BackOffice Outsourcing Sp. z o.o.

Aleja Stanów Zjednoczonych 72/12, 04-036 Warsaw, Poland

KRS 0000470010 | NIP 1132867570 | REGON 146791818

EORI PL113286757000000 | UKE B-00516

e-Delivery address: AE:PL-38861-91008-BSUUT-28

ESG Policy

External edition for clients and contractors

1. Introduction

As a business-services provider, the company applies sustainability principles with reference to the CSRD and European Sustainability Reporting Standards. Our approach covers environmental, social and governance matters and aims to create durable value for clients, employees and communities.

2. Scope

The policy covers the entire organisation, all operational and administrative functions, and cooperation with clients and business partners.

3. Environmental

- LED lighting, automatic equipment shutdown and energy monitoring
- Digitisation to reduce paper consumption
- Workplace waste sorting
- Remote and hybrid work to reduce commuting emissions
- Plan to reduce electricity consumption by 10% by the end of 2026

4. Social

- Equal opportunity and non-discrimination
- Safe and ergonomic working conditions
- GDPR-compliant personal-data protection
- Regular training in data protection, business ethics and occupational safety
- Support for social and local charitable initiatives
- Plan to increase employee ESG training by 20% annually through 2027

5. Governance

- Transparent management and decision-making
- Compliance and anti-corruption procedures
- Internal operational and financial audits
- Risk management system
- Protection of client data to recognised market standards
- An ESG Officer monitoring objectives and reporting progress to management

6. Monitoring and reporting

The ESG Officer monitors implementation and presents an annual report and improvement recommendations to management. The company cooperates with partners on ESG indicators, certification and external audits.

7. Summary

The company treats ESG as both a compliance responsibility and a strategic element of trust, operational efficiency and competitive advantage.

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