

Energy Management Policy

External edition for clients and contractors - aligned with ISO 50001:2018

1. Purpose

This policy confirms that the company applies an Energy Management System (EnMS) aligned with ISO 50001:2018. We pursue continuous reductions in energy consumption, improved efficiency and a lower environmental impact from office operations.

2. Scope

- Office infrastructure: printers, scanners, lighting, IT and air conditioning
- Document digitisation and handling processes
- IT systems including Microsoft 365, SharePoint and Teams

3. Objectives and measures

- Reduce energy use by at least 8% against the baseline of 5,638 kWh per year
- Use ECO modes and automatic sleep functions
- Monitor energy consumption and EnPIs such as kWh/m² and kWh/document
- Train all employees in energy saving
- Conduct regular internal audits and management reviews
- Set measurable energy objectives and monitor progress

4. Client commitments

- Maintain an energy-optimised workplace
- Protect the energy continuity of client processes
- Use energy-efficient equipment and LED lighting
- Support sustainable development by reducing the energy footprint of services

5. Transparency

Details of energy actions may be shared with trusted partners as part of contractual cooperation.

6. Final provisions

The policy is updated annually within the formal EnMS. The current edition has applied since June 2025.

Informational translation. In the event of any discrepancy, the Polish original prevails.