



ESG POLICY - PROOFFICE GRUPPEN APS



INTRODUCTION

With this policy, we aim to describe the goals and ambitions of ProOffice Group's environmental, social, and governance efforts.

This policy will establish the foundational ESG guidelines that ProOffice Group will need to adhere to meet the requirements of a modern and responsible organization.

As such, ProOffice Group and our partners are expected to comply with the principles described in the UN Global Compact initiative.

Furthermore, we strive to act in accordance with ethical guidelines and contribute positively to society and the environment.

Our goal is to maintain sustainable business practices and create value for all stakeholders through responsible business conduct.

Responsibility and Oversight

This policy will be annually approved by the management of ProOffice Group, with compliance monitored.

Scope

This policy applies to all activities of ProOffice Group, and all processes related to ESG issues must align with this policy.

ProOffice Group operates under the same values and rules across our companies and international boundaries, as a significant portion of our development team operates from Egypt and Macedonia.

This policy covers all companies within the ProOffice Group.

The ProOffice Group consists of:

- Plan2learn
- ProLearning
- Kvalicare

POLICY CONTENT

In ProOffice Group, we collaborate with our business partners to meet the demands from both markets and society. As such, demonstrating responsibility to the environment and the individuals involved in the development and delivery of our services is an integral part of our business.

We are a Nordic software company with digital solutions used by over half of the Danish municipalities, all five regions, numerous private clients, and over a million end-users.

We have built our organization on collaborative relationships with our customers and partners, extensive experience in the field of digital learning, and a talented department of software developers.

The relationship between ProOffice Group and our business partners is essential for our organization, and thus we strive to earn the trust of said partners by being honest in our dialogue and delivering on our solutions as promised.

ProOffice Group's management team have approved the following policy.

The policy is based on the ten principles of the UN Global Compact.

ProOffice Group aims to be:

- An environmentally friendly software company
- A diverse and secure workplace
- A trustworthy and responsible software company

These focus points will help drive us towards greater sustainability and responsibility,



ENVIRONMENT - CLIMATE & SUSTAINABILITY

ProOffice Group is focused on contributing to the green transition and addressing environmental challenges. We have implemented several initiatives to demonstrate greater environmental responsibility.

As a software company with both public and private clients, ProOffice Group plays an important role in fighting climate change. Therefore, ProOffice Group commits to working towards complying with the Global Compact's principles for environmental protection:

- Principle 7: Companies should support a precautionary approach to environmental challenges
- Principle 8: Companies should take initiatives to promote greater environmental responsibility

- Principle 9: Companies should encourage the development and diffusion of environmentally friendly technologies

Our focus includes:

- Initiatives to reduce consumption, manage waste responsibly, and recycle when possible
- Finding and testing tools, methods, and initiatives to become carbon-neutral
- Using green energy in our production and optimizing energy consumption
- Minimizing our water consumption



SOCIAL RESPONSIBILITY – LABOR RIGHTS AND PEOPLE

We aspire to be a diverse and united workplace as we believe that diversity is a crucial foundation for a modern and competent organization.

We are committed to ensuring equal conditions for current employees and potential applicants, regardless of gender, cultural background, religion, sexual orientation, nationality, or age.

ProOffice Group supports and respects the protection of internationally declared labor rights and ensures that we are not complicit in labor rights violations.

Therefore, ProOffice Group commits to actively work towards complying with the Global Compact's principles on labor rights:

- Principle 3: Companies should uphold the freedom of association and recognize the right to collective bargaining
- Principle 4: Companies should support the elimination of all forms of forced labor
- Principle 5: Companies should support the abolition of child labor
- Principle 6: Companies should eliminate discrimination in employment and occupation

Our focus includes:

- Supporting initiatives that promote employee engagement and regularly testing employee satisfaction
- Supporting actions and partnerships that promote diversity and inclusion
- Supporting policies, programs, and actions that promote gender balance and equal pay
- Initiatives to prevent stress among our employees and ensure a work-life balance

CORPORATE GOVERNANCE – HUMAN RIGHTS AND ANTI-CORRUPTION

At ProOffice Group, we strive to be a trustworthy and responsible software company by making sure to conduct our business in a transparent and credible manner.

We are advocates for the Universal Declaration of Human Rights, and make sure that we are in no way affiliated with any human rights abuses.

ProOffice Group commits to actively work towards complying with the Global Compact's principles on human rights and anti-corruption:

- Principle 1: Companies should support and respect the protection of internationally proclaimed human rights within their sphere of influence
- Principle 2: Companies should ensure that they are not complicit in human rights abuses
- Principle 10: Companies should oppose all forms of corruption, including extortion and bribery

Whistleblower Scheme

ProOffice Group aims to foster an open corporate culture where employees feel safe to voice concerns about illegal activities or inappropriate behavior. Therefore, ProOffice Group is working to establish a whistleblower scheme that will allow employees to report their observations anonymously or initiate a dialogue with their immediate supervisor.

Our focus includes:

- Implementation of policies, programs, and actions that ensure data protection and cybersecurity
- Demonstrating business ethics both internally and externally
- Implementation of policies that will fight the risk of bribery and corruption

COMPLIANCE & DOCUMENTATION

Compliance

A Compliance Violation or not being compliant with the initiatives described in this policy can have serious consequences for ProOffice Group and its employees. Based on the degree of the violation, an employee could have their employment with the company terminated.

We consider these instances a severe violation of our ESG policy:

- Sexual harassment or hate crimes
- Discrimination based on gender, religion, etc.
- Acceptance of bribery
- Abuse of the whistleblower policy

Documentation

ProOffice Group will annually document our ESG efforts in connection with our annual reporting.

The management of ProOffice Group will conduct an annual review of our ESG efforts and set new ambitions for the coming year.

This allows us to continually strive to raise our level of ambition, so we can improve and make a greater impact the following year.

