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Environmental Policy

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Responsible Business Committee

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To be read in conjunction with:

CONFIDENTIAL AND PROPRIETARY

EXECUTIVE SUMMARY

1. Reducing our carbon footprint is paramount and all studios need to contribute as a priority to this goal by adopting the guidelines and best practices outlined in this policy (as updated).
2. The main focus should be on reducing energy consumption overall and in any case switching to renewable energy sources for all electricity supplies.
3. Reducing waste production and water consumption is also achievable with minimal investments, if any.
4. The Group will provide resources to support any of these initiatives, as well as continuing to offset carbon emissions on a yearly basis.

Document History

Date	Version	Description	Author
09 Sept. 21	1.0	First published internally	Joseph Quinn
7 Feb. 22	1.1	Minor edits	Joseph Quinn
8 Aug. 23	1.1	Added a summary section	Giacomo Duranti
11 Nov. 23	1.2	Review and Approved	Risk and Compliance Committee

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1. ENVIRONMENTAL POLICY

Sustainability is a core focus for Keywords Studios plc (“Keywords”, the “Group”), as it is for all our studios, across our operations. We are committed to minimising our own climate and environmental impacts with an ambition to be carbon neutral and where practical, working with landlords, suppliers and clients to influence decisions related to their environmental impacts.

In 2021, we launched Keywords’ Responsible Business agenda including our six responsible business priorities of which the environment is one, with all priorities linked to the UN Sustainable Development Goals (SDGs). Progress on these priorities will be reported through our annual report and accounts. In line with this commitment, where relevant, Keywords Studios participates in land acknowledgement practices.¹

We believe that this responsible business approach is not only the right thing to do but is key to our long-term success. This Environmental Policy lays out our priorities and the standards we aspire to achieve. This policy is supported by more guidance to encourage and assist in its implementation.

2. SCOPE

We will take measures to:

2.1. CUT GREENHOUSE GAS (CARBON) EMISSIONS

We are committed to reducing greenhouse gas (GHG) emissions, which are a serious threat to humanity and the planet given their contribution to climate change. As energy used within our studios is our largest source of GHG emissions, we believe that by focusing on reducing these emissions, we can make the most impact for a better environment.

In order to achieve this, we will:

- Promote energy efficiency - including using energy efficient equipment, installing light-emitting diode (LED) lighting and insulating and draught proofing in buildings we own, or work with landlords to improve the energy efficiency of the buildings we lease;
- Transition our electricity contracts to green energy providers where feasible, or encourage our landlords to do so;
- Aim for the highest energy performance and sustainable building standards when considering new leased or owned premises;
- Avoid air-conditioning and refrigeration that uses harmful F-gases (Fluorinated greenhouse gases), by replacing old equipment or replacing F-gases in existing units with climate friendly alternatives;
- Reduce the need to travel, where possible, through optimising the usage of collaborative tools such as video conferencing;
- We support greener ways to commute to work and travel for business such as cycling, walking and the use of e-bikes and scooters, for short journeys, use of public transport for longer journeys and economy air travel where flying is unavoidable;
- Facilitate, where possible, the use of zero and ultra-low emissions vehicles by working with our landlords to install EV charging points, and take account of this when considering new leased or owned premises;

¹Example of a land acknowledgement at Keywords Studios Montreal, Canada: We wish to acknowledge that we are situated on the traditional territory of the Kanien’kehà:ka, (Mohawk) People; a place which has long served as a site of meeting and exchange amongst nations. We recognize the Kanien’kehà:ka as the traditional custodians of the lands and waters where we find ourselves today.

- Calculate our Scope 1 and 2 emissions and compensate for emissions we have been unable to avoid through verifiable offsetting;
- Procure low carbon products and services, and work with suppliers to cut carbon emissions, including cloud hosting services; and
- Where possible, co-operate with our clients in cutting their carbon emissions.

2.2. MINIMISE THE AMOUNT OF WASTE AND WASTE WATER WE GENERATE

Earth's resources are finite and we at Keywords are committed to reducing our consumption of these resources, particularly water.


In order to achieve this, we will:

- Avoid generating waste that will go to landfill, incineration or end up in the natural environment;
- Re-use, re-purpose and recycle as much as possible, and purchase equipment and consumables with this in mind;
- Maintain and upgrade IT equipment as far as possible to avoid unnecessary replacement;
- Dispose of electronic waste responsibly, including donating IT equipment to maximise its utility and extend its life;
- Improve resource purchasing (i.e. paper and office consumables) and water efficiency in our buildings or work with landlords to improve this for the buildings we lease;
- Encourage suppliers to reduce waste, including minimising packaging waste; and
- Where possible, co-operate with our clients to reduce, reuse, and recycle.

2.3. PREVENT OR MINIMISE POLLUTION AND OTHER ADVERSE ENVIRONMENTAL IMPACTS

In order to achieve this, we will:

- Identify and avoid inclusion of harmful substances or pollutants in the components, or in the manufacturing process for components, of the products we use in our business;
- Ensure our cooling, fire protection and other equipment uses environmentally responsible substances, including persistent organic pollutants;
- Avoid use of single use plastics;
- Always consider the life cycle impacts, prior to purchase, particularly for IT equipment;
- Do what we can to influence our suppliers to minimise pollution caused by the products we purchase; and
- Where possible, co-operate with our clients in preventing and minimising pollution.

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3. ENVIRONMENTAL MANAGEMENT SYSTEM: IMPLEMENTATION AND SUPPORT

To achieve this, we will operate an Environmental Management System (EMS) that includes:

- Our environmental policy, as outlined above;
- Ensure compliance with appropriate environmental standards, procedures and protocols to support the implementation of this policy;
- Encourage, and support where appropriate, our staff and associates to apply relevant aspects of the Policy;
- Establish a comprehensive set of Sustainable Studios objectives and targets for regular environmental reviews;
- Ensure effective communication, awareness and understanding of the environmental policy;
- Measure and monitor the climate impacts of our activities, in line with the Greenhouse Gas Protocol, including:
 - o direct emissions from owned or controlled sources such as vehicle or heating fuel (Scope 1);
 - o indirect emissions from the generation of purchased electricity, steam, heating and cooling consumed within the organisation (Scope 2); and where possible,
 - o and over time, other indirect emissions that occur in our value chain (Scope 3);
 - o as well as other key environmental impacts around waste and pollution.

We will communicate this policy and environmental performance to our staff and other relevant stakeholders, and publish this Policy on our website.

4. WHO DOES THIS POLICY APPLY TO?

This policy applies to all persons working for the Group or any subsidiary company or on our behalf in any capacity, including team members at all levels, directors, officers and employees, agency workers, seconded workers, volunteers, interns, freelancers, and contractors. We also encourage any third party companies we work with to adopt a similar policy.

End of document.