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## Introduction

Founded in 1994 by our CEO, a former United States Marine, and headquartered in Foster City, California, Sycomp is a Woman and Minority-Owned Business entity nationally certified by the Western Regional Minority Supplier Development Council. But true diversity goes beyond our business status and ownership. Sycomp believes that diversity is directly connected to our company's positive culture and social responsibility.

For 30 years, Sycomp has successfully designed, delivered, implemented, and supported complex IT infrastructure, cloud, and security solutions for the global marketplace. Internationally recognized, Sycomp has locations in major metropolitan cities throughout AMER, EMEA, APAC, and LATAM which are staffed by Sycomp employees.

Our goal is to grow with our customers in an ethical and sustainable manner. Over the last two decades, Sycomp has invested heavily to implement a Global IT Integration and Logistics model. Leveraging our Integrations and Logistics Centers located in the USA, Brazil, India, Ireland, the Philippines, and Singapore; coupled with our local Sycomp business entities in 40+ countries; we successfully delivered solutions to more than 150 countries last year. This has allowed Sycomp to operate as a global company and not as a multinational, providing our customers superior consistent and integrated global support.

## **Corporate Social Responsibility**

## One Company, One World, One Mission

Each of us continues to make the company whole. Every effort, every investment, and every member are what help shape Sycomp to be what it is today and what it will be in the future. Leveraging our collective experience and expertise in delivering complex IT solutions globally helps our customers realize a world without boundaries.

### Culture

Culture is the centerpiece of Sycomp's strategy. It is not just verbiage that we use in our presentations, it touches every part of our organization and pulls the team together to provide personalized service to our customers. In an extremely competitive employment market, culture is as important as pay and has played a vital role in our employee retention and long-term growth. Sycomp's annual employee retention rate has been over 85% globally for the past several years; improving to 90% in 2023. For Sycomp it is not about how many people we have, it is about having the right people with the right skills. This has allowed us to provide consistent coverage, a high level of satisfaction and cost savings for our customers.

## Diversity, Equity, and Inclusion

Sycomp is made up of a diverse family of employees, across the globe, who are the life blood of our organization. We are an equal opportunity employer and make employment decisions based on merit. We want to have the best available people in every job, believing that each employee contributes directly to our company's growth and success. For everyone to bring their best self forward, a sense of belonging must first be established. We strive to create an environment where having a connection to the organization or group of people that makes everyone feel they can be themselves not only results in greater engagement and creativity in the workplace, but it also reinforces the greater sense of family. Sycomp's annual KPI for



diversity reporting in 2023 shows global staffing consists of 42% Women – with an Ethnic Diversity of 76%, and 58% Men – with an Ethnic Diversity of 64%.

By offering ongoing mentoring, training, and career development, we strive to create an environment which is safe, challenging, enjoyable and rewarding. One where each employee can take pride in being a key member of our global team. Our policy prohibits unlawful discrimination and harassment. Our commitment to inclusion across race, gender, age, religion, sexual orientation, identity, and experience underlies our success and is what sets us apart from our competitors. Our annual KPI for employee anti-harassment training shows a 95% completion rate globally for 2023.

#### Supplier Diversity

Sycomp places a high value on the unique relationships we have with our customers and the diverse communities that we serve. Diversity, Equity, and inclusion (DEI) has been an important part of Sycomp's corporate culture since our inception in 1994. Sycomp's Supplier Diversity Program is designed to encourage the development of minority-owned, women-owned, veteran-owned, LGBTQ-owned businesses, as well as SBA-defined small businesses ("Diverse Suppliers"). We view supplier diversity as a strategic business advantage and a key component of our Corporate Social Responsibility (CSR) initiative. Throughout 2022, we began requesting Supplier Diversity information when onboarding new suppliers. For 2023 reporting purposes, Sycomp procured \$5.3M in products and services from diverse suppliers. Our commitment to this mission reinforces our corporate values while visibly demonstrating our support for equal business opportunity.

**Our Vision:** To integrate Supplier Diversity into the Sycomp Supplier Onboarding and Procurement process. Establish and maintain excellent relationships with Diverse Suppliers in the communities we serve.

Our Mission: To establish and implement a sustainable Supplier Diversity program that creates value by:

- Promoting the sourcing of goods and services from high performing, competitive Diverse Suppliers.
- Monitoring and measuring the Supplier Diversity Program effectiveness; and
- When possible, participating in outreach programs/activities to support Diverse Suppliers.

#### **Customer Service**

We have built our company based on sustained relationships and the ease of doing business. Our team of extraordinary individuals is committed to our customers' long-term goals and success. What truly sets us apart is we are not just a vendor, but an extension of our customer's team. Developing long-term relationships based on open communication, mutual trust and a "can do" attitude is paramount.

#### **Ethics**

Our global strategy is built on the premise of "difficult but doable." We do not shy away from challenging opportunities and have encouraged a culture that does not take "No" for an answer; but instead uses our team's creativity, experience, and expertise to find ways to get the job done for our customers. Our high standards of ethical business conduct are a key component of our business strategy that enables us to build strong customer relationships and deliver complex solutions around the world. We actively screen our service partners, which includes sanctions screening as well as politically exposed persons (PEP) and negative press screening. We would, of course, not work with any companies currently under sanction or



that have been reported to have unethical business/security practices as our reputation is of paramount importance to Sycomp. Sycomp's KPI for global ABAC training has consistently achieved an over 80% completion rate and there have been no whistleblower incidents reported to date.

## Integrity

Great people working seamlessly as one globally integrated team with a high level of urgency supported by strong partner relationships moving at your speed to get things done. With a mission to become our customer's trusted advisor, we provide outstanding management and support. We mean what we say and strive for open and honest communication with whom we engage.

#### **Career Management**

Sycomp's performance appraisal process, coupled with extensive industry training and certifications, helps employees achieve better results in their present job and prepares them for future responsibilities. At the beginning of each calendar year, Sycomp managers evaluate employee performance in writing and discuss it with them. Performance evaluations are a key factor in our merit pay system. Development plans are also created with direct employee input to ensure future career goals are identified and a roadmap is in place for tracking and success. A testament to our career management process is the extensive, advanced sales and technical certifications, across a broad solution set, maintained by our highly skilled global team.

### Health and Safety

Sycomp is committed to providing a safe and healthy workplace for all employees, contractors, and visitors; and to comply with all laws and regulations regarding safety and health. Sycomp's Global Integration Center and Warehouse teams participate in annual Safety in the Workplace training, an Injury, and Illness Prevention Plan (IIPP) review, and a Workplace Hazard Assessment. The purpose of these programs is to ensure that every employee goes home safely and healthy every day. Sycomp's annual KPI metrics show in 2023, all new Integration Center and Warehouse staff participated in Health & Safety training and there were no work-related injuries reported.

### **Working Conditions**

We strongly believe that the health and happiness of our employees are critical to our success as a team. In addition to our standard paid time off, insurance and retirement plan offerings, Sycomp is always searching for new benefits for all employees which help improve our team's work-life balance (programs for physical, mental, and emotional wellness) at no cost to them, so in 2023 Spring Health was added to our benefits for more mental health offerings to US employees. As part of our workplace wellness program, all Sycomp employees are provided health club benefits and employees in our HQ office have ergonomic standing desks, which can help reduce health risks like cardiovascular disease, cancer, obesity, and diabetes.



Fostering the importance of work-life balance, Sycomp encourages employee involvement in the "global" community; one which has no boundaries. Our Karma team has identified our top charities and sets up events that give our global employees the chance to have fun and be involved within their community and with those that need us. In 2023, Sycomp donated over \$100,000 globally across organizations like:

✓ "Days for Girls"	<ul> <li>Michael J Fox Foundation</li> </ul>
<ul> <li>National Alliance on Mental Illness (NAMI)</li> </ul>	<ul> <li>Cystic Fibrosis Foundation</li> </ul>
<ul> <li>Family Giving Tree</li> </ul>	✓ McKinney Lions Club
<ul> <li>Swami Vivekananda Youth Movement (SVYM)</li> </ul>	<ul> <li>Alzheimer's Association</li> </ul>
<ul> <li>Hawaii Community Foundation</li> </ul>	✓ Sparta NJ Challenger Baseball League

For more details, see Sycomp's website at <u>https://sycomp.com/do-good/</u>

#### Labor Relations

Over the years we have worked to provide a diverse range of company benefits, career enhancement opportunities and community outreach activities for our employees which has contributed to creating a culture of beliefs and behaviors that guide how Sycomp management and employees interact both internally and with external entities.

We do not prevent, in any way, our employees from collective bargaining but given our corporate culture and internal employment policies and practices, this has never been required. By offering ongoing mentoring, training, career development, flexible work schedules, and competitive benefits and salaries, we strive to create an environment which is safe, challenging, enjoyable and rewarding. One where each employee can take pride in being a key member of our global team.

Sycomp leadership is committed to paying our 400+ global employees a living wage at or above market rates and a salary analysis is conducted to ensure pay equity for employees who have similar job functions, regardless of their gender, race, ethnicity, or other status. Factors considered are an employee's overall job performance, certifications/education, achievements, work experience, and the responsibilities of the position. In support of Sycomp's 2023 living wage and pay equity initiative, 185 of our global employees were analyzed:

- ✓ 84 were given increases based on merit/performance (45.4% of total analyzed).
- ✓ 3 employees started out slightly below the California 2023 minimum exempt salary requirements. Their increases brought them up to or above that minimum (1.6% of total analyzed).

Globally, Sycomp will continue our work to ensure all applicable salaries are above the minimum requirements.

#### Innovation

Sycomp empowers and encourages diversity of thought, respecting all our employees and their contribution to high levels of innovation, service, and commitment. Attention to customer needs has driven our investments in global expansion. We provide agility while optimizing performance, reliability, and availability for global customers to deliver exceptional business results with ease.



## Supporting the Global Community

At Sycomp, we have been fortunate to grow and thrive as a global business and are committed to doing good for our people and the communities we belong in. We follow this premise, not just because we require it as a global organization, but because securing a bright future for one's family and children is everyone's responsibility. As an organization, we do business in a legal, ethical manner, adding value to society and the environment instead of doing harm.

Sycomp continues to participate in the Responsible Business Alliance (RBA), formerly the Electronic Industry Citizenship Coalition's (EICC) Code of Conduct as our supplier code of conduct. The RBA Code of Conduct establishes standards to ensure that working conditions in the electronics industry or industries in which electronics is a key component and its supply chains are safe, that workers are treated with respect and dignity, and that business operations are environmentally responsible and conducted ethically. The Code encourages participants to go beyond legal compliance, drawing upon internationally recognized standards, to advance social and environmental responsibility and business ethics. In alignment with the UN Guiding Principles on Business and Human Rights, the provisions in this Code are derived from key international human rights standards including the ILO Declaration on Fundamental Principles and Rights at Work and the UN Universal Declaration of Human Rights. Sycomp expects its suppliers to acknowledge and adopt this code. Supplier compliance and performance associated with the requirements of this code will be measured by Sycomp as applicable based on the nature of the business transacted. If supplier performance does not meet Sycomp's expectations, suppliers may be placed on performance improvement plans and/or potentially disengaged as a Sycomp supplier.

We want to ensure that Sycomp and our extended teams support social responsibility across our global communities by embracing diversity and inclusion, minimizing our impact on the environment, reinforcing health, safety, and labor practice and by eliminating child exploitation and forced labor to the best of our ability. All these key elements are outlined in our Supplier Code of Conduct but fundamental to this effort is our supplier's commitment to carbon neutrality and helping to stop child and forced labor.

#### **Carbon Neutrality**

Sycomp encourages our suppliers and partners to share our commitment to sound CSR and ESG practices; using good faith efforts to obtain the products and/or services from their resale partners and delivering those products and/or services to Sycomp on a carbon neutral basis.

### **Child and Forced Labor**

Child (anyone who is less than 15 years of age) and forced labor are pervasive problems throughout the world. As a global employer and provider of products and services, Sycomp has an important role to play in these issues. To this end, Sycomp has adopted the following key principles to reinforce its core value of treating all people with dignity and respect:

- The use of child or forced labor, the exploitation of children, their engagement in unacceptably hazardous work, and the physical punishment, abuse, or involuntary servitude of any worker in any of our global offices and facilities will not be tolerated.
- We expect the suppliers and contractors with whom we do business with to uphold these same standards, which are outlined in our Sycomp Supplier Code of Conduct.

It is the responsibility of Sycomp local management to implement and ensure compliance with these



principles at our offices and facilities in each region around the world.

#### Reinvestment

Sycomp's business growth has allowed us to create a socially responsible, health conscious and stable work environment where our employees can thrive and contribute back to their communities. Through reinvestment, we have pursued more diversified hiring, enhanced our leadership in customer relationships, given back to our communities and reduced our overall environmental impact.

### Supply Chain Diversity

Sycomp's success in operating and expanding our global operations has enabled us to contend with a variety of challenges which could impact, not only our business, but our client's business as well. To this effect, the Sycomp Leadership team is committed to ensure our viability during local geo-economic, environmental, and political situations by implementing diversity within our supply chain. During adverse situations, Sycomp monitors orders to validate that supply will be available. With our aggressive preplanning and dynamic logistics capabilities, we have experienced no major issues.



## **Sustainability**

Sycomp has continued our mission to create a sustainable workplace for the benefit of not only the environment, but also the people who work here. Our Leadership team has expanded its commitment to Corporate Social Responsibility (CSR) and Sustainability (ESG); both are key elements of our corporate culture where all Sycomp employees are empowered to introduce and embrace innovative and environmentally friendly programs and practices.

Across our major global Offices, Integration Centers, and Warehouses, the team has collectively embraced the following practices:

- Conscious and combined effort by all staff to print documents only when necessary
- Implemented recycling bins to place cardboard/paper which collected by an outside recycling company on a weekly basis
- Reuse vendor packaging in the warehouse/IC whenever possible
- Eliminated the use of plastic bottles and cups, using either glasses or reusable water bottles
- Minimize/eliminate the use of plastics in snack food packaging
- Facility rooms/offices have LED lighting and PIR (infra-red sensor) installed which turns on/off as you enter/leave the room
- Eliminated the use of "popcorn" for package filler
- Utilizing sustainable/reusable shipping crates whenever possible

Sycomp successfully achieved its sustainability goals set in 2021 which were:

- 1. Implement a Sustainability Management solution for Scope 1, 3 and 3 carbon emissions accounting, tracking, and reporting.
- 2. Submit our science-based emissions reduction targets to the SBTi for validation and approval.

For the period of 2023 to 2030, Sycomp has identified the following sustainability goals:

- 1. Reduce our overall carbon emissions by 38% by 2030, based on our 2021 baseline by:
  - Implementing energy efficient appliances and solar across our Offices and Integration Center/Warehouses wherever possible.
  - Leveraging shipping/logistics suppliers who utilize EV vehicles and/or sustainable aviation fuel.
  - Migrating global Integration Centers/Warehouses to 100% renewable, clean energy where available.
- 2. Reduce global Integration Center/Warehouse non-recyclable waste by 30% by:
  - Implementing a waste management collection and measurement processes.
  - Encouraging our OEM vendors to minimize the amount of virgin plastics and foam in their product packing material.
  - Investigating sustainable packaging (i.e., shrink wrapping, biodegradable packaging, reusable crating, etc.) solutions for our global warehouses.
- 3. Increase our engagement in e-waste programs by 25% by:
  - Collaborating with our major customers and technology partners to create and/or expand



participation in Sycomp's Trade-In Made Easy (TIME) programs to support the circular economy.

Expanding our internal global e-waste programs.

In 2023, we continued to expand our implementation of the Salesforce NetZero Cloud solution to collect, track and report on our carbon emissions. Moreover, we intensified our focus to more accurately measure and report on Scope 3 emissions. Sycomp maintained a CSR/ESG KPI dashboard to monitor our progress in reducing emissions across all scopes and to report any environmental incidents, of which there were none in 2023.

Since our inaugural reporting to EcoVadis in 2020, Sycomp's commitment to sustainability has proven to be effective; achieving a bronze medal in 2020, 2021 and 2022; and advanced to a silver medal standing in 2023! This was particularly noteworthy as our performance in this years EcoVadis assessment placed Sycomp in the 89<sup>th</sup> percentile of all participating companies.



This year Sycomp added CDP as an additional 3<sup>rd</sup> party agency to measure our company's actions to support sustainability policies and commitments. Our new CDP assessment focuses on assessing companies' environmental impact and actions to mitigate climate change, including carbon emissions reduction strategies, water management, and forest conservation efforts. Sycomp received a score of "C" in the Awareness band (noting our knowledge of impacts on, and of, climate issues) where we are among 18% of companies that reached Awareness level in our Activity Group.

While our performance on both assessments was commendable, we recognize there is room for improvement. We are committed to addressing the areas highlighted by the assessments to further strengthen our environmental performance and contribute to global climate action.

## Sycomp Sustainability Report

The following details Sycomp's yearly tCO2 emissions from select categories.

**Scope 1:** emissions relate to fuel combustion as well as the release of certain greenhouse gases. These are direct emissions that could come in the form of company facilities, i.e., from fuels used in boilers or corporate vehicles.



**Scope 2:** emissions occur due to the use of electricity, steam, and purchased heating or cooling. This is the first of many indirect emissions categories and can be understood as those released from a company's energy usage.

**Scope 3:** emissions activities refer to those which are inputs for an organization's activities, such as transportation & distribution, employee commuting, and business travel.

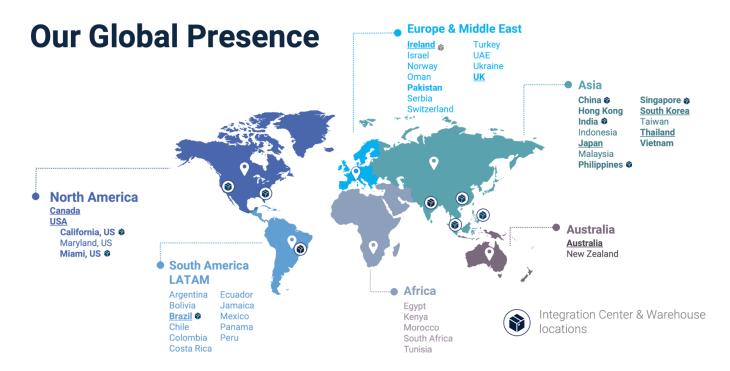
#### In-Scope Global Locations

Sycomp's Sustainability initiative includes the following global locations:

Sycomp Headquarters Office – Foster City, CA Sycomp Integration Center and Warehouse – Burlingame, CA Sycomp Integration Center and Warehouse – Miami, FL Sycomp Integration Center and Warehouse – San Paulo, Brazil Sycomp Integration Center and Warehouse – Beijing, China Sycomp Office – Bengaluru, India Sycomp Integration Center and Warehouse – Bengaluru, India Sycomp Warehouse – Mumbai, India Sycomp Warehouse – Philippines Sycomp Office – Singapore Sycomp Integration Center and Warehouse – Singapore Sycomp Office – Ho Chi Minh City, Vietnam

In addition to the above locations, Sycomp welcomed a new integration center and warehouse in Dublin, Ireland in late 2023. This new location will be included in the scope of our 2024 ESG Annual Report.

All remaining Sycomp global locations, depicted in the graphic below, include virtual offices with a local, remote workforce and are excluded from our Sustainability calculations at this time.





## **Emissions Factors**

All emissions factors were updated and standardized for 2023 reporting. All Sycomp locations used 2023 emissions factors directly from the International Energy Agency, which are based off of 2021 data. For the purposes of this reporting, Sycomp used the following resources and factors to calculate tCO2e emissions:

Scope 1 – Building utility (gas therms) usage was entered into the Salesforce NetZero Cloud (NZC) tool. Some facilities are owned by Sycomp, and some are leased. Not all facilities reported natural gas (therms) usage.

Scope 2 – Building utility (electricity kWh) usage, for all the major Sycomp facilities noted above, were entered into the Salesforce NZC tool. The tool calculated tCO2e for both location- and market-based emissions. Some facilities are owned by Sycomp, and some are leased. All facilities reported kWh usage.

Scope 3 – Category 4: Upstream Transportation and Distribution - Freight Hauling: Given the complexity of gathering emissions related to Freight Hauling, Sycomp again used a spend-based model for calculating tCO2e emissions based on EPA EEIO modeling.

Scope 3 – Category 6: Business Travel - Air Travel: Miles by geographic region (AMER, EMEA, APAC, LATAM) was collected from GANT travel management and total miles for short, medium, and long-haul flights was entered into the Salesforce NZC tool. NZC calculated tCO2e based on EPA Emissions Factors.

Scope 3 – Category 6: Business Travel - Car Rental: Concur rental car expense submissions were updated in 2023 to require total miles driven, allowing for mileage to be collected and entered into the Salesforce NZC tool. NZC calculated tCO2 based on the EPA Emissions Factor of .313 CO2 kg per mile (https://www.epa.gov/climateleadership/ghg-emission-factors-hub)

Scope 3 – Category 6: Business Travel – Ground Travel: Trip cost by geographic region (AMER, EMEA, APAC, LATAM) was collected from Concur expense reporting and total miles by geography was entered into the Salesforce NZC tool. Sycomp entered trip cost for all types of Taxi, including Uber and Lyft ridesharing services, into the NZC tool for emissions calculations. NZC calculated tCO2e emissions based on country specific EPA/DEFRA Emissions Factors.

Scope 3 – Category 6: Business Travel - Hotel Stay: Total rooms and total nights by geographic region (AMER, EMEA, APAC, LATAM) was collected from Concur expense reporting for the year and was entered into the Salesforce NZC tool. NZC calculated tCO2e emissions based on country specific DEFRA Emissions Factors.

Scope 3 – Category 9: Downstream Transportation and Distribution - Freight Hauling: Again, given the complexity of gathering emissions related to Freight Hauling, Sycomp used a spend-based model for calculating tCO2e emissions based on EPA EEIO modeling. Improvements in our accounting for freight charges were implemented mid-year 2023. This allowed us to begin capturing freight-out costs which were translated into spend-based tCO2e downstream emissions reflected in the table below.



#### tCO2e Calculations

Utilizing the Salesforce NetZero Cloud tool and guidance from the environmental consultancy firm RyeStrategy, the following are the Scope 1, 2 and 3 tCO2e emissions for the 2018 to 2023 reporting periods:

Description	2018	2019	2020	2021	2022	2023
Scope 1	0	0	1.2637	4.4316	7.5724	14.3513
Scope 2 – Location-based	60.7539	57.6832	59.1192	116.3184	214.5770	317.709
Scope 2 – Market-based *	42.3838	40.7522	41.8785	85.6477	185.8043	227.2208
Scope 3, Cat 4 – Upstream Freight	0	5,138.78	8,785.18	19,333.96	15,676.17	6025.86
Scope 3, Cat 6 – Air Travel	196.6099	331.2076	58.6398	89.6058	206.8647	380.9172
Scope 3, Cat 6 – Car Rental	2.67	3.46	1.4	7.55	6.38	5.178
Scope 3, Cat 6 – Ground Travel	23.0517	30.6009	6.9179	7.7089	12.7712	40.5905
Scope 3, Cat 6 – Hotel Stay	15.266	19.0909	5.4405	9.4948	17.8545	22.09
Scope 3, Cat 9 - Downstream Freight						3587.58
Yearly tCO2e Total	298.352	5,580.823	8,917.961	19,569.070	16,142.190	10,394.276

\* Not included in the yearly total

As you can see from the table above, Sycomp's focus on our sustainable practices has achieved a significant downward trend in tCO2e emissions for 2023.

#### Carbon Offsets

With the present technology available, it is impossible for an organization to operate at carbon neutrality or net zero without some form of external input. Most often, this input takes the form of offsets: investments made in carbon-reducing projects, such as reforestation, renewable energy, and waste management initiatives. Offsets are priced so that for each metric ton of CO2e emitted by an organization, a calculated dollar figure can be invested to directly counteract the emissions.

Sycomp will leverage the Salesforce Net Zero Marketplace to purchase 1,584 tCO2e carbon credits to offset all of our Scope 1, Scope 2 (Location-based), and Scope 3 business travel related emissions, as well as a portion of our Scope 3 freight emissions. Target projects for purchasing carbon offset credits are:

#### Foam Blowing Agent Project 003G

Location: United States, Americas

Project Description: This project provides an opportunity to reduce greenhouse gas (GHG) emissions beyond regulatory compliance by replacing hydrofluorocarbon (HFC) blowing agents with next generation blowing agents that have near zero global warming potential. Unlike many other voluntary reduction projects that use estimates, these reductions are real and quantifiable.

#### Bundled Solar Power Project by Solararise India Projects PVT. LTD.

Location: India, Asia

Project Description: The Bundled Solar Power Project, developed by SolarArise India Projects Pvt Ltd, generates clean electricity through solar energy – a renewable resource. The project is a bundled activity which includes the installation of a 120 MW solar project in various states of India through special-purpose vehicles.



## Commitment to Sustainability

In addition to the above, Sycomp is committed to advancing the United Nations Sustainable Development Goals (SDGs), specifically focusing on Goals 8: Decent Work and Economic Growth, 9: Industry, Innovation, and Infrastructure, and 12: Responsible Production and Consumption.



As part of our dedication to Goal 8, Sycomp prioritizes creating a supportive work environment by regularly measuring employee satisfaction through feedback mechanisms, tracking employee retention rates, and offering telecommuting and hybrid work options to promote work-life balance. Additionally, we strive to increase equity and inclusivity in the workforce by tracking diversity metrics and ensuring equal employment opportunities for all.

Under Goal 9, we aim to enhance infrastructure development by actively seeking customer feedback to ensure the resilience and reliability of our IT infrastructure solutions, and seeking out those OEM vendor solutions which are EnergyStar certified.

In line with Goal 12, Sycomp is dedicated to reducing emissions and our carbon footprint by measuring greenhouse gas emissions, investing in carbon offset projects, and promoting telecommuting to reduce commuting-related emissions. Furthermore, our commitment to implementing circular economy practices involves initiatives aimed at minimizing waste and promoting recycling and reuse. Through these efforts, Sycomp remains steadfast in its commitment to sustainable development and creating a positive impact on society and the environment.

Sycomp is proud to exemplify our commitment to sustainability through the following actions integrated into our daily operations:

## Hybrid Workplace/Virtual Meetings

Employees are encouraged to conduct more telephone/web conferences than in-person meetings which reduces the number of people on the road, leading to a decrease in carbon emissions, electricity usage and waste generation. For 2023, we have strongly encouraged our employees to carpool to company or group meetings, and to work from home when appropriate to help reduce carbon emissions.

## Recycling

We encourage our employees to be environmentally conscious by providing trash, recycling, and compost



bins throughout our facilities to help save energy, minimize unnecessary waste, and reduce greenhouse gas emissions, which helps reduce climate change. This year, our Integration Centers continued working to reduce non-recyclable waste by encouraging our OEM vendors to minimize the amount of virgin plastics and foam in their product packing material and by investigating sustainable packaging solutions for our global warehouses.

#### Sustainable Food Options

We pride ourselves in offering healthy food and snack options for our employees. We strive to minimize processed foods, ensure food packaging is made of recyclable materials and utilize reusable containers whenever possible. In 2023 and beyond, our purchasing team was committed to procuring 70% fair trade and sustainable food items from socially responsible vendors and we have minimized the use of plastic bottles and non-recyclable packaging.

#### **Electricity Management**

At Sycomp, 100% of our employees use laptops which are more energy efficient than desktop computers. Electronic signatures and dual screen computers are used to cut down on the need to print documents. Our smart-office facilities utilize LED lighting, room sensors and our global offices are committed to installing EnergyStar certified appliances and IT solutions to save energy and help protect the climate. In the first quarter of 2023, the Sycomp Burlingame Integration Center migrated to 100% renewable, clean energy by moving to our local provider's EC0100 plan. We continue to investigate renewable energy options for our other global facilities.

#### **IT Infrastructure Efficiency**

For our own internal infrastructure, Sycomp leverages several cloud-based applications (i.e., Salesforce, O365 suite, ADP and Concur to name a few) and is a proponent of IT virtualization at both the server and storage level. Throughout 2023, Sycomp continued to operate its production IT infrastructure out of an energy efficient co-location facility and further embraced cloud applications. In addition, we continue to leverage our OEM partner solutions which have earned ENERGY STAR certification for their proven energy efficiency.

#### Asset Disposition and e-Waste

For IT assets that are no longer functioning or are end of life, Sycomp leverages an R2- and ISO-certified company to recycle and dispose of electronics and e-waste in the most responsible manner possible and in full accordance with the law. In 2023, Sycomp was re-certified as a Cisco Sustainable Partner, participating in Cisco's Takeback Incentive program. We also began working with our customers and OEM partners to leverage Sycomp's Trade-In Made Easy (TIME) program which will help more customers participate in the circular economy by promoting the recycling, takeback and reuse, and refresh of retired IT solutions. These programs will help reduce the amount of plastic and other materials in our landfill and promote the recapture and reuse of scarce minerals and resources.

#### **Environmentally Friendly Facilities**

Sycomp's Headquarters in Foster City, California is in the LEED Gold Certified Metro Center building (950 Tower Lane, Foster City CA 94404). This LEED Certification aims to reduce energy consumption, conserve water, improve indoor air quality, lower operating costs, and more.



In 2023, the solar implementation in our Burlingame facility produced 48.13 MWh of power. Our overall environmental benefit as of the date of this report is:

Environmental Benefits				
	CO2 Emission Saved 217,238.5 Ib			
	Equivalent Trees Planted <b>1,641.43</b>			

**CO2 Emission Saved:** Each kWh of electricity can be generated using fossil fuel, which generates CO2 emissions. The number shown above is the quantity of CO2 emissions that would have been generated by an equivalent fossil fuel system.

**Equivalent Trees Planted:** Trees absorb CO2, thus reducing CO2 environmental pollution levels. The number shown above is the equivalent planting of new trees for reducing CO2 levels.



## Sustainability - Mitigation Strategies

In addition to the above, Sycomp will continue to identify and target additional opportunities to reduce our business associated carbon emissions, as well as educate and encourage all employees to do the same in their personal lives.

## **Electricity Usage**

Consider adding occupancy sensors and timers to lighting systems, as occupancy sensors can lower energy costs by 50% or more, as well as unplugging devices and appliances when not in use.

## **Refrigeration & Air Conditioning**

Install modern air-cooling systems with less environmentally damaging coolants and time sensors, to regulate humidity and temperature in the office, while also minimizing unnecessary energy usage in times of reduced need or lower occupancy.

### **Transportation & Distribution**

Prioritize the use of shipping vendors who place an emphasis on sustainability, such as fleet electrification. Review rankings through indices such as CDP (www.cdp.net).

## **Business Travel – Flights**

Encourage employees to consider combining trips that are close to each other and/or reducing flights taken by hosting virtual meetings.

## Business Travel – Road Transport

Incentivize carpooling, public transit, walking, and biking (where possible), to reduce travel emissions. Encourage the use of Google Maps to identify location-specific transit options.

## Reporting

Sycomp adheres to all local and regional labor laws for reporting and tracking. During Sycomp's quarterly ISMS Management Review Meetings (MRM), key Corporate Social Responsibility (CSR) and Environmental, Social and Governance (ESG) metrics are reviewed. Employees and customers can visit Sycomp's website at https://sycomp.com/csr/ to view Sycomp's Corporate Social Responsibility and Sustainability Report for 2022 and 2023.



## **CSR and ESG Policy Statement**

Sycomp is a global provider of IT infrastructure solutions and is committed to continuously minimizing the impact of its day-to-day business activities in a responsible way.

At Sycomp, we have been fortunate to grow and thrive as a global business and are committed to doing good for our people and the communities we belong in. We follow this premise, not just because we require it as a global organization, but because securing a bright future for one's family and children is everyone's responsibility.

As an organization, we do business in a legal, ethical manner, adding value to society and the environment instead of doing harm. We want to ensure that Sycomp and our extended teams support social responsibility across our global communities by embracing diversity and inclusion, minimizing our impact on the environment, reinforcing sound health, safety, and labor practices and by eliminating child exploitation and forced labor to the best of our ability.

Sycomp's CSR and ESG Policy covers all major sites and functional areas noted in this report and will:

- 1. Comply with applicable local legislation, regulations, and relevant requirements.
- 2. Encourage engagement with suppliers and partners who share our commitment to sound CSR/ESG practices through a comprehensive Supplier Code of Conduct.
- 3. Be documented and communicated to employees and used to improve awareness.
- 4. Identify, address, and respond to significant impacts of its business, should they occur.
- 5. Provide the framework for setting and reviewing objectives and targets, including business ethics, sustainability, health and safety, and labor advocacy.
- 6. Be regularly reviewed and amended as appropriate.
- 7. Position the organization to achieve relevant ISO certifications by 2030.

These policies will be reviewed and reported on an annual basis and made available to customers, suppliers, and the public.

Mike Symons

Michael Symons CEO, Sycomp