



RWS Corporate Sustainability Policy Statement

RWS's corporate sustainability policy encompasses the way we do business, our people, our clients, our community and the environment around us.

RWS is committed to achieving and maintaining high standards of corporate sustainability in its business activities. Our commitment to corporate sustainability is in line with our purpose of Unlocking global understanding and our values (we partner, we pioneer, we progress, and we deliver), and aims to deliver continual improvement in our economic, social and environmental performance.

Objectives:

- › aim for the highest standard of corporate behaviour
- › conduct our business according to high ethical standards
- › provide our clients with a high standard of service
- › become an employer of choice
- › improve our environmental performance
- › develop a socially responsible supplier programme
- › positively contribute to the communities in which we operate

Procedures:

- › establish processes for managing our corporate responsibilities
- › establish targets, monitor and measure performance
- › embed the corporate sustainability programme into our wider management systems
- › engage and report back to stakeholders regularly
- › review annually

Our people and our clients

We will foster a responsible culture among our employees and all those that work with us and aim for the highest standards of corporate behaviour and integrity. This requires strong leadership, clear governance and effective communication to colleagues of the expectations we have of them and their contribution to these aims.

The CEO receives information on corporate sustainability performance, assesses future risks and opportunities, develops our strategy in this area and is responsible for disseminating this to all employees. Accountability for managing operating risks is clearly assigned to line management.

Our key tasks include:

- › assessing risks
- › developing corporate sustainability strategy
- › reviewing our social, ethical and environmental policies and practices
- › encouraging best practice throughout the business
- › identifying opportunities to improve the effectiveness and sustainability of the business
- › reviewing, agreeing, monitoring and reporting on our corporate sustainability key performance indicators (KPIs)
- › increasing internal awareness of corporate sustainability
- › improving stakeholder communication and engagement

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Charitable and community support

We provide an active programme of charitable support to charities proposed by our employees. We also actively promote foreign language learning through school and university partnership programmes. Our community support is equally varied and diverse.

Environmental sustainability

We have a clear and comprehensive Environmental Policy, which includes our commitments to:

- › meet or exceed all applicable environmental legislation, standards and compliance obligations
- › minimize any direct impact on biodiversity, should the impact arise
- › raise environmental awareness both within RWS and externally with our stakeholders
- › minimize our contribution to climate change by reducing our carbon emissions globally
- › reduce resource consumption and improve efficiencies in the use of natural resources and energy
- › implement and promote a waste management hierarchy to minimize the quantity of waste produced and strive for zero-to-landfill waste at our offices, ie. reduce, reuse, recycle and recover
- › consult with stakeholders on environmental issues
- › incorporate environmental best practice for procurement and improve environmental responsibility throughout our supply chain

These commitments will be achieved, wherever practicable, by:

- › integrating and aligning our business with the United Nation Global Compact’s principles
- › minimizing our contribution to climate change by reducing the use of all raw materials, energy, water, and supplies
- › preventing pollution of the environment including minimizing releases to air, land, and water
- › implementing a waste management hierarchy to minimize the quantity of waste produced
- › reducing the environmental impacts of our business activities wherever possible through the use of up-to-date technologies and best working practices
- › reducing the need for business travel and otherwise encouraging the use of more sustainable forms of transport
- › providing environmental progress and performance updates to employees, clients, and other interested stakeholders
- › ensuring that all employees, persons, and organizations working on our behalf are familiar with our policy
- › promoting our environmental plan in a practical manner through:
 - › the use of targets and programmes to ensure continual improvement
 - › the regular monitoring of our impacts and risks
 - › internal audit programmes to measure effectiveness and ensure we remain compliant
- › expecting similar environmental standards from all supply chain, both upstream and downstream

RWS aims to comply fully with all compliance obligations regarding our operation. Our aim is to ensure that projects under our control are managed in a way that assesses and limits their impact on the environment.

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RWS has implemented Environmental Management System (EMS) compliance to ISO 14001 requirements at 40% of its business by headcount. We measure, monitor and set targets for the reduction of our significant environmental impacts globally and employ procedures that minimize resource consumption and seek to utilize sustainable materials wherever possible. We are committed to increasing staff awareness through training and regular updates.

Ian El-Mokadem

A handwritten signature in black ink, appearing to read 'Ian El-Mokadem', with a long horizontal flourish extending to the right.

**Chief Executive Officer
RWS Group**

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