

# 2020

## COMMUNICATION ON PROGRESS



UN GLOBAL COMPACT

# Table of contents



03

Introduction

04

CEO statement

05

About EPICO

06

The ten principles

07

Human rights

15

Labor

25

Environment

32

Anti-corruption

34

Strategic goals

# EPICO's COP Report 2020

As a proud member of the United Nations Global Compact, we submit this report that constitutes our Communication on Progress for the year 2020, which covers the fiscal year 01.01. 2020 – 31.12. 2020. During this report, we will be referring to our full-time employees (FTE) as well as consultants on a full-time contract, equal to all FTE's, as employees. Freelance consultants not covered by the regular FTE terms and conditions will be referred to as consultants or freelance consultants interchangeably.

This report covers our actions and operations in Denmark, Sweden and Poland, where we have FTE's and offices.



## HUMAN RIGHTS



## LABOR



## ENVIRONMENT



## ANTI-CORRUPTION





## CEO STATEMENT

EPICO has been a proud member of the United Nations Global Compact since 2018, and I am proud to reaffirm our commitment to uphold the 10 principles within human rights, labor, environment and anti-corruption.

2020 has been an unpredictable year, forcing many companies to rethink how they do business, while the pandemic intensified around the globe. As a result, we had to work from home most of the year during 2020, and luckily, we managed to fully digitize our operations enabling this.

We also managed to implement a health & safety plan internally to combat COVID-19, a plan that was especially important once we partially and cautiously returned to the offices. This change happened fast and with little time to prepare, but I am proud of how we handled the situation in EPICO, and to see how well our employees handled working from home during these uncertain times.

Despite the pandemic, we have seen immense growth in EPICO, and we are experiencing double the growth as opposed to what we had budgeted. Not only are the numbers looking good, but we have also hired many new talented people to further expand our growing business. However, we are aware that not everyone has gone through the pandemic unscraped, and that COVID-19 has had, and still has, a large impact on individuals, businesses, and countries.

During 2020 - a year mainly carried out virtually - we have learned how important social interaction is, not only privately, but also professionally for both our employees and consultants.

There were not many opportunities for social gatherings during 2020, but to ensure the well-being of both our employees and consultants, we commit to focusing further on employee satisfaction through online webinars that focus on communication, human behavior, and the effects that COVID-19 and working from home can have on all of us.

In EPICO, we take our responsibility seriously and we strive to not only live up to the 10 principles, but to uphold the initiatives that we have implemented previously, while continuously improving our practices and implementing new initiatives.

That is why, we yet again share our Communication on Progress, where we describe our practical actions and outline our measurements on outcome, as well as present future goals and strategies that we are working towards.

  
Jan Hansen  
CEO





# EPICO

## ***More than just an IT consultancy***

EPICO-IT A/S is an IT consultancy founded in 2009. EPICO identifies, qualifies and delivers IT freelance consultants, as well as permanent employment for both larger- and smaller companies in the Nordics and parts of Europe. We are one of the largest IT consultancies on the danish market with more than 450 consultants on contract, +6000 resumes in our database, and +65 employees in EPICO Group. We have offices in Denmark, Sweden and Poland.

Our core business consists of delivering freelance IT consultants to clients in the Nordics, Europe, and parts of Asia. With our specialized business units, we are able to deliver consultants to fit every need. We can deliver the broad generalist, the specialist, as well as the young and newly educated IT talents.

Our vision is to become the preferred and trusted advisor within IT on a global scale. We are experts in finding the experts within IT and our mission is to help organisations in reaching their strategic goals within IT, by delivering the right match fast. Our partnerships are based on integrity, trust and a personal relation to clients and consultants.

In EPICO our consultants are more than just a resumé, and we take pride in getting to know our consultants and treating them as an equal in EPICO. As a result, we pride ourselves on getting to know our consultants well, and we make sure that they feel included and as a part of EPICO. We believe that it is the key to finding the right match between our clients and consultants.

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## THE 10 UN GLOBAL COMPACT PRINCIPLES

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Principal 1: Business should support and respect the protection of internationally proclaimed human rights; and

Principal 2: Make sure that they are not compliant in human rights abuses

Principal 3: Businesses should uphold the freedom of association and the effective recognition of the right to collaborative bargaining

Principal 4: The elimination of all forms of forced and compulsory labor

Principal 5: The effective abolition of child labor

Principal 6: The elimination of discrimination in respect of employment and occupation

Principal 7: Businesses should support a precautionary to environmental challenges;

Principal 8: Undertake initiatives to promote greater environmental responsibility; and

Principal 9: Encourage the development and diffusion of environmentally friendly technologies

Principal 10: Businesses should work against corruption in all forms, including extortion and bribery

# HUMAN RIGHTS

In EPICO, we are committed to upholding basic human rights for all our employees and consultants, and we strive to ensure that we do not go into business with any client, partner or supplier that does not uphold these basic human rights.

As our headquarter is situated in Denmark, this report will cover the human rights issues that the Danish Institute for Human Rights has found to be the most relevant and challenging for businesses globally.

In relation to this, we strive to continue to live up to principle 1 and 2 of the UN Global Compact initiative.

All employees in EPICO, as well as all freelance consultants, are offered contracts that ensure basic human rights.

On top of that, EPICO also provides many other offers and services that go beyond human rights, but are considered as standard Danish practices.





## HEALTH & SAFETY

### Health insurance

We ensure that all our employees have access to basic healthcare, and in addition, we offer an extra private health insurance for all our employees in Denmark. This private insurance is voluntary and can be added as part of the employee's pension plan.

### Pension Plan

In EPICO we also offer all employees both in Denmark and Sweden a favorable pension plan.

As our freelance consultants are more than just a resumé in our database, we also offer them a lucrative pension plan similar to the one offered to all employees.

The pension plan is voluntary, and although some freelance consultants choose not to be on this plan, most of our freelance consultants take advantage of this offer. We also strive to renegotiate the pension plan on behalf of our employees and freelance consultants to ensure the best possible conditions continuously.

### Work environment

Our office building and the office spaces for our employees comply with all work environment standards as described in the Danish Working Environment Act and equivalent laws or guidelines in Sweden and Poland. All employees are provided a suitable desk, chair, electronic equipment as well as other office supplies deemed necessary to uphold a healthy and safe work environment.

Moreover, EPICO has two employees selected as safety representatives - one from management and one not from management.

### **Supporting human rights advocate organizations**

In order to help combat poverty and secure basic human rights, we have donated to Tinas Gadebørn - an organization that provides a decent standard of life for orphans and street kids in the Philippines, through donations.

Donations cover education, medicine, food & water as well as other articles to forge a better life for these children, and to provide them with basic human rights.

Each year we pick an organization to support for our annual Christmas donation. In 2020, we donated to Julemærkefonden. Julemærkefonden helps Danish children through Julemærkehjemmene (Christmas homes), where vulnerable Danish children can live and go to school for 8 - 10 weeks. These children come from homes that are not fully equipped to take care of them, and the children often have difficulty fitting into society.

The organization was founded 100 years ago with the purpose of helping street kids in Denmark, and even though children in Denmark do not live on the streets today, the organization continues to help children by providing education, care and a safe space.

## **SPECIAL COVID-19 HEALTH & SAFETY MEASURES**

2020 was for many an unpredictable year with the global pandemic causing many companies to rethink many activities. EPICO was no exception, and we chose to follow the governments' guidelines to the best of our ability, in the countries where we have offices.

In Denmark, both offices were closed during early spring 2020, and all employees were asked to work from home. In Sweden employees could choose to work either from home, at the office, or a mix of both options, as the Swedish Government did not impose as strict guidelines as the Danish government did. In Poland all employees were asked to work from home during most of 2020. Once it was redeemed responsible from the governments to reopen our offices, we made sure to still limit the amount of people at our office every day.

In addition, we also provided disinfectant stations as well as visual COVID-19 information throughout our office buildings. We also made sure to intensify the cleaning and made a system for an even more thorough cleaning of all workstations. All employees were also asked to disinfect meeting rooms after each meeting.

To further combat the spread of the disease internally, all employees going into the office had to register, and report if they experienced any symptoms. If symptoms were reported, the employee was asked to stay home, and all employees, having been in contact with that person, were asked to self-isolate and get tested.



To both encourage health through physical exercise and to also have a virtual social event every day, all employees at the office in Aarhus worked out for 5 -10 minutes on Teams every day. Moreover, the office in Aarhus also installed indoor bicycle stations, so you can exercise while working. These stations were installed during the fall 2020.

In EPICO we also encouraged all employees to get quick tested in case of any present symptoms, and EPICO would reimburse the full amount (when quick tests required payment).

EPICO has taken and continue to take the COVID-19 situation seriously. Even though, government regulations have been guidelines and voluntary, as a private company, we have taking these recommendations as a standard guideline and tried to live up to these to the best of our ability.

## **FAIR TREATMENT**

We do not tolerate harassment, or any unfair treatment of our employees and we make sure to protect all employees against such acts.

This is also stated in our internal Employee Handbook that every employee is encouraged to read at the beginning of employment, and the document is also available on our Intranet page.

## MEASUREMENTS ON PROGRESS

### NO HUMAN RIGHTS ABUSES

No human rights abuses have been reported or detected in 2020 in our organization or at partners, suppliers or clients.

### MORE FOCUS ON PHYSICAL AND MENTAL HEALTH

The pension plan in Denmark has been updated and all employees now have easier and faster access to health care professionals such as psychologist, physical therapists and online consultations with doctors.

Moreover, management has explicitly encouraged all employees to take advantage of these offers to mitigate potential health issues and to combat health related issues before it might evolve to something more severe. In addition, scheduling health appointments during work hours is accepted and recognized throughout the organization.

### IMPLEMENTED HEALTH & SAFETY MEASURES FOR COVID-19

As COVID-19 health and safety measures were not previously part of EPICO's general health & safety measures, we were not fully prepared in the beginning of 2020. However, management acted fast, and sent home employees hours before lockdowns were announced. Top management also made sure to update employees frequently on the status of the situation, and what employees should do workwise, and as an agile company we quickly adapted and progressed to having a standardized procedure for COVID-19 health & safety at our offices.

## MEASUREMENTS ON PROGRESS

### SICKNESS ABSENCE

We are continually working to reduce sickness absence at EPICO by providing and implementing health promoting initiatives.

In Denmark we had 51 registered days of sick leave in 2018, and 43 in 2019 for our employees. In 2020 we had 81 registered sick days. However, in 2020 we had fewer sick days from the employees in general, compared to 2019 and 2018, as the increased number of sick days for 2020 was due to a few employees having a longer period of sick leave as a consequence of more serious health conditions and the COVID-19 situation. We can therefore conclude a general decline in sickness absence from 2018-2020.

### BETTER COMMUNICATION FROM MANAGEMENT ON HOME OFFICE SET-UPS

In EPICO we have flexible working hours and working from home is permitted. During the pandemic the home office became the standard office for many employees, which meant that every employee was entitled to a similar work environment at home as the one provided at the office.

This was not communicated clearly enough by management across countries and offices at the beginning of the pandemic, but as the year progressed it was communicated more explicitly that employees could take home chairs, screens and all equipment necessary for a healthy work environment at home.



## MEASUREMENTS ON PROGRESS

### FAIR TREATMENT UPDATE

The Employee Handbook was updated with new procedures and guidelines for work ethics, harassment and sexual assault.

It is now explicitly stated in the Employee Handbook what an employee should do if they experience any type of inappropriate behavior.

In addition, a section on how EPICO handles sensitive personal data has also been updated as an additional action aside from the general Danish GDPR-rules.

We furthermore updated our document on GDPR, and the document is available on our website.

# LABOR

At EPICO, we are committed to supporting and complying with principle 3, 4, 5 and 6 of the UN Global Compact initiative. We believe in an ethical work environment, and we are therefore committed to maintaining and incorporating the four principles to ensure this.

At EPICO, we are committed to upholding the freedom of association and the effective recognition of the right to collective bargaining. We ensure that all employees at EPICO, as well as freelance consultants, are employed on orderly terms, and we always follow national laws and regulations in terms of labor and human rights. As such, we are committed to practice a transparent and ethical culture towards employees, consultants, clients and partners.

We fully support the elimination of all forms of forced or compulsory labor and the elimination of discrimination in respect of employment and occupation, as well as the effective abolition of child labor.

At EPICO, we do not discriminate under any circumstances, and we do not support any direct or indirect discrimination towards our employees, consultants, potential employees, and consultants. We advocate and strive for a diverse and inclusive labor force as we believe diversity fosters innovation, development, and progress.

We encourage all employees to immediately report to their manager if they detect any type of violation against the four principles or any other problem in relation to the workplace, and we uphold and support the rights of the four principles throughout any process, culture, country, or business in which EPICO operate.



## NON-DISCRIMINATION

We always strive to have a healthy and diverse work environment at EPICO, as we do not discriminate on the basis of age, gender identity, race, language, national or social origin, property, health status, economic or social situation, material and family status, religion, ethnicity, sexual orientation, mental or physical ability, political beliefs, and other opinions or orientations, and we continuously uphold the elimination of discrimination in respect to employment and occupation.

We strive to accept every individual's differences to enable all employees and consultants' full potential.

### **Unbiased criteria**

EPICO strive to make sure that all employment related decisions are based on relevant and objective criteria, this includes decisions concerning hiring, wages, promotion, training, retirement, and termination.

We believe diversity and inclusion is a strength for the organization and for the work environment.



### **Inclusive work environment**

When we communicate and brand employee activities, we always ensure to display our diverse workforce in our visual materials to promote diversity and inclusiveness.

When applying for a job at EPICO, applicants are not asked to disclose information about gender, marital status, intent to have children, or number of dependents as we do not support any decisions based on direct or indirect discrimination. For that reason, we do not incorporate those questions in our application process nor in our digital application system.

We find it important to have an inclusive work environment at EPICO. The company has therefore taken reasonable steps to enable qualified persons with disabilities or health conditions to gain employment within the company.

EPICO has, and has had, employees hired under special conditions where the needs of the employee were taken into account. EPICO has hired employees with public subsidy conditions, as well as accommodated employees with stress, and made onboarding plans for employees returning to work after longer periods of serious illness.

We practice 'freedom with responsibility' for all our employees as we practice a work environment based on trust and transparency.

## FORCED LABOR

At EPICO, we do not complicit in or benefit from forced labor of any kind.

EPICO operate in countries where forced labor is illegal, and where strict laws prohibit and sanction any entities violating this. Therefore, we fully support the elimination of all forms of forced or compulsory labor and the elimination of discrimination in respect to employment and occupation.

We are committed to upholding all human rights in relation to this matter. We are aware of countries, regions, sectors, and economic activities where there is a greater likelihood of forced labor, and for that reason, we always take this matter into account when establishing new business areas or large-scale business operations.

All our employment contracts state the terms and conditions that are written in languages that employees can easily understand. All employees can give notice and terminate their employment within a reasonable period of time. We always clearly communicate this prior to hiring any candidate. EPICO offer all employees an annual salary negotiation, bonus plans, and the freedom to work. EPICO's employees have the right to renounce work assignments that go against their individual ethical principles at all times. We meet our consultants with the same freedom of work.

All employees of EPICO have the right to maternity leave, holiday, and pay during illness according to their contract. This contract can at any time be renegotiated if desired.

All information is communicated clearly and explicitly in EPICO's Employee Handbook.

## CHILD LABOR

We fully support the effective abolition of child labor. EPICO operate in countries where child labor is illegal, and where strict laws prohibit and sanction any entities violating this.

We are committed to upholding all human rights in relation to labor as well. We are aware of countries, regions, sectors, and economic activities where there is a greater likelihood of child labor, and for that reason, we always take this matter into account when establishing new business areas or large-scale business operations.

## FREEDOM OF ASSOCIATION

At EPICO, we are committed to upholding the freedom of association and the effective recognition of the right to collective bargaining.

We respect the right for all employees and consultants to freely and voluntarily establish and join groups for occupational interests, as well as trade unions of their choice without fear of intimidation or reprisal, in accordance with national law. All have the right to freedom of expression and opinion.

## MEASUREMENTS ON PROGRESS

### NO DISCRIMINATION

No cases of discrimination were reported nor detected by any employees, consultants, partners, or clients. EPICO continues to have increased focus on eliminating discrimination and other inappropriate behavior within EPICO.

### NO LABOR INSTANCES OR WORK-RELATED ACCIDENTS

No instances of forced and compulsory labor, or child labor were reported nor detected, and no instances of work injuries were reported or detected by any employees, consultants, partners, or clients.

### EMPLOYEE SATISFACTION

At EPICO our employee satisfaction is of outmost importance. For that reason, all employees are invited for a yearly employee development interview to be held between the employee and the person's manager. The purpose of this interview is to give all employees the opportunity to influence their professional and personal development at EPICO. We always conduct a yearly employee satisfaction survey as well, as we find it important for all employees to have the opportunity to express themselves anonymously. However, during 2020, we unfortunately did not conduct any survey. At EPICO, we always strive to do our best, and we acknowledge that sometimes we fail and need to improve. EPICO will therefore have an increased focus on conducting the employee satisfaction survey for 2021 and henceforth, as we find it highly important for the employees, the culture, and the organization's development.

## MEASUREMENTS ON PROGRESS

### INCREASED FOCUS ON DEVELOPMENT

Annually, we normally carry out both professional and social events for all employees and freelance consultants, but during 2020 we had to cancel almost all events scheduled to be carried out physically. It is our ambition to yet again carry out professional and social events, physically, once the COVID-19 pandemic has ceased.

Instead, we encouraged all freelance consultants to further up-skill by taking advantage of the partnership we have with Mentorix. We offer all consultants a lucrative deal on taking both courses and certifications through Mentorix, which can strengthen the consultant's resumé.

Moreover, we also carried out sales training for all employees with a sales-related position at the company, to forge better collaboration, communication, and understanding.

We believe that knowledge and competences are dynamic, and that challenging yourself and learning new skills positively impacts you as an individual. It is therefore our ambition to continue offering both professional and social events, workshops, and courses to our employees and consultants.



## MEASUREMENTS ON PROGRESS

### GENDER EQUALITY

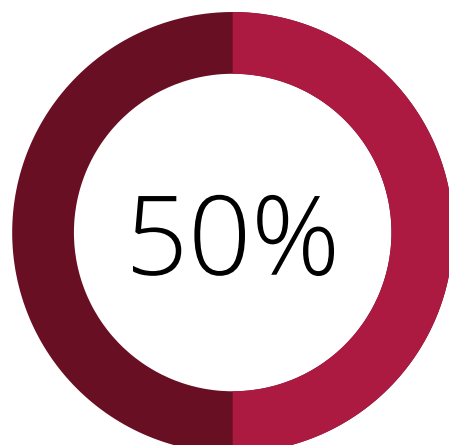
At EPICO we are at the forefront in relation to gender equality among representatives within our workforce. Denmark accounts for 47% of employed women in 2020 among all employees in Denmark, and 28,5% of the IT positions in Denmark are occupied by women in 2019.

The measurements respectively to all the employees in EPICO, the Team Leads, and the Group Executive Management show positive results for gender equality.

#### Employees

The gender split between men and women in EPICO is in general positive considering the female gender split. In 2020, EPICO had 54 FTE employees in Denmark with 27 employees being women. The gender split of EPICO's employees is therefore 50% which is a progress compared to 2018, and 2019. The progress from 2019 to 2020 is 6% as the gender split was 44% in 2019.

### GENDER SPLIT, FEMALE



## MEASUREMENTS ON PROGRESS

### Middle Management

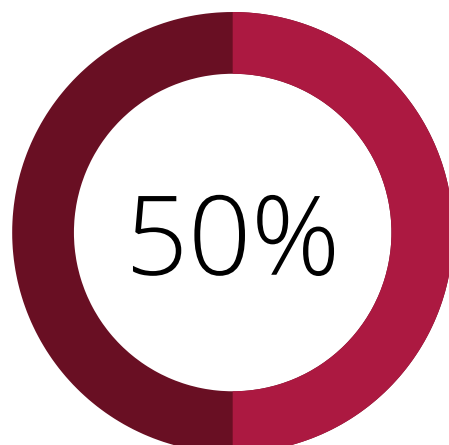
As our headquarter is situated in Denmark, this measurement will cover the Team Leads of HQ and all departments in Denmark, which is the only Middle Management meeting established for EPICO Group Globally.

The Middle Management accounts for 12 employees with 6 men and 6 women.

The gender equality is 50% women and men, respectively, which is a positive measurement in terms of female gender split according to national measurements.

As the Middle Management is new, it is not possible to compare these measurements to previous years. However, we are proud to be in the forefront in terms of gender equality compared to national measurements.

### GENDER SPLIT, FEMALE

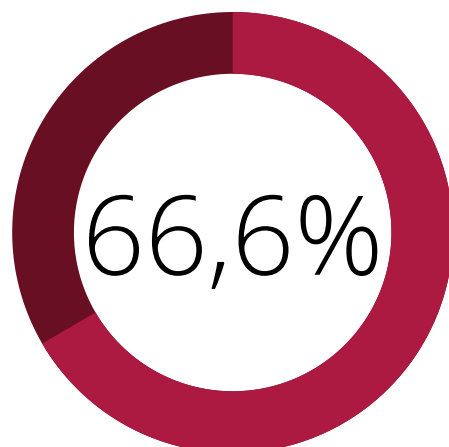


## MEASUREMENTS ON PROGRESS

### Group Executive Management

The diversity of the Group Executive Management (GEM) in terms of the female gender split between men and women is positive as the measurement shows 2/3 being women. The GEM has changed since 2019 and now accounts for 1 man and two women, whereas the GEM accounted for five women and four men in 2019, which makes it difficult to compare this year's measurements with previous years' measurements. However, the percentage of this year's female gender split of 66,6% is a development compared to 2019 with 60% women. We are proud of being an organization at the forefront of gender equality at all levels within the organization, among employees, and management. We believe gender equality and a diverse workforce enhances productivity, development, quality, and EPICO's culture. Gender equality within different industries is still an issue, and the IT-industry is no exception. For that reason, we are proud to have further reduced the imbalance between the number of women and men working within the IT sector by having a minimum of 50% women at all levels in EPICO.

### GENDER SPLIT, FEMALE



# ENVIRONMENT

Sustainable and environmental actions are getting increasingly more important in today's society. Social responsibility is an increasing demand when organizations operate across countries.

An IPCC report from the UN shows that humans have a large environmental footprint on earth due to an increasing consumption of resources, and in 2018 the resources of our planet were used 3,6 times.

By EPICO's commitment to the UN Global Compact, we support and uphold a precautionary approach to environmental challenges in EPICO, and we are proud to be taking several measurements within different areas to promote greater environmental responsibility at EPICO. We support and encourage the development and diffusion of environmentally friendly technologies. We fully support all three principles, 7, 8, and 9 to mitigate environmental challenges in today's society, and we consider all three principles as a part of our policy and daily workflow.

EPICO stand by its responsibilities towards the environment and has taken various initiatives to protect the planet and reduce EPICO's footprint.

At EPICO, we continuously encourage our employees to think and act environmentally responsible during their daily work as it is important for EPICO to take actions against environmental pollution.



## RESPONSIBILITY AND PERFORMANCE

We take several measurements to ensure responsible waste management. We are committed to upholding all three principles to ensure that we do our best to take on measures, at EPICO, that prevent and reduce energy consumption, reduce emissions of greenhouse gases, and handle natural resources in a sustainable manner.

### Water and energy saving initiatives

EPICO has installed cold water taps to avoid the use of plastic bottles, and all cleaning supplies are environmentally friendly to avoid plastic and unnecessary toxins in the wastewater.

All lamps are equipped with energy saving bulbs and the lamps are regulated according to daylight in order to save energy. All rooms are simultaneously equipped with sensors so that we avoid using unnecessary power.

### Recycling

Our ambition is to reduce paper consumption as much as possible in EPICO by presetting all computers to print double-sided. We have provided printer installations at all offices globally, and we have a paper recycling system at our offices where all paper, cardboard, and other types of paper are sorted to be recycled.

All our documents in ERP are being digitally archived to meet our ambition of reducing paper waste as much as possible.



### **Environmentally friendly office supplies**

It is our ambition to help reduce our CO2 footprint by purchasing environmentally friendly office supplies. All our pens are made from recycled plastic.

Our tote bags, which are given as presents to the consultants, used by employees, and used at events, are SA8000 certified and environmentally friendly produced and made from recycled materials.

Moreover, we have many green plants at our offices, and a focus on aesthetic and comfortable interior design to inspire the employees, as well as creating a comfortable working environment. Fruit and vegetables are available at our offices and all offices have fireproof partitions and meet fire safety standards.

### **Donation**

One of the initiatives at EPICO has been to donate previously owned electronic devices to charity to combat e-waste.

As such, EPICO donated to 'Kvindehjemmet' in 2019. We did not donate in 2020. However, it is our ambition to donate all previously owned electronic devices and electronic devices that are not being used, in 2021.

## TECHNOLOGY

It is important for EPICO to continuously evaluate our processes and strive to apply technologies into our daily work to prevent pollution and environmental damage.

As our core business is the identification, qualification, and delivery of consultants and freelance consultants, our contract system has a great impact on the overall performance of the organization. The process of such a system is one of our key departments and for that reason, we are proud to have invested in environmentally friendly technology in 2019; a 100% digital contract system, which makes our flow of contracts 100% paperless. It is our ambition to always consider the use of paper, and our contract department always carefully consider whether paper is necessary in a given situation. We always strive to operate 100% paperless internally at EPICO.

## PRECAUTION

Once a year, EPICO train employees in first aid emergency help in Denmark. However, the first aid course for employees was not carried out in 2020 as a consequence of COVID-19 where all employees were mainly working from home.

## MEASUREMENTS ON PROGRESS

### COVID-19 ENVIRONMENTAL MEASURES

#### Water and energy

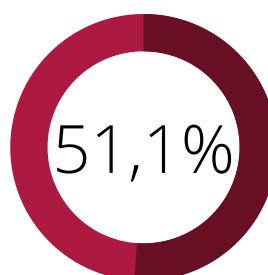
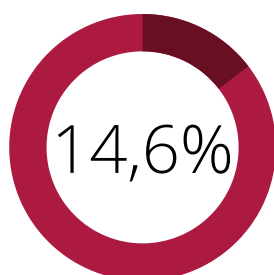
In Denmark the water-, heat-, and electricity consumption was reduced during 2020 compared to 2019, as the consumption was impacted by employees working from home a predominant majority of the year due to the COVID-19 situation. The total decrease from 2019 to 2020 was 14,57%.

#### Transportation

We have seen an increase in transportation, however, we believe in using our resources responsibly in EPICO and this extends to transportation. Therefore, the Group Executive Management encourages all employees to carefully consider if trips are strictly necessary and to either use public transportation or share transportation among employees within reason e.g., when traveling to and from work events. The transportation increased during 2020 as the total amount was 46.682 kilometers in 2019, and 70.545 kilometers in 2020 - an increase of 51,1%. Due to COVID-19, we had more transportation as we had increased our client and consultant visits offsite. We also chose to deliver presents to our clients and consultants as a replacement of our annually client events. In addition, we implemented a new system that calculates these expenditures more accurately.

WATER & ENERGY DECREASE

TRANSPORTATION INCREASE



## MEASUREMENTS ON PROGRESS

### ENVIRONMENTALLY FRIENDLY OFFICE SUPPLIES AND DONATIONS

In 2020, we extended our selection of office supplies including water bottles from AYA-IDA to further reduce single plastic use. The water bottles were given to all employees and are used as gifts to clients, partners, and consultants.

We purchased 500 bottles that are certified to meet or exceed LFGB (food contact grade testing). All bottles are produced without BPA.

Moreover, for every bottle sold, 100 liters of clean water were donated to children in need by the AYA-IDA Foundation through UNICEF. One out of ten people in the world need access to clean water, and in EPICO we are proud to be supporting the donation of 50.000 liters of clean water to children in need, in 2020.

We replaced all our notebooks with new more sustainable ones made of FSC-certified paper. The FSC-paper certification ensures sustainable forestry.

### 50.000 LITERS OF CLEAN WATER TO UNICEF



## MEASUREMENTS ON PROGRESS

### REDUCED FOOD WASTE

In 2020, EPICO undertook a great initiative to reduce the food waste significantly at our office in Ballerup as EPICO implemented a new lunch arrangement at HQ. EPICO went from offering a buffet for all its employees, to offering individually portioned lunch meals for each employee. The employees are encouraged to bring home excess food to further reduce food waste.

### TECHNOLOGY

As it is important for EPICO to continuously evaluate its processes and strive to apply environmentally friendly technologies into our daily work to prevent pollution and environmental damage, we are proud to have extended our investment in technology enabling online meeting opportunities to a greater extent.

Due to COVID-19, EPICO had to reevaluate our processes internally and externally. This resulted in EPICO operating with online meetings not only internally but externally as well. Consequently, almost all operations were moved to 100% digital systems during early 2020.

It is yet our ambition at EPICO to continue with using digital operations internally and externally in 2021 and henceforth.



# ANTI-CORRUPTION



As a company founded in Denmark, corruption is not considered an eminent risk. Denmark continues to be ranked as the least corrupt country in the world, which positively impacts the way we do business in Denmark. No detections of bribery and an open and well-functioning public sector are some of the reasons why, Denmark has continuously been ranked at the top of least corrupt countries since 1995, when the first study was carried out by Transparency International.

As we operate in other countries aside from Denmark, we are aware that corruption could take place (even in Denmark), which is why we denounce any form of corruption and strive to uphold principle 10. We also encourage all employees to report if they discover or suspect any type of corruption.

Moreover, in EPICO we pride ourselves on being open and trustworthy. These are values ingrained in the company along with other core values. These are, however, not only core values that our employees live by. In EPICO, we make sure that all our consultants do business in an open and honest way. All consultants are properly screened before we send them on assignment at our clients, and we make sure that our consultants follow the same work ethics and same behavior as all employees.

We also make sure to involve our consultants in activities in EPICO, such as social and professional events to further encompass a united culture that both employees and consultants share.

## MEASUREMENTS ON PROGRESS

### **NO FORMS OF CORRUPTION REPORTED OR DETECTED**

There have been no reported incidents of corruption nor has EPICO detected any form of corruption neither internally nor throughout our operations with clients, consultants, suppliers, and other partners. This has also been confirmed by top management.

### **EPICO'S CORE VALUES**

Throughout EPICO's existence, we have always had fundamental values that go against corruption. As the company has grown rapidly over the last couple of years, we initiated various workshops to concretize who we are during 2020. Part of this involved formulating new core values, as well as a new vision and mission statement.

We designed workshops involving the company's employees. To ensure a diverse group, the workshops included both new and seasoned employees. When a company expands and grows, it often results in a change in culture, and we believe that we are seeing changes for the better.

## STRATEGIC GOALS 2021

In EPICO, we strive to do our best, but we also acknowledge that there are always areas that we, as a business, can improve, optimize, or redo. That is why, we are committed to working on the following actions within the next couple of years.

### It is EPICO's ambition to:

- Draft and implement a CSR strategy throughout 2021 and 2022
- Draft and implement a new Code of Conduct by 2022
- Improve the maternity leave rights for all our employees in Denmark, as we value our employees and want to ensure an inclusive work environment and great conditions
- Include a non-discrimination description in our job adds, as we find it important to explicitly communicate our inclusive work environment
- Increase the focus on supporting diversity in the Tech industry
- Update our Employee Handbook further and explicitly communicate the new procedures, changes, and additions
- Draft a Consultant Handbook to explicitly communicate procedures, processes, services, regulations, and all relevant information regarding consultants on contract at EPICO
- Outsource the handling of our GDPR data and information security to an external partner, to ensure that we continue to stay GDPR-compliant
- Further increase the focus on employees' and consultants' mental and physical health through several initiatives
- Implement the new core values, as well as a new vision and mission statement