

WE SUPPORT



SUSTAINABLE
DEVELOPMENT
GOALS

Danoffice IT

COMMUNICATION ON PROGRESS 2021





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CEO STATEMENT



Today every company plays an important role in securing a sustainable future by doing business in a sustainable way.

Our fundamental purpose is to deliver IT solutions to organizations and companies around the world, enabling them to improve the productivity and efficiency of their operations and in turn, have a positive impact on people and the environment. Technology plays a critical role in achieving this fundamental purpose and is integrated into everything we do. It is not only our responsibility to help our customers make their IT solutions more sustainable, but also to harness the power of IT to help them improve the sustainability of their day-to-day business operations. An additional component of our fundamental purpose is delivering IT solutions and mission-critical IT equipment to inter-governmental organisations, to non-governmental organisations and to charities involved in peacekeeping and humanitarian projects in unpredictable and unstable parts of the world.

In 2021 we took three actions which will play an important role for us in becoming a more sustainable business in the future:

- The final integration of our subsidiary Npvision Group A/S, who is an expert in circular IT and focuses on IT reuse and IT recycling.
- A new important member of our steering committee, Kristian Jensen, who is the former Minister of Finance, Taxation and Foreign Affairs in Denmark. He will strengthen our vision to deliver sustainable IT solutions to customers worldwide.

- The opening of our office in Singapore, which provides an opportunity for us to deliver our products in a more sustainable way as a result of reduced transportation distances to our customers closer to this office.

With that said, we are pleased to confirm our continued support of the Ten Principles of the United Nations Global Compact in the areas of Human Rights, Labour, Environment and Anti-Corruption. We are proud of our membership of “The Global Compact” and fully supports its policies. Our Communications on Progress (COP) report ensures transparency on what we do, how we operate and how we invest. The COP drives us to perform with the highest standards of good governance and ethics through how we do business.

This is our annual Communications on Progress report (COP) where you can read more about how we work with the ten principles of the UN Global Compact and how we address the Sustainable Development Goals.

This report also covers our newest member of our family, edgemo A/S, but in the report we will only refer to Danoffice IT.

A handwritten signature in blue ink, consisting of stylized, overlapping loops and strokes, representing the name Lars Baun Jensen.

Lars Baun Jensen
CEO, Danoffice IT

ABOUT DANOFFICE IT

Danoffice IT was established in 1995 and provides IT infrastructure and solutions to international organizations and businesses worldwide. We provide IT equipment and services to more than 200 countries worldwide.

Our Vision is “Sustainable IT Solutions, anywhere, anytime, any way”

Our IT portfolio includes hardware, software, consulting and services and covers all leading brands. Our technical employees have a broad and deep knowhow in IT infrastructure and solutions and assists our customers all over the world.

Since 1995 we elaborate of experience on exclusively supplying and servicing International Organisations, Governmental, Intergovernmental and Non-Governmental Organisations and B2B partners operating worldwide. We are especially proud of having the United Nations as our customer.

We cooperate very closely with our customers throughout the entire process from analysing needs, supplying the needed IT equipment, installing the solution and offer a number of valuable after sales services. A holistic approach which brings VALUE to the customer and return on their investment.

Since 2019 we have acquired three new companies and have grown from 80 to more than 250 employees today.



At Danoffice IT we focus on four core values:



Customers



Climate



Integrity



Competences

Customer focus - “Together we’ll make it happen”

Entering a partnership with something as important as our customers’ organizations comes with commitments. We take on these commitments, when we work for and with our customers, when we listen to their needs and when we see the world through their eyes. We are present both globally and locally. This is our customers’ assurance that it’s never far from thought to action. When our customers need it, we are quick on the trigger: We keep our word and make things happen.

Climate focus - “Together we make an imprint on the future”

We care for the environment and take responsibility on behalf of both us and our customers when we are searching for, demanding and recommending the most sustainable IT solution. We strive to optimise and demand deliveries that optimise global recirculation. Together, we can contribute to a development in the right direction and make a positive imprint on the future.

Integrity - “Together we earn mutual trust”

Our IT consultancy is impartial. For us, this is important to ensure trust and credibility in our partnership – and this is essential in order to earn the right to be the preferred IT partner for our customers. When we give advice, we take into account what our customers want to achieve – and what they would prefer to avoid. Their wishes and their perspective are our first priority. Our customers will find that they will be challenged to ensure they really get the best solution in the quality they demand.

Competences “Together we are a strong match”

Our customers get access to strong competences and unique expertise – matching the IT solutions and the consultancy we provide to national and international organisations, public institutions and private companies. Our extensive experience will greatly benefit our customers. Their business goals are our shared goals. We make things happen, because progress, quality and results are deeprooted in our culture and DNA.

Our customers are always our first priority. We are committed to serve their needs regarding IT infrastructure, solutions and logistics no matter where they are in the world. This is important to ensure trust and credibility in our collaboration – and essential in order to earn the right to be their preferred IT partner.

FACTS ABOUT DANOFFICE IT

Offices Denmark Switzerland USA Singapore	Revenue Mill \$ 318	Founded 1995
206 End user countries	Global Compact Member since 2007	Aid and relief revenue percentage 56
Gender Split Percentage 72/28	UN & NGO LTAs: 54	Anti-bribery ISO certified since 2020
Facts 2021	Toners recycled 3500	262 Employees

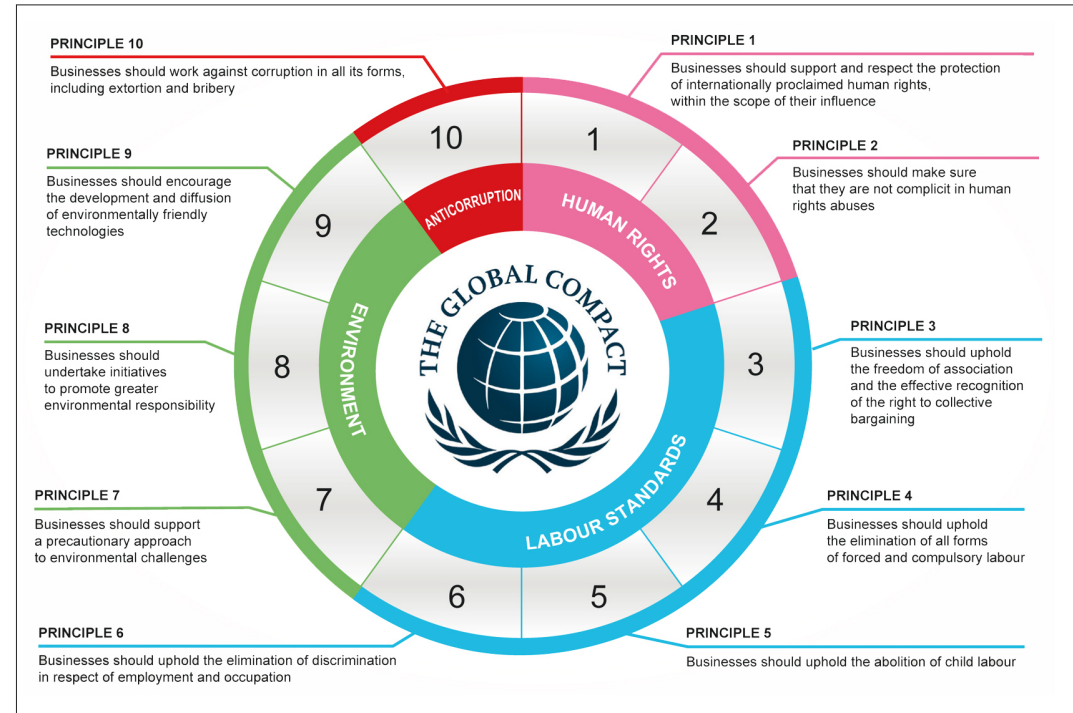
OUR COMMITMENT TO THE TEN PRINCIPLES OF THE UN GLOBAL COMPACT

Danoffice IT's work with social responsibility and sustainability is built on our core values. The commitment of our employees and shareholders to live by those core values is in our DNA. We want to be responsible for the impact our activities have on colleagues, partners, customers, communities and the environment.

Danoffice IT has been a member of the UN Global Compact since 2007 and we conduct our business activities with respect for the ten principles for human rights, labour, environment and anti-corruption and the relevant UN Sustainable Development Goals (SDGs). The Ten Principles have been integrated at all organisational levels from strategic to tactical and operational level. Our progress on the principles are communicated to our partners and employees through our company employee manual and at www.danofficeit.com.

On the following pages we will describe our policies and contributions to the Ten Principles of the UN Global Compact and how they relate to the different Sustainable Development Goals.

Graphic overview



HUMAN RIGHTS

Principle 1: Businesses should support and respect the protection of internationally proclaimed human rights

At Danoffice IT we believe that all human beings are born free and equal in dignity and rights. We respect all people regardless of nationality, race, gender, religion, class or political opinions. Danoffice IT promotes social interaction between people and cultures and aims at a mixed organisational culture. We embrace culture and have employees from 10 different nationalities, coming from South America, USA, Europe and Middle East. Moreover, we have employees who came to Denmark as refugees from Syria and Croatia. Our organisation mix is balanced with 28% women and 72% men.

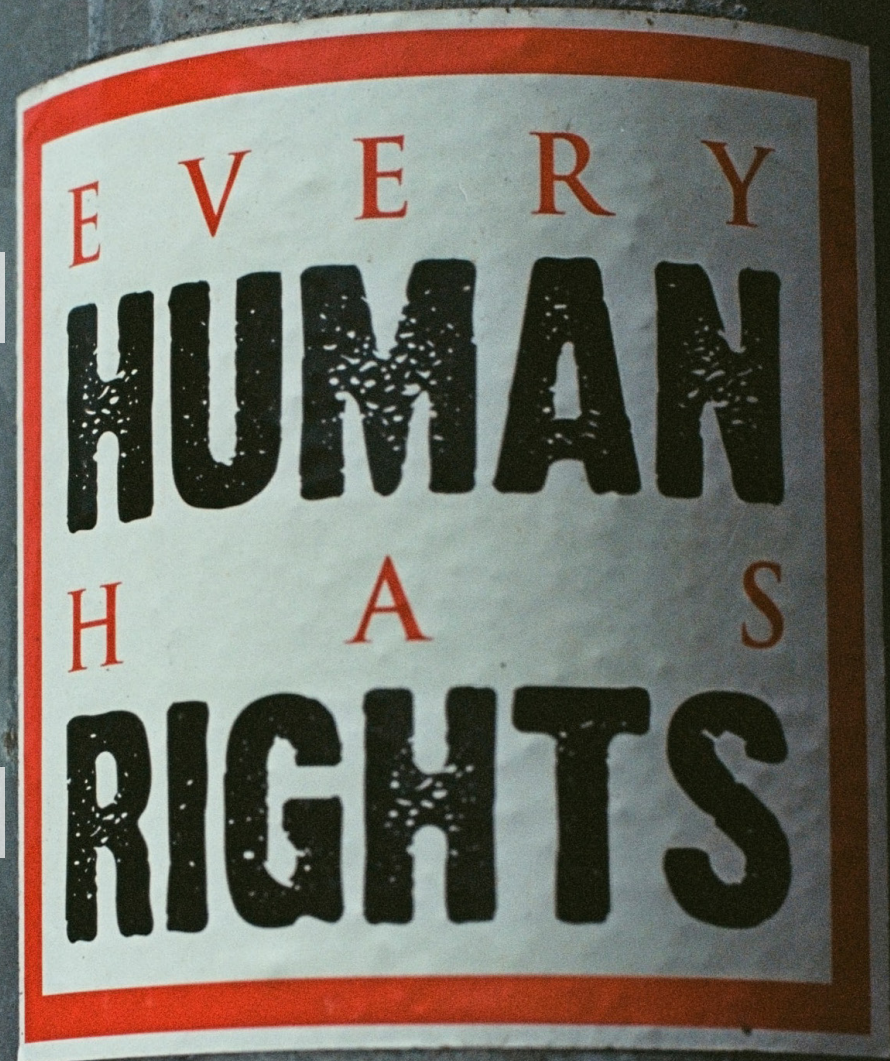
Principle 2: Businesses should make sure that they are not complicit in human rights abuses

Danoffice IT supports all human rights and legal rights, at a national level and within international law and only accept partners who do the same.

Results and highlights from 2021

There were no reporting of incidents involving any breach of international conventions or human rights violations in any of our locations.

In 2021 we employed 1,5% disabled employees while 5,3% of the workforce were ethnic minorities.



LABOUR

Principle 3: Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining

Danoffice IT employees have the right to be members of trade unions, collective bargaining and to strike if necessary. Trade unions can assist with negotiations of wages, work rules, complaint procedures, rules governing hiring, contract termination and promotion of workers, benefits, workplace, safety and policies.

Danoffice IT employees have a representative who works as a contact person between employees and management whose mission it is to ensure that all labour standards are fulfilled and that all employees can contact someone for personal matters, ideas for improvement or health & safety conditions.

Danoffice IT has a work-life balance policy encouraging flexible working hours and tolerance for personal and family issues and/or needs.

With our employee manual we inform and update employees on our values, company profile, history, global strategy and information on working terms and conditions such as illness and absence, overtime, annual employee interviews and regulations.

We continuously strive to educate and develop our employees professionally and personally through seminars, workshops and through daily coaching. Management gathers all employees on a monthly basis to share knowledge of professional character or to inform about the work we do with our customers in the field. Here we also learn about cultural

differences in order to understand the diversity of the world we live in. Communication and information within a company is key for success and employee satisfaction. Therefore we have a very clear and transparent communication of our strategy plan where employees are attending monthly company meetings as well as department meetings where status on current business and future initiatives are discussed in a open and inclusive way, where everyone can ask questions and receive information on the strategy and the business.

Principle 4: Businesses should uphold the elimination of all forms of forced and compulsory labour

At Danoffice IT we do not use any form of forced or compulsory labour nor do we accept partners who do. Vendors, partners and customers have to confirm the same behavioral policy before a cooperation and future business endeavor can take place.

Principle 5: Businesses should uphold the effective abolition of child labour

At Danoffice IT we do not use any form of child labour nor do we accept partners who do. Vendors, partners and customers have to confirm the same behavioral policy before a cooperation and future business endeavor can take place. Danoffice IT labour policy prohibits employment of any person under the age of 16 years.

Principle 6: Businesses should uphold the elimination of discrimination in respect of employment and occupation

With our presence in Denmark, Switzerland, USA and Singapore our

department management constantly strives at building a workforce with balance of nationality, race, gender, religion, class and political opinions. Our workforce is balanced between all before mentioned groups, and all employees receive equal conditions and rights regardless of location or background. To balance the gender best possible we seek to have at least one of each gender represented among the last three candidates in the hiring process.

Results and highlights from 2021

There were no reporting of safety-related incidents or labour rights violations in any of our locations.

People & Culture Resource

In 2021 a full-time People & Culture Manager (HR) was appointed to identify a joint culture for the companies which became part of Danoffice IT from 2019-2021: Datacon Enterprise Solutions A/S, Npvision A/S and edgemo A/S.

Workplace Risk Assessment

In 2021 a Workplace Risk Assessment was carried out amongst all employees. Via this assessment employees could provide input on the work environment conditions at the workplace. The purpose was to assess how satisfied employees were with their workplace and identify any issues concerning the physical or mental working environment. This assessment will help improving the workplace continuously and systematically and can in many cases have a positive impact on stress. Our work with this also supports SDG #3, Good Health and Well-Being.

Meaningfulness Survey

In 2021 a Meaningfulness Survey was carried out amongst all employees. The purpose was to gain insight into how employees are experiencing meaningful work through the four drivers of Purpose, Leadership, Belonging and Personal Growth. It would then be possible to create a more meaningful workplace that will enable every employee to realize his or her potential. Research shows that experiencing meaningfulness at work is what drives employees to be more engaged, productive, innovative, stay longer with the organization, and experience less stress. Our work with this also supports SDG #3, Good Health and Well-Being.



ENVIRONMENT

Principle 7: Businesses should support a precautionary approach to environmental challenges

We all have a responsibility for the environment and for looking after each other, but as an international company with influence and means we carry an even greater responsibility than ordinary. Danoffice IT is devoted to making UN Global Compact a success and alongside with other dedicated members, strives to create awareness and set new standards for good governance.

Danoffice IT only works with internationally recognised vendors with environmentally friendly policies.

Principle 8: Businesses should undertake initiatives to promote greater environmental responsibility

In 2021 we took three actions which will play an important role for us in becoming a more sustainable business in the future:

The final integration of Npvision Group A/S, who is an expert in circular IT and focuses on IT reuse and IT recycling. Their business model is based on circular economy for used IT equipment. This means we can now offer all customers IT reuse solutions where used IT equipment can be resold - or destructed in an environmentally correct manner. In 2021 the first circular IT contract with the United Nations was signed.

A new important member of our steering committee, Kristian Jensen, who is the former Minister of Finance, Taxation and Foreign Affairs in Denmark. He is the chairman of a cross-political network for the global goals in the parliament, who are focused on accelerating the work on



sustainability. The global goals are one of his focus areas, as he believes the goals are a fantastic opportunity for Danish companies and organizations to accommodate a sustainability agenda. Kristian Jensen will therefore strengthen our vision to deliver sustainable IT solutions to customers worldwide.

The opening of our office in Singapore, which provides an opportunity for us to deliver our products in a more sustainable way as a result of reduced transportation distances to our customers closer to this office.

Besides these three important initiatives which will drive the company in a more sustainable direction, we also have other ongoing initiatives which focus on sustainability. Our work with all these initiatives also supports SDG#12, Responsible Consumption and Production.

Net Zero Travel

In 2021 we entered a partnership with Goodwings enabling us to travel with Net Zero emissions on our business trips. Goodwings is the leading climate active hotel booking platform dedicated to changing the environmental footprint of travel by measuring and removing all our travel emissions. That includes air, rail, road, transfer, hotels and meals. Goodwings removes travel emissions through a VCS-verified tree planting project in Uruguay in South America, a project set to remove 7.5 million tons of CO2 from the atmosphere.

CO2 neutral workspace

In 2021 we have neutralized all employees' CO2 footprint on their workspace PC's and monitors by 100 tons of carbon. This covers both the energy during usage as well as the transport and production of the IT equipment. The neutralization is done via the UNFCCC program project #7980. It is called the Burgos Wind Project and it is the largest wind farm in the Philippines generating clean energy from 50 Vestas V90 wind turbines. The wind farm replaces power generation from other sources that contribute pollutants and greenhouse gas emissions to the environment.

On page 13 you will find an overview of our ongoing sustainability initiatives.

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

We encourage our customers to look at the Total Cost of Ownership (TCO) as well as Total Impact on Environment (TIE). A cost saving solution combined with a green solution with minimum environmental impact. We strive at a TCO/TIE solution with low power consumption, minimum of consumables, best quality and longest sustainable lifespan.



OVERVIEW OF ONGOING SUSTAINABILITY INITIATIVES

Energy-efficient Servers in Our Own Data Center

In 2020 we installed new and more energy-efficient servers in our own data center, cutting energy consumption used for cooling by more than 50% per year.

Warehouse Waste Management

In our warehouses we use 100% bio-degradable cardboard materials and we try to reduce weight and volume to minimize shipment and CO2 pollution. Packaging waste is destroyed under environmental recycled friendly conditions. We work closely with suppliers to ensure packaging around products are optimised for onward supply. Whenever possible, our warehouses reuse packaging.

Energy-friendly Employee Laptops

We use laptops, which use less energy than desktop computers. Our laptops go to sleep or hibernate mode instead of using a screen saver so they use less electricity during periods of inactivity.

Toner and Cartridges Recycle Program

Since 2009 we have executed on the “HP Planet Partner” recycle program in collaboration with HP. In partnership with our United Nations customers and HP, we collect used toners and cartridges from UN missions all over the world and recycle them in Europe. Through our combined efforts we have recycled tens of thousands of units so far and still counting. In 2021 we recycled 3500 units.

CO2 neutral workspace

Since 2020 we have neutralized all employees' CO2 footprint on a yearly basis covering their workspace PC's and monitors. This covers both the energy during usage as well as the transport and production of the IT equipment. The neutralization is done via a selected UNFCCC program project.

Charger Stands for Electric Cars

We offer charger stands for electric cars at several of our offices in Denmark. It is important for us to make it easy for employees, customers and partners with electric cars to charge their cars at our offices.

Energy Savings in the Office Buildings

In the office building in Svendborg the thermostat fan switches to “auto” to save energy. We use automatic shades to block the sun from overheating and we change the filters in our heating system every 6 months for optimum efficiency. We also use LED lighting in the atrium in the Svendborg building. Furthermore, we use lighting room sensors in rooms at the Allerød location, where there is no frequent activity.

ANTI-CORRUPTION

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

Danoffice IT promotes a steadfast zero tolerance policy against corruption in all its forms. Corruption is damaging for the world growth and creates a bigger gap between rich and poor.

Our position on corruption is not to take part, or to accept, any form of fraud or corruption. We are determined to prevent, detect and deter any form thereof. This has been our position since our foundation in 1995 and we are proud to say that our company has never been involved, accused or convicted of any form of fraud or corruption.

Corruption can be most easily defined as the manipulation or perversion of a system for the benefit of a single party rather than for the benefit of the public or the intended beneficiaries. We define bribery as an act of offering or receiving money, goods or other forms of recompense from a business associate in exchange for an alteration of their behavior to the benefit or interest of the giver that the recipient would otherwise not alter.

Any Danoffice IT employees are obliged by code of ethics, to immediately report any suspicious conduct, corruptive communiqué or malign rule or transaction linked with corruption, to closest work-parent, manager and/or top management.

Danoffice IT aspires to be a dependable partner who always acts responsibly, honestly and fairly, whether dealing with colleagues, customers, vendors, investors or competitors.



All employees at Danoffice IT have signed an acknowledgement letter confirming they have read and understood the company's policies on anti-bribery.

Whistle Blower Hotline

If any business associate to Danoffice IT has knowledge or suspicion of fraud and corruption in regards to an employee of Danoffice IT or any associated business partners to the company, it is strongly requested immediately to engage the anti-corruption whistle blower hotline on any knowledge or information of corruption.

Any business associate is requested to use whistleblower@danofficeit.com to inform the company management of this crime.

ISO 37001 certification on Anti Bribery Compliance

In June 2020 we obtained the Anti-Bribery Management System (ISO 37001) certification for Svendborg (Denmark), Switzerland and the USA. With this certification employees have the basic understanding of the Anti-Bribery & Corruption (ABC) zero-tolerance policy, procedure and documents. The certification has been done in collaboration with Bureau Veritas.

Results and highlights from 2021

In spring 2021 we achieved further accreditation to the Anti-Bribery Management System (ISO 37001) for the last location, Allerød (Denmark) so that all locations now are ISO 37001 certified: Svendborg (Denmark), Allerød (Denmark), Switzerland and the USA. In 2021 Danoffice IT acquired two new companies, Npvision and edgemo, and these will be ISO 37001 trained in 2022.

Our work with Principle 10 also supports SDG #16, Peace, Justice and Strong Institutions.



OUR WORK WITH THE UN SUSTAINABLE DEVELOPMENT GOALS

At Danoffice IT we conduct our business with respect for the UN Sustainable Development Goals (SDGs), and we focus on supporting SDGs where we can have the greatest impact, even though we directly or indirectly touch many of the goals.

Below we have identified three primary goals where we can have the greatest impact in our daily business. We do, however, expect to add a few more goals during the next couple of years.

SDG #3 Good Health and Well-Being

SDG#12 Responsible Consumption and Production

SDG #16 Peace, Justice and Strong Institutions

The SDG#12, *Responsible Consumption and Production*, is the goal where we can contribute the most, as this goal directly relates to our core business of selling and delivering IT solutions as well as reusing and recycling used IT equipment. We have described all our activities related to SDG #12 in the section *Principle 8: Undertake initiatives to promote greater environmental responsibility*.

We have, furthermore, described our activities related to SDG #16, Peace, Justice and Strong Institutions, in the section *Principle 10: Businesses should work against corruption in all its forms, including extortion and bribery*.

We have also described two of our activities related to SDG #3, Good Health and Well-Being, in the section related to the Labour principles. These concern our Work Place Risk Assessment and Meaningfulness Survey focusing on the well-being of our employees.

In this section we will only describe our activities around the following SDGs:

SDG #3 Good Health and Well-Being

SDG #5 Gender Equality

SDG #8 Decent Work and Economic Growth



SDG #3 GOOD HEALTH AND WELL-BEING

Healthy Diet

Our employees are our most important resource and therefore we strive at keeping our employees mentally and physically fit. An important part of being mentally and physically fit is what you consume, and therefore all employees have a large variety of salads, vegetables, natural foods, organic foods etc. to choose from at lunch in the canteens. We also offer vegetarian food choices to employees at all our offices.

Run for a Purpose

During the year all employees are encouraged to “Run for a purpose” – either by walking or running once or twice a week during work hours. At the end of the year the number of walks and runs are summed together and Danoffice IT donates an amount of money for a good cause. Based on the employee activities in “Run for a Purpose 2021”, we have chosen to donate reused laptops and ipads to three orphanages in Poland, who take care of children from Ukraine, who have lost their parents in the war. In that way we both support a social cause as well as protect the climate.



Cycling4Cancer

In 2021 we supported the spinning event “Cycling4Cancer”, which raises funding to support the fight against cancer. Fifteen employees participated at the event which was also great for their health as well as teambuilding.

Sponsorship of local associations

Every year all employees also have the opportunity to come up with suggestions for local associations they would like Danoffice IT to support. In 2021 we supported three local associations out of 23 suggested by the employees.

1) Lykkeliga handball team from HØJ Kidz at HØJ handball.
This is a handball team for children with disabilities.

2) Støvring IF soccer team for girls aged 14 and 15 years old.

3) Tåsinge Volley Ball club for seniors.

By sponsoring these associations we support living a healthy life by SDG #3.



SDG #5 GENDER EQUALITY

Supporting TechGirls

In 2021 we have chosen to continue the support of the TechGirls program via Peace Innovation Foundation. This means that the talented young woman, Martha, can continue her tech studies at the University of Ghana. She dreams of becoming a programmer so that she can develop innovative software for the hospitals in Ghana, and she is one of the best students in her class. Peace Innovation Foundation's TechGirls program aims at encouraging young women in developing countries to pursue a career in technology or science. TechGirls will change the lives of these talented girls, their families and communities; and will create the future women technology leadership elite of their countries.

SDG #8 DECENT WORK AND ECONOMIC GROWTH

Empowering Vulnerable Women in Kenya

We buy coffee beans through the NGO NGUVU who buys directly from local female farmers, cutting all the middlemen and thus giving the women higher yield.

The women agree on a contract where the NGO secures education of their children and other necessities. This way we can support the women and their children with food, clean water, medical treatment and education.

Many vulnerable women are daily fighting to keep their coffee tree farms and often struggle to provide their children with food, clean water, medical treatment and education. By being part of the NGUVU coffee initiative they not only get financial support, so they can give their children an education, they also get 3-4 times more yield on their coffee beans than before.



Below is an overview of all our activities and which SDGs they relate to.

	SDG#3 Good Health & Well-Being	SDG#5 Gender equality	SDG#8 Decent Work and Economic Growth	SDG#12 Responsible Consumption and Production	SDG#16 Peace, Justice and Strong Institutions
Healthy Diet for Employees	X				
Run for a Purpose	X				
Supporting TechGirls Program		X			
Empowering Vulnerable Women in Kenya			X		
Net Zero Business Travel				X	
CO2 Neutral Workspace				X	
IT Reuse & Recycle Program				X	
Toner and Cartridges Recycle Program					
Energy-efficient Servers in Our Own Datacenter				X	
Charger Stands for Electric Cars				X	
Warehouse Waste Management				X	
Energy Savings in the Office Buildings				X	
Energy-friendly Employee Laptops				X	
Anti-Corruption Compliance and Certification					X



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