

POLICY DOCUMENT

Environment, social and governance policy

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1. Introduction

At Bioscript Group, we are committed to delivering all our services in a responsible manner and being the sustainable partner of choice for our clients and prospective clients. We are conscious that environmental, social and governance (ESG) practices are increasingly critical to our operations and those of our clients. For this reason, we have integrated ESG considerations into how we run our business, including a seamless alignment to our strategic goals and how we implement them. ESG is an area of heightened focus and investment for us and has changed our outlook towards our business.

The *ESG policy* provides a framework for applying ESG considerations on how Bioscript Group operates its business, how we embrace and enact positive change, and how we intend to make an impact in our industry, in our communities and within our company.

Bioscript Group is committed to ensuring that everyone we work with – employees, customers, suppliers and partners – respects and conforms to this policy. We also expect that our suppliers will hold their own suppliers to the same high standards.

2. Approach and policy governance

We have developed this *ESG policy* as a framework to guide our sustainability integration, as well as help us understand and manage our risks, impacts and opportunities. To further strengthen our vision and focus on ESG initiatives, we have mandated our Senior Leadership Team (SLT), a group comprising leaders across the main functions at Bioscript Group, to ensure this policy is put into practice and to monitor our compliance with it. The SLT reports quarterly to the Board of Directors on our Corporate Social Responsibility and ESG strategy and operational achievement of our targets. The work is led by the Operations Manager and HR and supported by workstreams within the business, including the Diversity and Inclusion (D&I) workstream and the Esprit (social events) workstream.

This policy framework will serve as a guiding document for all ESG initiatives undertaken by Bioscript Group. We are committed to share our progress against those initiatives with our stakeholders and, to this end, we will publish an annual ESG report to summarise our achievements and findings and our objective and targets for the coming year. Where relevant and appropriate, additional ESG-related communications may be issued from time to time.

This policy will be reviewed annually and updated as relevant, and in any case every 5 years.

3. Our general objectives

As a minimum, we will continue complying with all applicable legal and regulatory requirements. Moreover, through this policy we further set out our strategy and approach to:

- conducting business ethically
- being a good employer, partner and client, including full respect for human rights
- minimising any negative impact our business may have on the environment
- enhancing and benefiting the communities in which our activities take place
- aligning our initiatives to the United Nations Sustainable Development Goals.

To achieve these overall objectives, we are committed to engage with our stakeholders (internal and external) to obtain regular feedback on how we are doing and, more importantly, how we can continuously improve.

3.1. Minimising our environmental footprint

We aim to reduce, and where possible eliminate, any negative environmental impacts from our activities.

3.1.1. Reducing our carbon emissions

Having evaluated our operations, we acknowledge that our biggest impact relates to carbon. Therefore, we have calculated our carbon footprint for 2022, which will serve as the baseline year for our efforts to progressively reduce emissions. Based on the outcomes of this baseline footprint, we will be setting out a strategy that provides a meaningful and realistic pathway for our business to reach Net Zero. In this context, we are striving to become carbon neutral by 2030 and we will be aligning our longer-term Net Zero targets with Science-Based Targets over the coming year.

We submit our carbon data to the Climate Disclosure Project annually and we aim to improve our collection methods and look to obtain third-party verification for our carbon report for 2023.

3.1.2. Our approach to waste management

Given the nature of our business, we do not produce significant quantities of waste. However, we are committed to:

- ensure office waste is recycled wherever possible, seeking to donate spare items to worthy causes and recycling items such as paper, plastic, cardboard and batteries via our waste contractors
- reuse equipment such as laptops, screens and furniture as much as possible and where this is not possible, we will continue to seek out and donate to worthy causes
- avoiding purchasing single-use plastics where possible and will reduce packaging as much as possible
- where we do have to dispose of waste, we will only use licensed and appropriate organisations to dispose of it.

3.1.3. How we commute and travel

Transport and travel are a significant contributor to our carbon profile. Therefore, to support emissions reductions, our policy for transport and travel will involve the following:

- We will encourage methods of transport that minimise environmental impact, such as walking or cycling to work, promoting our Cycle To Work Scheme, use of public transport, use of electric vehicles and car sharing (when appropriate and as per Government COVID-19 guidelines).
- Whenever possible we will reduce business travel. We will promote the use of alternative methods of communication such as video conferencing.
- We will seek to help clients minimise their travel through advice about alternatives.
- We will seek to measure our environment footprint and consider reduced business travel and remote working.

3.1.4. How we manage our offices

We acknowledge that through the operation of our offices, we also have a degree of impact. Although this is not significant, we are committed to progressively reducing it, through selecting office space that has energy and water efficiency features. In addition, we will:

- encourage our employees to reduce the amount of energy and water we use in our offices through the promotion of a conscious office culture
- consider energy consumption and efficiency when purchasing new equipment for the office
- choose cleaning materials that minimise environmental impact and will encourage our contract cleaners to do the same
- choose materials used in office refurbishment that minimise environmental impact.

3.2. Social

We intend to grow our business in a way that has a positive impact on society at large. We take responsibility for our business and encourage a positive impact through our activities to improve skills and employment opportunities and to support communities and stakeholders.

3.2.1. Being the employer of choice

Our people are fundamental to our success as a company. We understand that attracting and retaining the right people is of key importance and to achieve this we are committed to:

- fully respecting the principles recognised by the Universal Declaration of Human Rights and the declarations of the International Labour Organisation
- providing a safe place of work, through the implementation of a robust Health, Safety and Wellbeing management system, the effectiveness of which is continuously monitored across the business at all levels and around which a programme of training and information dissemination has been developed
- ensuring people are treated equally at work, across all levels and locations. This includes making sure everyone has the same opportunities for reward, recognition and training
- ensuring a diverse workforce - a key focus for us and our approach is detailed in our *Equality, diversity and inclusion policy*. We believe in treating everyone as an individual that can develop in an environment where ideas are heard and offers everyone the opportunity to be recognised and valued for who they are, as well as for what they can do. We also encourage diversity on our Board and SLT
- implementing zero tolerance to any sort of bullying, harassment, any form of modern slavery or child labour. We have implemented dedicated policies that set out our approach to handling any such events.
- regularly reviewing our HR policies to ensure employee wellbeing remains a priority. We promote mental and physical wellbeing initiatives for our employees
- actively engaging with our workforce in relation to ESG topics and initiatives, as well as providing them with all the required information and education in relation to the aspects covered by this policy.

3.2.2. Managing our supply chain in a responsible manner

We are committed to treating all our suppliers and contractors in a fair manner. However, at the same time, we impose the same ESG expectations on our supply chain as we do ourselves. We have developed a Supplier Code of Conduct that defines our expectations of our suppliers with respect to modern slavery, diversity, health and safety, compensation, working hours and sustainability.

As a minimum, we expect suppliers to comply with all applicable laws and relevant international standards, conventions and declarations. However, we look to partner with suppliers who are also willing to go further and align with our ESG visions.

3.2.3. Giving back to society

We aim to give back to the local and wider communities, and national and global charities through our birthday donation scheme, by encouraging employees to use their annual 1-day allowance for volunteering and supporting charities via employee events such as cake sales and sponsored runs.

We also support local communities through supporting young people with work experience opportunities and internships. As part of the Macclesfield Pledge, we support young people who are looking to enter the professional world. We provide learning opportunities by supporting young adults at local schools with CV and interview skills, and we provide summer internships for undergraduates.

3.3. Governance

We are committed to conduct our business honestly, ethically, professionally, fairly and with integrity, and our policies and employee Code of Conduct reflect this.

3.3.1. Taxation

Bioscript Group is committed to tax compliance that is focused on complete, timely and accurate tax filings in accordance with the legal requirements of the applicable tax laws and regulations in the jurisdictions in which we operate. We will seek to consider not only the letter but also, when clearly discernible, the spirit of the law.

3.3.2. Corporate transparency

- We seek to embrace corporate transparency and appoint at least one independent Director of the Board (this is currently our non-executive Chair).
- We ensure that the Board complies with ethical business policies and does not use political contributions to obtain unduly favourable treatment or engage in illegal practices.
- We will consider ESG in all business decisions.

4. Monitoring performance

We are committed to ensuring this policy is adequately implemented and

- have set out several ESG metrics and targets. We will develop a strategy by December 2023 to monitor our baseline measures and set ambitious targets to improve our scores for our ecological footprint, carbon footprint, energy costs, water utilisation and our use of recycled materials
- annually thereafter we will measure the environmental impact of our business compared with this baseline to ensure we meet the targets we set ourselves
- our performance against implementation of this policy and meeting any objectives and targets will be annually reviewed by our board.

5. Version history

Effective date	Version	Summary of changes
20 October 2021	1.0	New document
19 July 2023	2.0	Major revision
