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# Environmental Policy

**Basware Corporation**

Updated April 2024

# Basware Environmental Policy

## Induction

Basware's corporate environmental responsibility is incorporated into the company's operations, including the company's Code of Conduct. In its day-to-day activities, Basware complies with all applicable environmental laws and regulations and expects all employees, suppliers, and partners to comply with all relevant legal and industry-specific environmental requirements. Basware pursues a precautionary approach to environmental challenges by undertaking activities to promote greater environmental responsibility and encouraging the development, diffusion and use of environmentally sustainable technologies and solutions, such as electronic invoicing. Basware is committed to open and transparent communication on its environmental performance.

Environment is one of the strategic areas in the Basware's overall ESG strategy. Basware commits to setting and pursuing environmental targets and goals through the solutions that the company offers and the corporate ways of working including a focus on business travel and facilities. Basware's main material environmental challenges relate to our offices, servers, business travel and commuting.

## Guiding Principles

### Legal and Compliance

Basware is committed to full compliance with all applicable laws, rules, and regulations in all locations where Basware operates. Basware complies with all applicable environmental regulations and expects its employees, suppliers, and partners to act accordingly.

### Continuous measurement and improvement

Basware strives for continuous measurement and improvement in all that the company does extending to environmental matters. Basware tracks and report its greenhouse gas emissions annually to be able evaluate what is the current state and how to improve. Basware have targets to reduce its office-based greenhouse gas emissions and follows progress against the targets.

### Employee Engagement

We acknowledge that employees are having impact on minimizing our environmental impact of the business. Basware strives to communicate and engage its employees for sustainable ways of working, at the office or remotely. We raise staff awareness, competence and commitment through various internal informational and promotional initiatives and activities. We challenge our employees to come up with suggestions and informing about the issues. We have embedded environmental topics into our annual compliance training to make sure our employees understand importance of the environment in their daily choices.

We acknowledge that environmental aspects are important for our employees and impacts employee engagement. Basware measures employee engagement an annual basis and has embedded environmental topic there to understand how our employees experiences our ability to impact.



## Our Focus areas

### Server selection

Data centers are important for us when running our business. Basware is looking at opportunities to optimize our server infrastructure and sees this as one of the activities which have a positive impact on the environment. We are aiming to choose responsible partners for the server hosting.

### Sustainable Offices

#### Responsible facility management

Basware strives for sustainable office solutions and, where feasible, chooses locations, services and vendors that lead to an energy efficient, safe, and healthy office work environment. Basware considers office sizes based on the actual needs and aims to utilize co-working offices for smaller locations to minimize negative impact on the environment.

#### Energy

Basware aim to reduce electricity usage per employee and considers renewable energy sources where feasible. When selecting electricity providers, we prefer suppliers who provide renewable energy and certificate about it.

#### Waste

Basware's solid and operational waste management is guided by the reduction of any waste and includes facilities for sorting and collecting, reusing, and recycling to avoid landfill and incineration. Basware maintains recycling possibilities for office material as well as waste from kitchen and sanitary facilities and instructs its employees in which category waste belongs to. Electronic or IT equipment such as laptops, monitors, IT accessories, batteries, toner cartridges, coming to an end of life will be disposed of in an environmentally friendly way where feasible. If refurbishment of the offices is done by Basware we choose sustainable solutions (eg. lasting fabrics for furniture) to avoid unnecessary waste.

#### Water consumption

Basware recognizes the importance of responsible water management preserving this invaluable resource for current and future generations. We strive to use water efficiently in all our offices. We are identifying opportunities to reduce usage together with our landlords. We are aiming to understand our water consumption in the offices where possible to be able to follow up progress and identify improvement areas.

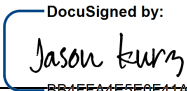


## Business Travel

Basware is a global company with offices across the globe. Managing our business often involves travel, which is unavoidable. However, we utilize as much as possible online meeting tools for meetings and conference calls instead of traveling. In addition, Basware is committed to minimizing the environmental impact of our travel practices. We have established responsible business travel guidelines aimed at educating travelers on how to make their business trips more environmentally friendly. Our employees have access to information regarding emissions associated with their travel choices, enabling them to make decisions, such as selecting flights and accommodations that are more eco-friendly. Additionally, employees receive reports detailing the emissions generated by their business trips, fostering awareness of their impact.

## Responsible Commuting

Employees are supported to use more sustainable options for commuting where feasible. Basware is utilizing government support to implement benefit schemes for bikes or electric bikes and public transportation benefit schemes where feasible. Basware is also incorporating electric cars and hybrid cars in its car benefit policy and supports the usage of fully electric cars with the objective to phase out conventional fuel vehicles from its fleet. Basware's 'When and Where we Work framework' enables a hybrid working model, granting employees the flexibility to choose between working in a Basware office or remotely. This approach reduces emissions and energy consumption resulting from decreased commuting, which is aligning with Basware's long-term goal of reducing overall company emissions.

<b>Policy Owner</b>	Human Resources
<b>Policy Area</b>	<span style="border: 1px solid red; padding: 2px;">QHSE</span>
<b>Global/Local</b>	<span style="border: 1px solid green; padding: 2px;">GLOBAL</span>
<b>Internal/Public</b>	<span style="border: 1px solid green; padding: 2px;">PUBLIC</span>
<b>Approval Forum</b>	Board
<b>Review Cadence</b>	2 years
<b>Scheduled Review Date</b>	30 Dec 2026
<b>Approved on behalf of the Board</b>	DocuSigned by:  BB4FFA4E5E0F41A...
<b>Date Approved</b>	15-Apr-24



