



Waste Management Policy

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1. Purpose of this policy

This policy aims to ensure that Unite Holding SE and its affiliated companies (collectively referred to as 'Unite') adhere to environmentally responsible, sustainable waste management practices. As well as safeguarding the environment and conserving resources, these practices reflect Unite's core corporate value of sustainability. The relevant principles and responsibilities within Unite are set out below.

2. Policy

1. Unite's motivation

Unite is deeply committed to environmental and climate protection. The company intends to significantly reduce – if not eliminate – the environmental footprint of its operations. Furthermore, it's determined to proactively combat climate change. Consequently, it upholds stringent waste management practices as a way of avoiding adverse environmental effects.

2. Who does the Waste Management Policy apply to?

The Waste Management Policy applies to everyone working for Unite (including management and senior staff), regardless of whether they are employed full- or part-time, self-employed, student workers or interns. The Waste Management Policy is also binding for all visitors to Unite's offices.

3. What types of waste are covered by the Waste Management Policy?

The Waste Management Policy covers all types of waste generated during everyday business activities in an office building, including:

- Paper waste
- Packaging waste
- Kitchen waste
- Plastic waste

- Waste glass
- Waste electrical and electronic equipment
- Batteries
- Hazardous waste

4. Compliance with waste legislation

As well as adhering to the relevant waste management regulations at all its branches, Unite regards them as a minimum standard that should be exceeded whenever possible.

5. Principles

Unite's waste management strategy comprises the principles of waste prevention, waste segregation, proper waste disposal and fostering employee awareness. The company has taken the following measures to ensure each of these principles is upheld:

Waste prevention: Unite promotes the prevention of waste by:

- Encouraging the reuse of office furniture, files, materials, and electrical and electronic equipment
- Opting for digital media over traditional mail to reduce paper and envelope consumption
- Defaulting to double-sided printing on printers
- Prioritising electronic copies of documents over paper copies
- Using the intranet and SharePoint for information and document dissemination

b) Waste sorting: Waste is sorted by type and discarded in line with relevant regulations. All disposal containers bear appropriate labels, and employees are trained on correct disposal.

c) Waste disposal: Unite is committed to environmentally sound waste disposal. A certified disposal company is to be contracted to prevent illegal dumping.

d) Raising employee awareness: Unite raises its employees' awareness of the importance of environmentally friendly waste disposal and encourages them to be proactive in waste management initiatives. Select personnel, such as the Facility

Management Team, receive specialised annual training on managing hazardous materials, including ethanol and solvents.

6. Continuous improvement

Unite's waste management protocols undergo routine assessments to pinpoint areas for improvement. The execution of this policy is monitored, evaluated, and documented in regular reports.

This policy is reviewed annually and amended as necessary to keep up with the latest needs.

7. Responsibilities

Executive Board: Holds the mandate for endorsing the Waste Management Policy and any subsequent amendments.

Office Management: Establishes the protocols for waste segregation and disposal across all Unite branches.

CSR Officer: Oversees the drafting and periodic updating of this policy.

All **Unite employees** are duty-bound to adhere to the principles outlined above.