses the least amount of dirty energy in their energy production.

3.5 Noise levels

To promote a healthy and comfortable working environment, Comfact server rooms and other noisy facilities are isolated in order to reduce noise pollution in the office and to surrounding neighbors.

3.6 Communicate environmental practices

By communicating Comfact commitment to environmental practices to customers and service providers Comfact can distinguish itself from the competition and simultaneously promote sustainability to our customers.

3.7 Education and learning opportunities

Environmental impact information and procedures shall be offered to all employees at Comfact so that every employee can learn and adapt their energy consumption both at the office and at home.

3.8 Monitoring and review of procedures

Monitoring of electricity consumption is established and followed up by reviews.

The reviews should contain:

- Electricity consumption data
- Changes to procedures to decrease electric consumption
- Suggestions on revising or implementing new procedures

This Environmental Policy was first published in 2018 and was last updated and endorsed by Comfact Management Team in 2021.

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