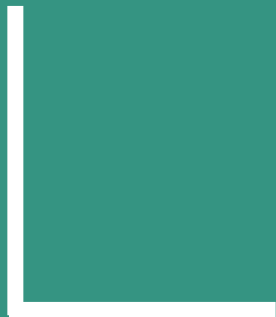
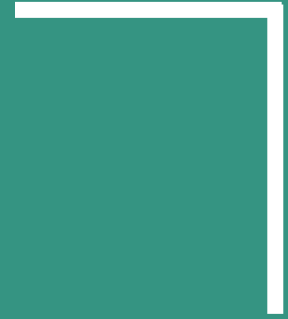


SPACE SOLUTIONS (SCOTLAND) LTD SUSTAINABILITY STATEMENT



March 2023
Version 1.0



SPACE
SOLUTIONS

1.0 General Statement

As a business we are committed to reducing our carbon footprint and understand that work needs to be done at an organisational level, but that responsibility for reducing waste also lies with individuals.

Our approach to sustainability is built upon three pillars:

- what we do in our organisation
- how we work with our clients
- how we communicate both internally and external



Signed:
Jim Mathieson
Managing Director

The five principles we believe in are:



A Sustainable Estate

- we commit to having a corporate estate (offices, warehouses) where the buildings are:
 - appropriately sized (based on implementing new ways of working)
 - will allow us to reduce our operational energy costs through the use of greener energy sources¹, and
 - are located where there are greater opportunities to use sustainable travel options
- we commit to use lease events to create a more sustainable estate – moving location if necessary – and will investigate Green Leases where appropriate
- we commit to reviewing usage of the guest house to determine if it is delivering the most sustainable solution for our overnight accommodation requirements²
- we commit to reducing our total energy usage across the current estate by at least 5% by 2026 through changing behaviours and introducing workplace efficiencies.³

¹ The Carbon Management Plan (Section 6 – Adoption of a Renewable Energy Tariff) – “by switching to a REGO approved supplier and obtaining electricity from zero emissions provider, Space Solutions will be able to remove their entire annual kWh usage for electricity consumption from their carbon footprint. Based on this year’s figures that would remove 57 tonnes/CO₂e (41% of total emissions) when compared to a non-REGO certified provider. Switching tariffs may require landlord approval in rental premises therefore may not be possible at all of Space Solutions facilities.”

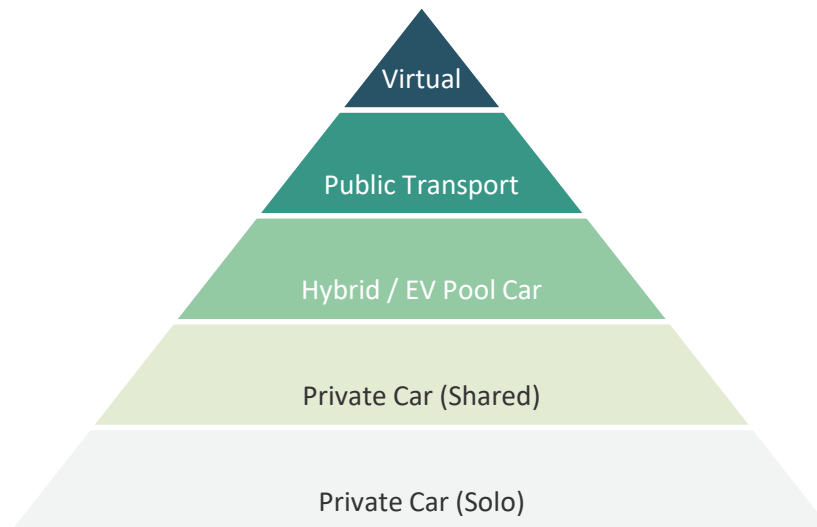
² The guest house is not referenced in the Carbon Footprint Assessment document.

³ This measure will save 3,872KgCO₂e relative to 2021 data.



A Sustainable Travel Policy

- we commit to reducing our organisation-wide business travel (car) mileage by 10% by 2026 (reporting progress quarterly) through encouraging staff to consider the hierarchy of travel⁴
 - use virtual collaboration in the first instance,
 - use public transport if possible when face-to-face is required,
 - use our existing and future Hybrid / EV pool car fleet if public transport is not appropriate,
 - use private cars (with sharing where appropriate) as a last resort.
 - this new travel policy will have to take into consideration those members of staff who have a car allowance
- we commit to reviewing commercial vehicle type at time of lease renewal with the default to be to purchase / lease of Hybrid / EV / Alternative Fuels to meet business needs
- while air travel is currently relatively infrequent within the business, all future air travel will require to be signed off by leadership.⁵



⁴ This measure will save 3,229KgCO₂e relative to 2021 data.

⁵ This measure will save 638.1KgCO₂e relative to 2021 data.



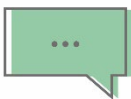
Promoting Sustainable Service Delivery

- we commit to producing a sustainability information pack in 2023 that can be shared with clients
- in all operational activities we commit to actively promoting the most sustainable options, e.g., right sizing the workplace or embracing the Circular Economy
- we will make clients aware of the benefits of sustainability and the implications of a different approach, and advise them how to reduce **their** material use.



A Sustainable and Knowledgeable Workforce

- in 2023 we commit to 25% of our people attending a sustainability training course or event
- we will participate in industry events to increase our knowledge and learn from experts on innovative solutions
- we will emphasise our commitment to sustainability during the recruitment process and make it a cornerstone of the annual appraisal process
- we will promote our Living Wage accreditation and support for flexible working in all tenders and proposals
- we commit to introducing our sustainability information pack to all staff during lunch & learn events in the second half of 2023.



Communicating Our Work

- we commit to timely communication of our work on sustainability to our staff and to our clients
- we commit to sharing best practice within the organisation and externally we commit to including sustainability considerations within every case study that is added to the Space Solutions website.