



Environmental Policy

Effective date: October 8, 2024

INTRODUCTION

At WorkJam, we recognize the importance of environmental stewardship and are committed to minimizing our own environmental impact. We believe that by integrating environmental sustainability into our business practices, we can not only reduce our environmental footprint but also drive innovation, enhance operational efficiency, and create long-term value for our stakeholders. We aim to lead by example in our own sustainable operations while providing solutions that enable our customers to run their own business sustainably.

1. Objective and scope

The purpose of this Environmental Policy (the “**Policy**”) is to affirm WorkJam’s commitment to reduce its impact on the environment and to guide our decisions and promote the continued development of our environmental workplace practices.

This Policy applies to all employees, interns, director or officer of WorkJam (collectively “**Employees**”), as well as to all partners, contractors, consultants, representatives and agents (and their respective owners, directors, officers and employees) working for or on WorkJam’s behalf anywhere in the world (collectively “**Business Partners**”).

All Employees and Business Partners are required to read and be familiar with this Policy, WorkJam executives are responsible for the compliance with this Policy within their respective business units and global functions.

2. Fundamental Rules:

2.1. Energy Consumption:

- a. **Commitment:** We pledge to reduce our energy consumption by implementing energy-efficient practices and technologies across our operations.
- b. **Operational Objectives:**
 - a. Conduct regular energy audits to identify areas for improvement and implement energy-saving measures.
 - b. Utilize energy-efficient solutions in our data centers and office spaces.
 - c. Encourage employees to adopt energy-saving habits, such as turning off lights and equipment when not in use.
 - d. Explore renewable energy sources for powering our operations and strive to increase their usage over time.
 - e. Identify further opportunities for energy consumption optimization.



2.2. Waste Reduction and Management:

- a. Commitment:** We are committed to minimizing waste generation and implementing effective waste management practices.
- b. Operational Objectives:**
 - a. Reduce paper usage by promoting digital documentation and electronic communication wherever possible.
 - b. Encourage the use of reusable and recyclable materials.
 - c. Encourage employees to adopt waste reduction and waste management habits by fostering best practices for recycling programs, including paper, plastic, aluminum cans and glass, as well as electronic waste.

2.3. Water Consumption:

- a. Commitment:** We aim to conserve water resources by implementing efficient water management practices.
- b. Operational Objectives:**
 - a. Educate employees on the importance of water conservation and encourage responsible usage.

2.4. Greenhouse Gas Emissions (GHGs) Reduction:

- a. Commitment:** We are committed to reducing our greenhouse gas emissions and mitigating climate change.
- b. Operational Objectives:**
 - b. We've introduced a hybrid working policy which includes prevalent working from home practices and opt for remote meetings over onsite visits where possible, which will all reduce our carbon footprint.
 - c. Collaborate with suppliers and partners to reduce the carbon footprint of our supply chain and encourage sustainable practices throughout our ecosystem.

3. Administrative measures:

At WorkJam we are committed to

- a. Transparently monitor our environmental performance and progress towards our sustainability goals with a view of continuous improvement.
- b. Promoting environmental and energy awareness in our employees through participation and training.
- c. Communicating this policy to stakeholders and the public.

WorkJam's legal department is responsible for the oversight of this Policy. This Policy shall be reviewed annually. If you have any concerns, questions, or requests concerning this Policy, please contact the legal department by email at legal650@workjam.com.