



Communication of Progress

April 2022

Statement of Continued Support

Situ's three core values act as a compass for our decision-making, and never a truer word was spoken than our first value: **led by head and heart**.

We always act with integrity, we celebrate honesty, and treat others as we expect to be treated. This approach leads us to challenge our thinking, consider the consequences, and strive to create the right outcome in all areas of our business – whilst being mindful of our own and our stakeholders' impact on the environment, and conducting business truthfully and transparently.

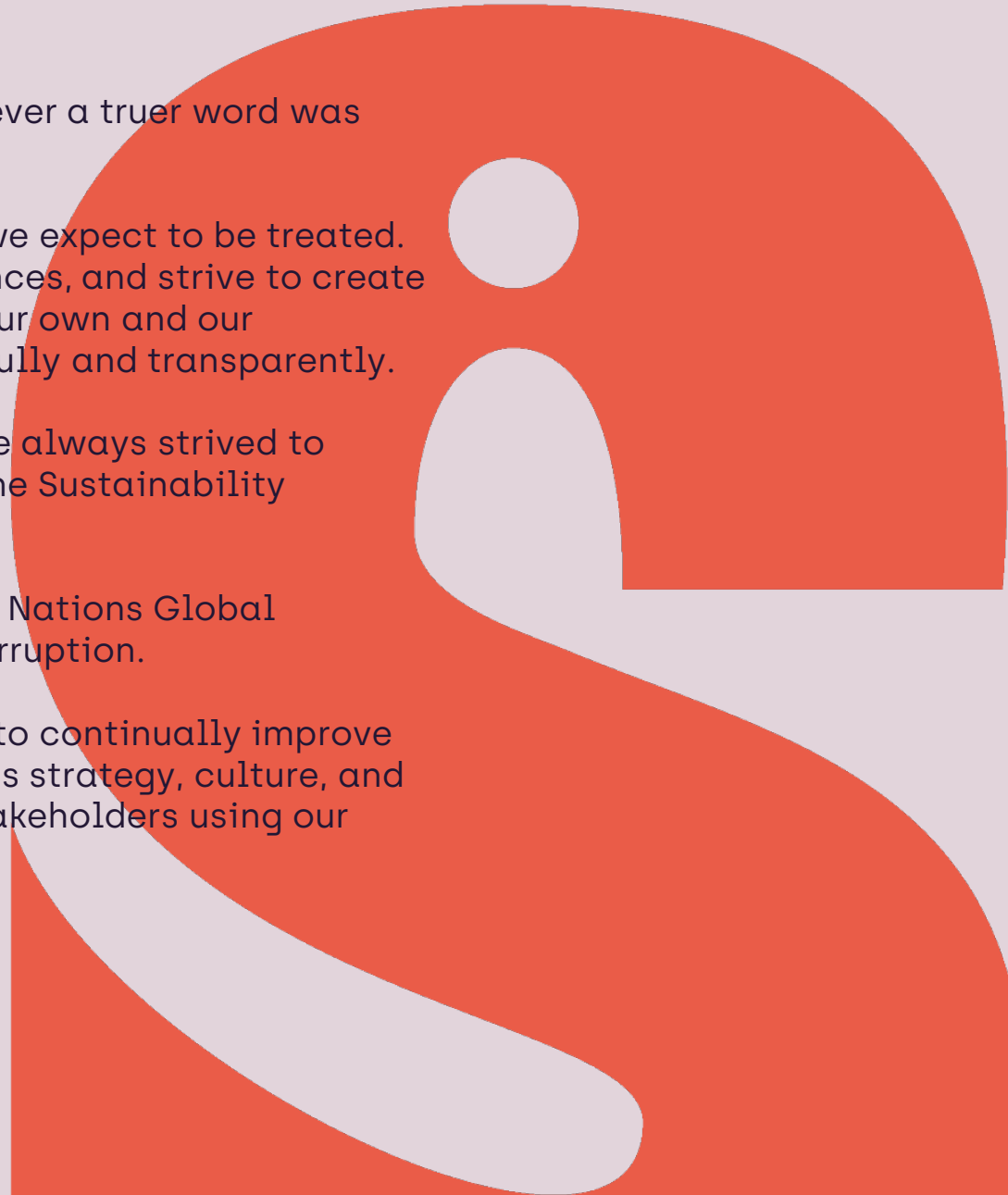
We believe that making small changes can add up to big things, and have always strived to follow this sentiment, which has made adopting the Ten Principles and the Sustainability Development Goals into our business decisions an easy process.

We are pleased to reaffirm our support of the Ten Principles of the United Nations Global Compact in the areas of Human Rights, Labour, Environment, and Anti-Corruption.

In this annual Communication of Progress, we describe the action taken to continually improve the integration of the Global Compact and its principles into our business strategy, culture, and daily operations. We also commit to sharing this information with our stakeholders using our primary channels of communication.

Sincerely yours,

Phil Stapleton
Managing Director





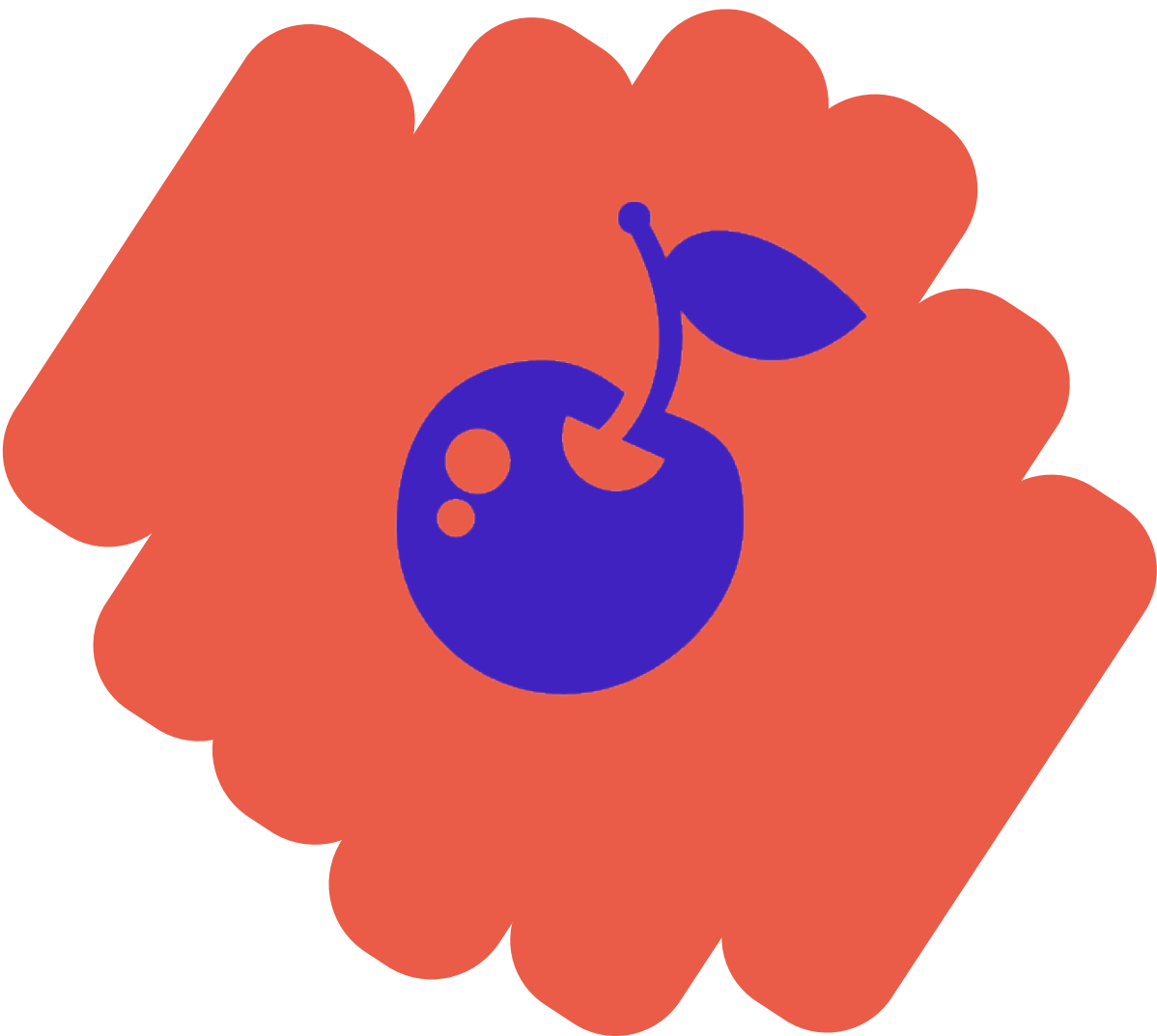
About Situ

Since 2008, we have been helping companies and organisations to accommodate their people when they are on the move for business.

Project teams, corporate travellers, relocation assignees, global nomads – the title doesn't matter to us. They are all people on the move who need to find somewhere to call home when they aren't at home.

And that's what we do, all day every day – working to make finding and booking serviced accommodation effortless.

Today, Situ is a modern, thriving, global hospitality business with bespoke technology solutions, an incredible team of industry experts, and an unrivalled worldwide accommodation offering. Situ has a fierce pride in the down-to-earth and transparent approach it takes with its clients, partners, and suppliers.



Our HQ is in the heart of Devon and has been designed with the well-being of our staff in mind. The office is open, airy, and light, with areas designed for staff to take a break, either playing on the arcade machine, watching Netflix, or taking a trip down the slide!

The majority of our 53 team members are HQ-based and follow a hybrid working pattern, with the remainder based in the UK and globally.

Human Rights

Principle 1

Businesses should support and respect the protection of internationally proclaimed human rights; and

Principle 2

Make sure that they are not complicit in human rights abuses.



What we do

Situ is committed to ensuring the safety, health, and wellbeing of its team members. This is achieved through our policies and practices. We abide by all relevant laws concerning employment, health and safety, and human rights. We have the policies in place to ensure that we are compliant.

Over the past two years, during the recent pandemic, team members have had to work from home in line with UK Government guidelines. Having to work from home meant substantial changes to the way we work, but this created the opportunity to employ fully remote team members.

When the work-from-home guidelines changed, we trialled and implemented hybrid working for those wishing to adopt this new pattern. The decision by Situ to implement this new way of working was to prompt positive changes to the work/life balance for all.

Before a team member moves to hybrid or remote working, their home working environment is assessed. Situ provides a set-up of chair, desk, and screens to allow the team member to perform their role without their health and well-being being adversely affected.

Meetings, either the whole-team or departmental, are undertaken regularly to allow managers to check on the well-being of their team, whether they are office-based, hybrid, or remote.

Alongside the hybrid working option, Situ has various other perks available to team members.



Reset days in addition to holiday entitlement



Increased employer pension contributions for long service



Increased holiday entitlement for long service



Cycle-to-work salary sacrifice scheme



Private health insurance

What we do

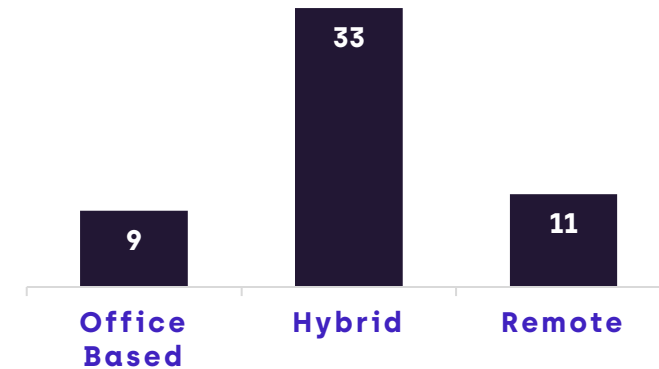
In 2020, we implemented a new appraisal scheme. Originally, appraisals were carried out on an annual basis, but this has now moved to monthly. The appraisals measure performance against agreed objectives between the team member and their manager.

We have seen success with this scheme, as it highlights any training needs quickly and allows for one-to-one time between the team member and their manager.

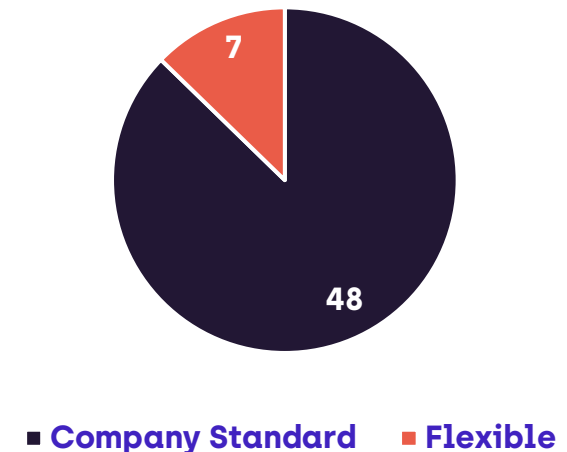
In 2021, we introduced 'grow plans', allowing team members to identify goals they wish to achieve personally and professionally. Team members are supported by their managers and resources are made available if it helps goals to be achieved.

Measurements

Working Pattern



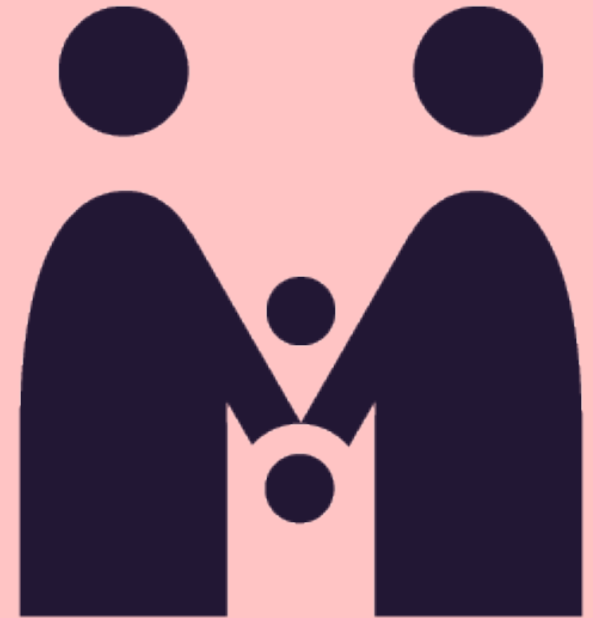
Working Hours



Future Plans

We constantly review our policies and processes to ensure that they fit the culture and environment that is offered to our team members. While reviewing these, the UN Global Compact principles are considered.

As a global accommodation specialist, we work with an extensive supply chain of accommodation providers. Due diligence checks are undertaken on our supply chain, and we are in the process of strengthening these checks. This strengthening includes the observation of laws in relation to Human Rights.





Labour

Principle 3

Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining;

Principle 4

The elimination of all forms of forced and compulsory labour;

Principle 5

The effective abolition of child labour; and

Principle 6

The elimination of discrimination in respect to employment and occupation.

What we do

Situ is compliant with UK laws in relation to labour and discrimination. Situ does not use any forced, compulsory, or child labour and is strongly against these practices. We support the UK Government's objective to eradicate modern slavery and human trafficking.

We promote equality of opportunity for all staff and job applicants as set out in our Equal Opportunities Policy, and we are participants in the UK Government's Disability Confident scheme. We aim to create a working environment in which all individuals can make the best use of their skills, free from discrimination or harassment, and in which all decisions are based on merit. Our recruitment process ensures that unconscious bias does not influence decisions made by team managers, as our HR team redacts any identifying information before passing over applications. This process allows decisions on suitability for roles to be made based on skills and experience.

At its heart, Situ has always believed in gender equality. This is demonstrated by our being a female majority owned company, having a female majority leadership team, by having an almost 50/50 split in team members' gender, and salary based on role, irrespective of gender.

Polices in place that support principles of labour are:



Equal Opportunity Policy



Anti-Harassment & Bulling Policy



Grievance Procedure & Policy



Whistleblowing Policy



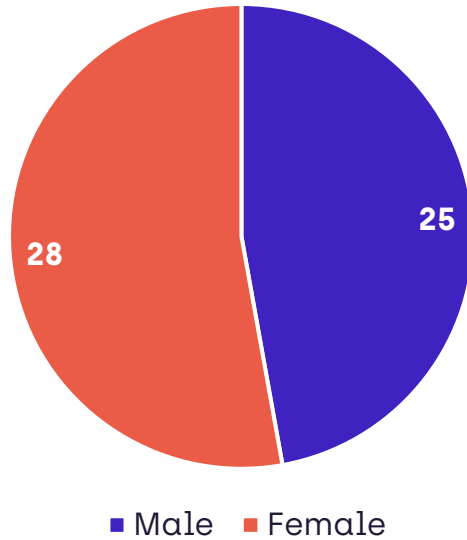
Anti-Slavery Statement



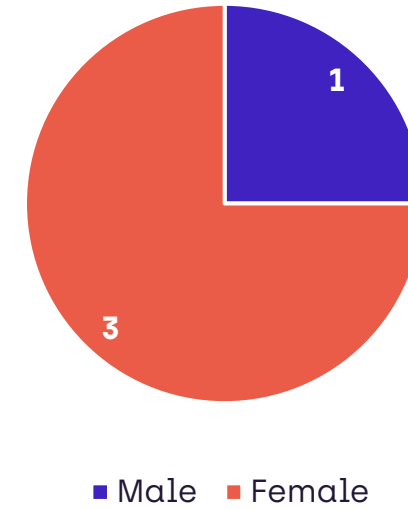
Code of Conduct

Measurements

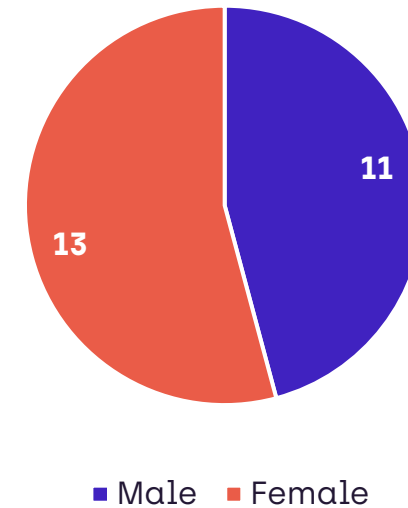
Gender - Company Wide



Gender - Leadership Team

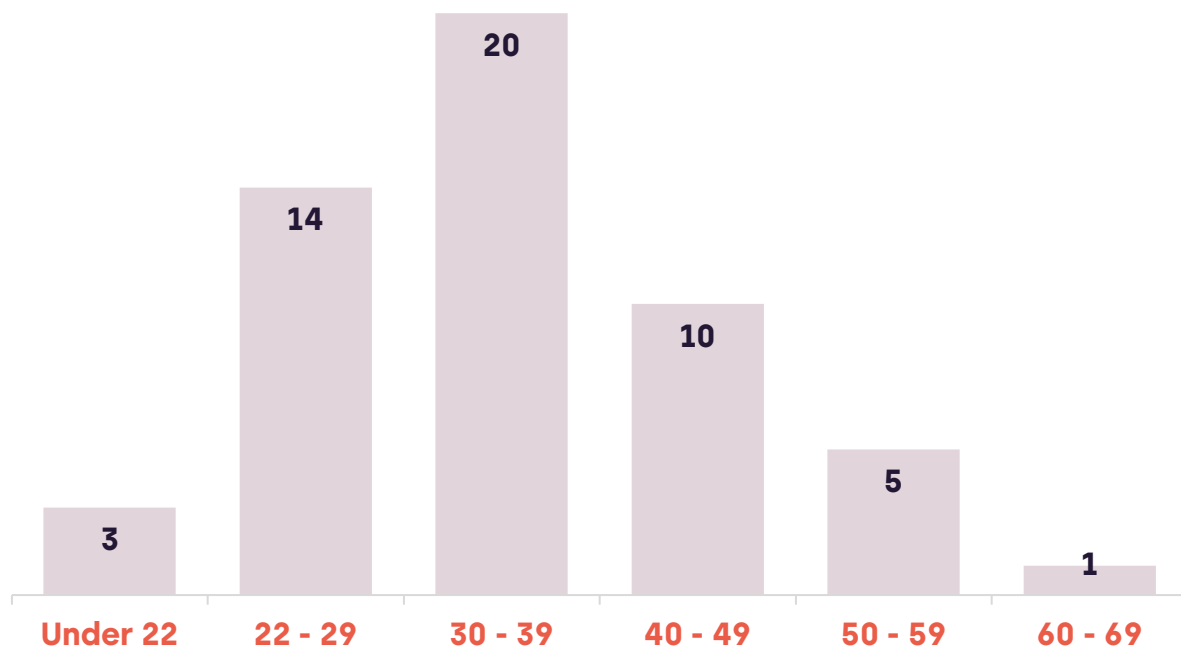


Gender - Managers

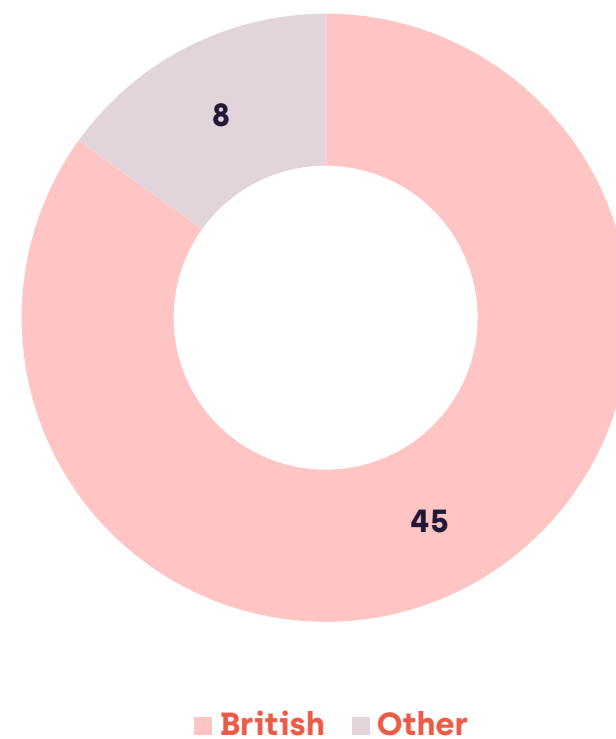


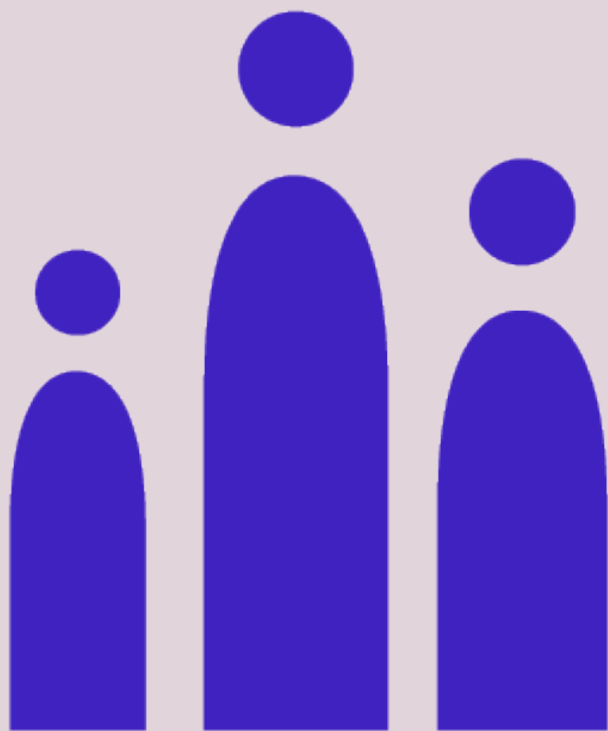
Measurements

Age



Nationality





Future Plans

We constantly review our policies and processes to ensure that they fit the culture and environment that is offered to our team members. Whilst reviewing this, the UN Global Compact principles are considered.

As a global accommodation specialist, we work with an extensive supply chain of accommodation providers. Due diligence checks are undertaken on our supply chain, and we are in the process of strengthening these checks. This strengthening includes the observation of laws in relation to principles of labour, and a commitment to the eradication of human trafficking, modern slavery, and forced labour within supply chain business practices.

Environment

Principle 7

Businesses should support a precautionary approach to environmental challenges;

Principle 8

Undertake initiatives to promote greater environmental responsibility; and

Principle 9

Encourage the development and diffusion of environmentally friendly technologies.



What we do

Situ understands that all business practices have an impact on the environment around us, and we are committed to acting responsibly towards lowering that impact. We actively promote recycling and re-use, encourage energy efficiency, and educate team members about environmental issues both inside and outside the workplace.

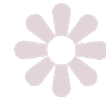
While we have always considered our impact on the environment, during the last twelve months we have focused our efforts even more, and as a result, have introduced many changes.

In August 2021, we started using travel management software for booking travel where the use of one of the electric company cars was not suitable. One of the deciding factors of the chosen software was the ability to track the carbon footprint of all business travel choices per traveller as well as company-wide.

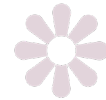
At the beginning of this year, we took further steps to help our team members with their impact on the environment by introducing an electric vehicle salary sacrifice scheme.

Over the past few years, we have been working towards gaining ISO 14001 – Environment Management and are proud to have achieved this in August 2021.

Situ strongly believes that making small changes can be as effective as big changes and can be implemented almost immediately. Small changes that we have made in the last twelve months have included:



Changing business processes to being paperless



Installing smart plugs to reduce energy usage



Donating old IT equipment to local schools



Purchasing eco-friendly consumables for the office (for example bamboo toilet roll and hand towels, eco-friendly dishwasher tablets, etc)

In 2021, we also introduced environmental training for all team members. This training not only covers what Situ as a company currently does and is planning to do, but also includes top tips for team members to practice in their home life to reduce their personal impact on the environment.

We have also introduced our 'Tread Lightly' campaign for our clients and guests. The aim of this campaign is to give tips on sustainable travel.

What we do

In 2021, Situ's carbon footprint for the periods 2019/2020 & 2020/2021 were assessed.

We decided to have both periods assessed so that we could have a benchmark year that was not affected by the recent global pandemic, as business practices, especially travel, were affected for the majority of 2020 into 2021.

Our carbon footprint did reduce by over 50% for the second assessed period, but this was due to a lack of air travel. However, this knowledge has led us to look at our practices in relation to travel.

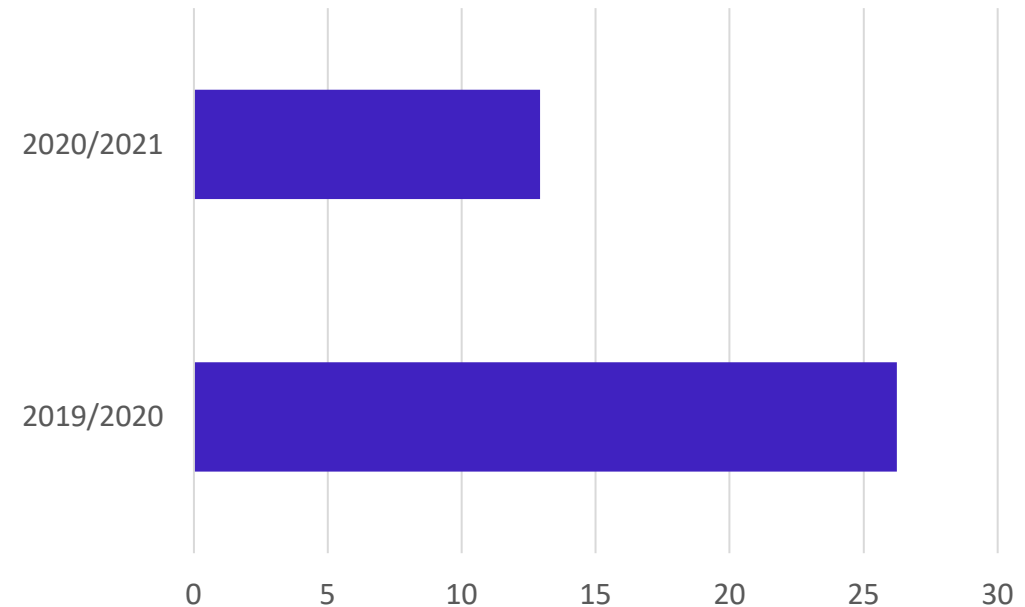
Having only just undertaken assessments on our carbon footprint, we have invested in sustainability projects (carbon reduction, clean energy, etc) to offset our footprint, but at the same time, we are continually looking at methods of reducing our emissions.



Carbon
Neutral
Organisation

Measurements

Carbon Emissions in Tonnes



What we do

We are proud of our partnership with Greengage in 2021. Greengage provide ECOsmart accreditations for serviced accommodation providers, which means that members of our supply chain can get accredited and receive guidance on their sustainability practices.

Greengage





Future Plans

We are committed to keeping the environment and sustainability a priority at Situ and have many projects underway that we hope will be completed within the next twelve months.

We are investing in solar energy at the head office together with additional electric vehicle charging points. We are continuing our search for ways to reduce our carbon footprint in line with our ambition for our core business to be net zero by 2025.

We are hoping to take future steps to help our supply chain in reducing their impact on the environment.



Anti-Corruption

Principle 10

Business should work against corruption in all its forms, including extortion and bribery

What we do

Situ is committed to conducting its business in an honest and ethical manner, complying with all applicable regulations and laws relating to anti-bribery and corruption. Situ has an Anti-Bribery Policy in place. We have a zero-tolerance approach to bribery and corruption.

We pride ourselves on our team members, who act professionally, fairly, respectfully, and with integrity in all our business dealings and relationships.

We have a Code of Conduct in place which outlines our principles in relation to various areas, including anti-bribery and corruption. We encourage our global supply chain to support Situ's Code of Conduct within their own practices.

Future Plans

We constantly review our policies, with the UN Global Compact principles in relation to Anti-Corruption being considered a part of this.

We are in the process of revising our terms for forming partnerships within our supply chain. Part of this revision includes our suppliers' commitment to eliminating anti-corruption within their business practices.



SITU

Connected by people.