

Outpost24

COMMUNICATION ON PROGRESS

August 2022 – August 2023

STATEMENT OF CONTINUED SUPPORT

To our stakeholders:

I am pleased to confirm that Outpost24 reaffirms its 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 on Progress, we describe our actions to continually improve the integration of the Global Compact and its principles into our business strategy, culture, and daily operations. We also commit to share this information with our stakeholders using our primary channels of communication.

Sincerely yours,

Karl Thedéen, CEO

DESCRIPTION OF ACTIONS, IMPLEMENTATION AND OUTCOME

Human Rights

Assessment, policy, and goals

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.

At Outpost24, we support and uphold the Universal Declaration of Human Rights and the European Human Rights Convention. We also feature this in our company policy to further integrate the international standards of human rights in our everyday life and the company's daily operations.

Outpost24 is currently in the process of implementing a D&I policy and a CSR policy during 2022. In early 2022, the company implemented a Code of Conduct and a new HR policy. All policies contain information on how both Outpost24 as an organisation, as well as individual employees, are expected to address various areas pertaining to human rights.

Implementation

All employees at Outpost24 are required to read the company's policies thoroughly and adhere to their contents. The policies contain detailed information on how employees are expected to act towards each other, customers, partners, vendors, and all other stakeholders.

In the beginning of the year 2022, Outpost24 established five CSR groups. The CSR groups focus specifically on how Outpost24 addresses five of the UN SDGs. The SDGs were chosen based on their relevance to the company's business model and core focus areas. Out of the five chosen SDGs, four of them would qualify as human rights matters, namely SDG 4: Quality Education; SDG 16: Peace, Justice, and Strong Institutions; SDG 5: Gender Equality; SDG 3: Good Health and Well-Being. Although the groups have a specific focus on each SDG, they are encouraged to come up with ways for Outpost24 to address more sustainability

areas. During the year 2022, the CSR groups are required to meet on a regular basis to discuss and create measurable goals for how Outpost24 will address each area. The goals, the manners in which the groups intend to reach these goals, and the level of success in reaching the goals will be reported to the Chief of Staff in the end of the year, who will compile a report of the company's overall progress.

Employees are regularly reminded of our whistle-blower hotline and how to use it, which they are encouraged to use if they witness any human rights violations or other issues worthy of being brought to light.

During 2022, Outpost24 adopted a new set of core organisational values. The values – trust, respect, adaptability, and commitment – describe how we expect and require all employees to act at all times. Each team has been instructed to collaboratively define what the values mean to them as a team. During the company's annual performance reviews, employees are evaluated depending on how well they live up to the core values. Employees' performance is thus assessed based on how they measure up to the soft values, beyond solely hard skills.

Measurement of outcomes

During CSR group meetings, the members of each CSR group are asked to identify measurable goals pertaining to each SDG. At the end of the year, the goals and whether they have been achieved or are in progress, are listed on a report.

We regularly conduct employee surveys with different focus areas each time. Areas regarding Human Rights are included and being further analysed by management and within each team. We also perform annual performance reviews with each employee where the company's values and other topics are discussed.

Outpost24 has not been subject to any investigations, legal cases or incidents involving Human Rights.

Labour

Assessment, policy, and goals

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 of employment and occupation.*

Outpost24 ensures to respect national and international labour laws and labour guidelines. During the year 2022, a new set of local employee handbooks for each region in which the company operates, will be published. The handbooks will replace the global employee handbook and will contain more concrete information on the labour laws and practices within each region.

Outpost24 supports the ILO Core Conventions and will not do business with any organization that uses forced labour or child labour. Toward that end, Outpost24 ensures that our company does not participate in any form of forced labour or forced servitude by educating our employees on the dangers and the repercussions of such practices.

During 2022 and 2023, Outpost24 aims to improve benefits provided to employees. A specific focus is on parental leave benefits and sick leave.

Implementation

Our CSR groups are required to meet on a regular basis to come up with ways to address the main UN SDGs that Outpost24 are committed to addressing. The subjects that the groups discuss are frequently related to labour related areas, among other topics.

When it comes to recruitments and other decisions pertaining to existing staff's career development, Outpost24 does not discriminate based on race, colour, national origin, ancestry, religion, sex, gender, gender identity, sexual orientation, political affiliations or activities, military service, marital status, pregnancy (including but not limited to childbirth

and related conditions), age, physical or mental disability or medical condition (including but not limited to cancer and genetic information and characteristics), or any other applicable legally protected basis. At Outpost24, we use neutral language in our job advertisements and encourage everyone to apply, thus providing all candidates with an equal opportunity to apply. A detailed description of these practices is provided in our D&I policy, which is available to all staff members.

Outpost24 has established clear anti-discrimination and anti-harassment policies that strictly prohibit workplace bullying and are intended to create a safe, innovative, mutually respectful workplace for all employees.

During 2022, Outpost24 established a leadership program, where the company's managers are educated on labour issues and how to appropriately address them. The managers meet on a monthly basis to discuss their experiences with labour related issues and share best practices while under the guidance of the People Operations team.

Outpost24 has implemented ISO27001, which is a standard for how to implement and manage a system for information security. The Outpost24-ISMS (information security management system) is a part of this. It ensures that we are aware of our risks, mitigate them properly and ensures that the controls are in place and working.

In our offices in Sweden and Denmark, Outpost24 offers monthly work environment meetings to discuss suggestions for improvements of the offices. In Sweden, a health and safety group has also been established, where employees and managers meet on a regular basis to identify and mitigate risks regarding the physical and psychological work environment.

During 2022, a sick pay scheme was implemented for employees working in the United Kingdom. All employees who have been employed by Outpost24 for more than a year are now provided with fair compensation while on sick leave.

For all employees in the Danish and the Swedish Outpost24 entities, the pension contribution percentages were raised during the year 2022. In 2023, Outpost24 is planning to raise pension contributions in other regions.

During 2022 and 2023, a specific emphasis will be put on improving parental leave benefits for employees. The People Operations team is currently mapping where all benefits could be improved and is aiming to implement the improvements in the coming years.

Measurement of outcomes

We regularly publish employee surveys where employees are asked to provide their opinions on various issues pertaining to their employment, such as psychological safety, benefits etc. The results from the surveys are then further analysed and areas of improvement are identified and addressed. Similarly, during work environment meetings and health committee meetings, improvement areas pertaining to labour related issues are identified and addressed.

Outpost24 has not been subject to any health and safety statutory notices or prosecutions based on labour law violations, in the last year.

Environment

Assessment, policy, and goals

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.

Outpost24 strives to be an environmentally friendly organisation. We require all employees to remain aware of the increasing need of environmentally friendly practices. One of the UN SDGs that the CSR groups that was established in 2022 specifically focuses on is the SDG 12: Responsible Consumption and Production. The group comes together on a regular basis to discuss how Outpost24 can address environmental issues. During 2022 and 2023, the CSR group will focus specifically on how Outpost24 can ensure sustainable consumption and reduce the company's carbon footprint.

In 2022, we will establish an ESG/sustainability policy as a part of our CSR policy, which will account for and specify how Outpost24 employees are expected to address environmental issues. Furthermore, employees in each of our office locations across the world are encouraged to identify ways in which they can contribute to improving the environment on a local level.

Implementation

At Outpost24, we strive to reuse and recycle any of the hardware materials we use for our daily operations. Employees who are leaving the company are thus always offered to buy their equipment at a reduced price. If the employees do not want to purchase their equipment, we examine the possibility of reusing the hardware for other members of staff. When it is not possible to reuse or recycle the equipment for staff, it is given to charity after it has been wiped clean of any data. The only item from a computer that is destroyed when an employee leaves the company is the hard drive, which contains confidential information.

We exclusively buy green electricity to our server halls and instead of running multiple servers, we virtualize as many services as possible. This means that we are running multiple servers on the same hardware, which saves a lot of energy.

We use electronic signatures whenever possible in order to minimise waste and reducing our carbon footprint. By using electronic signatures, we help save a significant amount of wood and water.

Our largest footprints come from business travel. Therefore, we try to keep business travel at a minimum. In order to reduce our carbon footprint, all employees are instructed to take the train instead of plane or car whenever possible. When it is necessary for employees to fly, they are encouraged to book climate compensated flight tickets whenever possible. Whenever employees choose to rent a car for business travel, they are encouraged to choose electric cars to minimise pollution.

At Outpost24, we recycle waste in all offices. During their first few days, all new members of staff are given a tour of their respective office where they are informed of where to find the appropriate waste bins. We choose green electricity for all of our offices whenever possible, and we purchase eco friendly products for employees if the option is there.

Measurement of outcomes

The CSR group that specifically focuses on SDG 14 comes together regularly to define a set of measurable goals for Outpost24 to strive for. The goals and the progress in achieving those goals is communicated to the Chief of Staff in the end of the year and will be listed in a report, together with the progress relating to the other main focus SDGs.

Outpost24 has not had any reportable environmental incidents within the last year and has not been subject to any statutory notices or prosecutions.

Anti-Corruption

Assessment, policy, and goals

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

At Outpost24, we always assess the risk of corruption whenever we are considering engaging in new business relations. Toward that end, we always make sure that all our business partners are certified in Anti-Bribery. This information is made apparent and clarified in our Anti-Bribery policy. We are dedicated to remaining honest and law abiding and have a zero-tolerance for incidents of bribery or any form of corruption.

Implementation

Outpost24 ensures that we are only doing business with vendors and channel partners, we deem to uphold the correct standard of honest business. We screen all of our potential and current channel partners, to ensure that they live up to our Anti-Bribery standards.

We have an internal whistle-blower hotline wherein employees can report anything they have experienced, which they believe to be in violation of our Anti-Bribery policy. Thereby we are certain that all business procedures support Outpost24's anti bribery and anti-corruption commitment.

As a part of the onboarding for all new employees, they are required to read the global employee handbook that includes information on Outpost24's zero-tolerance for bribery and corruption. Additionally, employees need to complete a video training on Anti-Bribery and a Security course. The training consists of a video and a test containing 10 questions based on the information acquired while watching the video. The questions of the test are based on the employees understanding and differentiating of when a gift or service can be considered a bribe. After passing the test, the employees receive a document to sign, stating that they have completed the Anti-Bribery course. The training is conducted annually in the start of the year, and it is mandatory for all employees to complete the training every year.

Outpost24's Legal Counsel keeps a list over gifts that employees receive from external stakeholders, including pricing and what circumstances the gift was given under, to further prevent bribery and corruption in the organisation.

Measurement of outcomes

All gifts have been evaluated by the legal counsel to ensure that no extra ordinary gifts have been provided to the employees.

Outpost24 has not been involved in any legal cases, rulings or other events related to corruption or bribery.