



Environmental guideline meta | five

meta | five | gmbh sees itself as a company and part of a global network oriented towards sustainable and future-based goals in terms of resource use, environmental protection and environmental policy. We understand the design of sustainable working conditions as well as the integration of climate compensating and neutralising measures as a business task and take responsibility for it. We are aware of our impact and influence on the environment and communicate this to the public through our employees. For this reason, we have established concrete guidelines on environmental policy. On the one hand as a directive for the company and on the other hand as a stimulus and inspiration for external parties.

Our goal is to reduce the emitted CO₂ to a minimum and provide compensation in such a way that we operate fully climate-neutral from 2021 onwards. We use certified tools and calculators such as ecocockpit, the UN's Greenhouse Gas Emissions Calculator and KlimaManufaktur to record and calculate our emissions.

The environmental guideline applies to the entire organisation, is reviewed annually and adapted as necessary.

| Energy efficiency and resource saving

We use resources for our everyday needs such as energy, water and materials in the most efficient and environmentally friendly way as possible. We strive to use the most energy-efficient technology available to us. For this reason, we regularly check technical equipment with regard to its age and energy efficiency in order to replace it with more environmentally friendly alternatives if necessary (taking into account the resulting environmental and disposal costs). With regard to electricity supply, we have been using green electricity for several years, which is exclusively made up of renewable energies. In doing so, we rely on a certified and independent provider that obtains 100% of its electricity from hydropower.

| Mobility and travel

For many years, we have primarily focused on resource-saving travel by rail for business trips, whenever reasonable. To ensure optimal use, meta | five provides its employees with a job ticket for public transport and a Bahncard 25 or 50 for national journeys.

Air travel is only used when sensible alternatives are ruled out. With regard to our vehicle pool, we have always focused on fuel-efficient vehicles and are constantly evaluating alternatives.

| Waste prevention and environmentally safe disposal

We strive to avoid or reduce waste as much as possible. For example, we use economical hand dryers as an alternative to paper towels and use exclusively digital forms for the internal exchange of documents. We also try to exchange and provide all forms of documents digitally in communication and cooperation with our customers.

Unavoidable waste and waste that is part of everyday use is disposed of separately so that successful recycling is possible. We aim to achieve permanent waste avoidance.

| Involvement of employees

meta | five | gmbh seeks to stand for environmentally conscious action. In doing so, the company reflects the motivation of its employees and represents their opinions. The topic of environmental protection and climate neutrality is an important part of the company. For this reason, there is an internal focus group that informs the rest of the team at regular intervals about corresponding environmental protection measures and gets them involved.

| Involvement of external stakeholders

We maintain open environmental communication with our business partners and the public. Our progress in terms of sustainability is transparently recorded for the public in the form of the current environmental guideline on our website.

| CO2 compensation

Corresponding compensation for unavoidable CO2 emissions for heating, business trips or other purposes are fully invested in an atmosfair project. The selected project supports farmers in India in using their harvest waste as an energy source to generate electricity.

(For more information: https://www.atmosfair.de/de/klimaschutzprojekte/biogas-biomasse/indien_stromerzeugung/).