advanced

A **xerox**™ Business Solutions Company

ESG 2022/23

Sustainability Report for Advanced UK
Revision 11 April 2023

Advanced UK, for 32 years the premier UK Platinum Partner for Xerox, enables organisations to deploy the world's leading office technology solutions. Discover how our values align with your own sustainability objectives.

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using our
ESG report

ESG reports explore the three topics of Environment, Social, and Governance as they relate to any specific organisation. We endorse this approach because it enables both our customers and our supply chain to understand the ethics and integrity of our enterprise, and our openness and transparency.

This interim ESG report is being completed in accordance with the standards of the Global Reporting Institute. As an interim report, it must be noted that not all elements are complete.

This global framework provide assurance that our performance as a 'corporate citizen', and the statements we make are substantiated with evidence.

We detail the 'Material Topics' which we report upon, and how we sought both the opinions and priorities of our stakeholders, who include our employees, customers, and business partners.

Our reporting is comprehensive. Our methodology as to how our ESG rating and grade have been established is detailed, and more information is available for those interested.

Your attention is drawn to our Action Plan. This is our statement as to how Advanced UK works to a policy of continuous improvement. This highlights how ESG is not a single review, but how it drives reporting organisations to strive for ever better results.

Please note that as this is our inaugural (benchmark) report, not all data were available.

You are encouraged to contact us if you have any questions.

management
greeting

Our team based in Uxbridge, West London specialise in intelligent and sustainable workplace solutions, embracing technology, software and services. Our geographic reach is UK and beyond where required.

We invest time in developing our teams to enable them to deliver a high level of business value and operational efficiency for our clients.

We try to develop ideas and actions of how we can help our clients achieve their business goals, and help them be more productive in their workplaces, wherever that may be.

Key pillars and focus we build our services around include zero trust security, content management, sustainability, analytics, cost efficiency, workflow and collaboration solutions.

Our client base ranges from SMEs to corporates and the graphic communications sector who all benefit from our " think global, act local " approach.
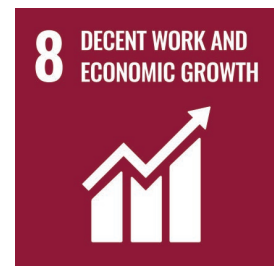
Our clients are represented across a broad industry sector range and we have some key vertical solutions to deepen our value add over the long term.

ESG & sustainability are key areas of focus and development with us in both how we embrace in what we do, but also we look to minimise the carbon emissions in our clients and we now have an exciting carbon footprint and ESG reporting as a fully managed service to offer our clients and the potential within their supply chain as well.

Joe Gallagher

Director

aligning to the
UN SDGs

The 17 Sustainable Development Goals of the United Nations, SDGs, are influenced by our operations. We have identified these eight key goals where our impact, however minor, can make a difference.

4 QUALITY EDUCATION

5 GENDER EQUALITY

7 AFFORDABLE AND CLEAN ENERGY

8 DECENT WORK AND ECONOMIC GROWTH

10 REDUCED INEQUALITIES

12 RESPONSIBLE CONSUMPTION AND PRODUCTION

13 CLIMATE ACTION

16 PEACE, JUSTICE AND STRONG INSTITUTIONS

esg report
introduction

We are proud to present Advanced UK's inaugural sustainability report. This report features activities and progress in our environmental, social, and governance (ESG) strategies for financial year 2022/23.

This is our benchmark report which necessitates that certain data was not available for us to report upon. All data presented has been audited and verified by our external assurance consulting partner, ESG PRO Limited. The work of ESG PRO itself is subject to further auditing by the ratings agency.

We have prepared this report in accordance with the GRI Standards "Core" option. It discloses the nature of Advanced UK as an organisation, and progresses through our most relevant material topics, economic, environmental, and social impacts, and the ways in which we manage them.

We selected the non-financial topics based on a materiality assessment conducted in conjunction with our external sustainability advisors, as well as through our own research and experience.

- GRI 1, Foundation
- GRI 2, General disclosures
- GRI 3, Material topics
- GRI 205, Anti-corruption
- GRI 306, Waste Management
- GRI 401, Employment
- GRI 402, Labour Relations
- GRI 403, Occupational Health and Safety
- GRI 404, Training and Education
- GRI 406, Non-discrimination
- GRI 418, Customer Privacy

our 2022 esg rating BBB

ESG Overall Scores

Advanced Business Equipment Limited

Total ESG Score

BBB (1100)

↑ **4.10** Improvement

ESG Type

● A (500) Environmental

● BB (300) Social

● BB (300) Governance

On 10 February 2023, Advanced UK was assessed to the strict reporting criteria of the GRI framework, and achieved combined score of 1,100 according to the EnHelix methodology.

A "BBB" score indicates good relative ESG performance and an above-average degree of transparency in reporting material ESG data publicly and privately, measured on a scale of D - AAA.

Scores are derived from the global EnHelix platform which provides the most timely and comprehensive ESG risk reporting by U.N. Sustainability Development Goals and Sustainability Accounting Standard Board metrics across all industries.

materiality methodology

As this is our first sustainability report, we undertook our a limited scope materiality and prioritisation assessment to identify key non-financial topics important to both our business and stakeholders.

1. Research and landscape assessment, especially as to how ESG affects UK SMEs

We used an external ESG advisory service to help us to complete our materiality assessment. Our ESG reporting methodology enabled us to understand the range of sustainability issues on which SMEs and small Enterprise firms currently report. We supported the results with an assessment of global economic and ESG trends and standards.

2. Stakeholder mapping and engagement, surveying opinions and priorities

We defined our stakeholder universe and engagement, conducting several internal and external interviews with our stakeholders to gather feedback on key ESG topics.

3. Topic analysis and prioritisation, putting the interests of our stakeholders first

We prioritised our ESG topics by applying the GRl approach to materiality. We added topics we consider important for reflecting our economic, environmental and social impacts, as we as those which might influence our stakeholders.

Our final selection of Material Topics emphasises corporate governance because well-treated people are able to contribute more to society

People, planet, and profit must co-exist in harmony.

materiality assessment

Our initial materiality assessment surveyed the management team. For our full report, our assessment will survey the management team, employees, and selected key suppliers in order that our sustainability journey might commence without delay. Our strategy calls for the assessment to be repeated in the next reporting period, at which time we will greatly increase the stakeholder community.

Based on our initial survey, we established the material topics of greatest benefit and impact. Multiple survey responses awarded no score to many categories, and the data for those are omitted from the chart below.
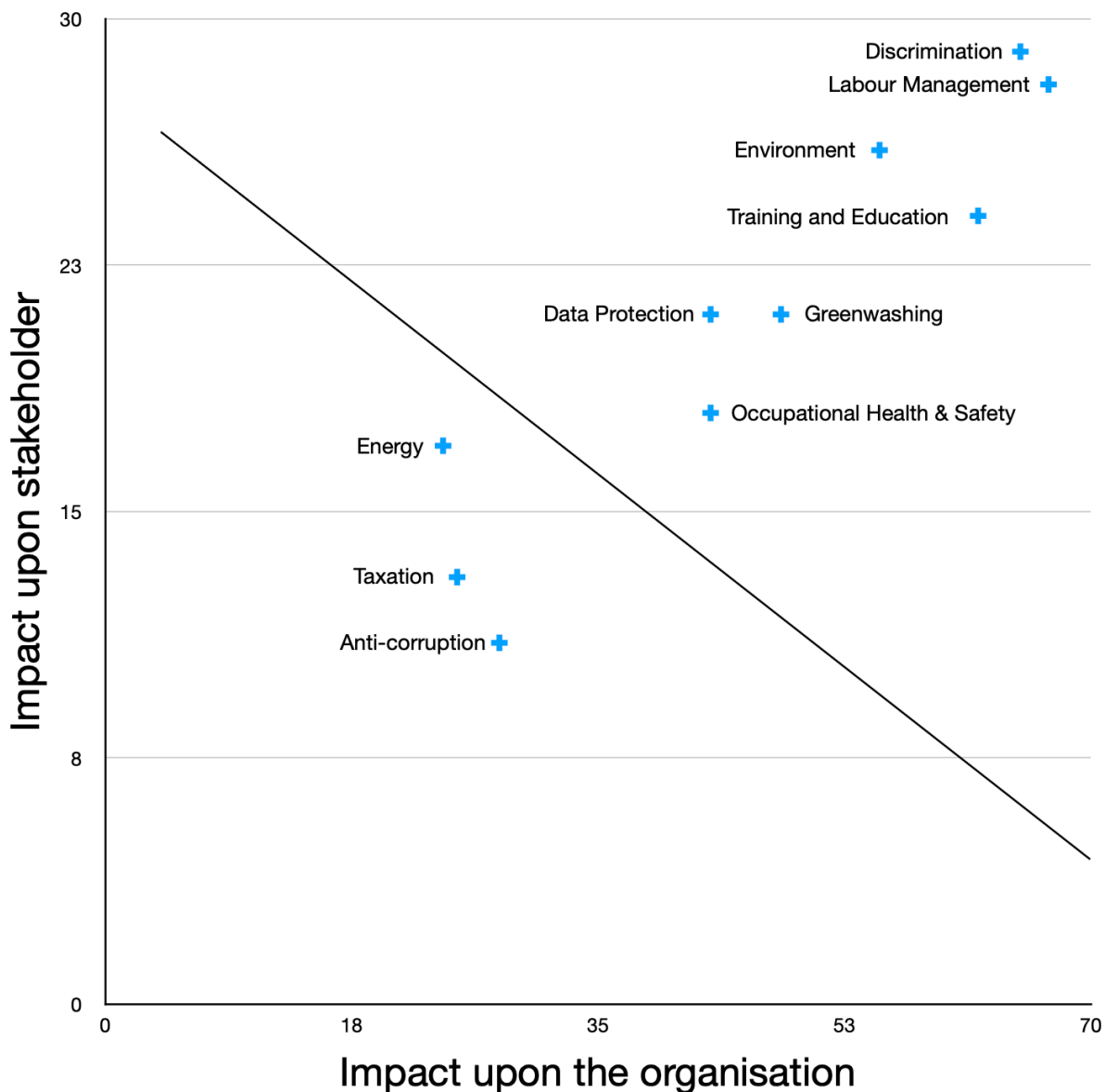
Materiality Assessment 2022

An executive team which offers support for those with disabilities, and training for all employees. These are the tenets of our management philosophy

Every business,
regardless of its
size, has a role
to play in fighting
climate change!

Advanced UK
our values

We're driven by our '6xS' approach at every level in support of the UN Sustainable Development Goals

SUSTAINABILITY
We've invested in technology to cut our carbon footprint, and we're supporting the UN Sustainable Development Goals (SDG) with quality GRI & SASB ESG reporting.
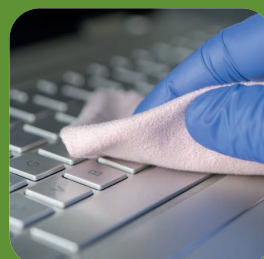
SIMPLICITY
More than 40% of office print is never used due to user errors. Ease of use is critical to reducing this wastage, and so we deliver solutions to create positive work experiences.

SECURITY
From protecting your privacy to how our flagship technologies enhance your corporate security, we practise what we preach. Our compliance team are experts.

SAFETY
From touchless controls through to office sanitisation and environmental monitoring solutions, we have an industry-leading portfolio to protect your employees and customers alike.

SERVICE
Not only does our service team complete more than 50% of fixes remotely, but this saves more than 30,000 Kg of CO_2 emissions annually. That's service you can be proud of!

SOCIAL
Our commitment to our employees is equalled only by our efforts to support social causes in the community, from disabled sports through to our 2022 initiative for reforestation grants!

We believe that every organisation has a direct bearing on the environment and our community. Through superior corporate governance, we are on a quest for continuous improvement.

It's not what you say but what you actually do that counts!

Because actions speak louder than words!

As the UK's original Xerox Concessionaire, we're proud that HRH The Prince of Wales awarded Xerox the Terra Carta Seal for their commitment to sustainability

"The most important thing about global warming is this. Whether humans are responsible for the bulk of climate change is going to be left to the scientists, but it's all of our responsibility to leave this planet in better shape for the future generations than we found it" – Mike Huckabee

xerox toner advantage

When you print with Xerox Emulsion Aggregate (EA) toner, you're helping to reduce pollution, energy consumption, and waste. You're also benefitting from some of the sharpest, most precise, colour and mono prints office technology can offer today!

Why EA toners are 2021's breakthrough technology

The non-toxic alternative

Xerox toners are non-toxic and don't generate hazardous waste according to US environmental regulations.

EA Toner is a Xerox® technology for producing toner, and it's a scientific breakthrough. Its small particle size and uniform shape enables high-quality images with less toner mass per page and lower fuser temperatures needed during printing.

The manufacture of EA Toner generates 28% fewer GHGs than the manufacture of conventional toner, and it differs from conventional 'pulverised' toner which is produced by milling raw material to minute particle sizes.

Instead, Xerox use the Emulsion Aggregation method, in which resin, pigment, and wax particles are aggregated to form toner particle, and because it doesn't use oil, there environmental benefits are huge.

Unlike some liquid ink technologies used in the industry today, Xerox® dry ink toners use no petroleum distillates. Petroleum distillates are combustible, produce oil waste that needs to be carefully managed, and potentially contribute to volatile organic compound (VOC) emissions in the work environment.

Did you know certain Xerox printers can print gold, silver, and even fluorescents!

ENVIRONMENT, SOCIAL, GOVERNANCE

**The clock is about to strike midnight.
It's time to take the environment seriously!**

Reduces printer power consumption by 15-20%

Reference this as part of your ESG reporting initiatives

The lower fuser temperature required for printing reduces the power consumption by 15–20%, and because there's less heat you get less paper curl. This, in turn, increases reliability and device uptime.

Production creates 65% less CO_2 than alternatives

This helps with your carbon emissions & Scope 1,2,3

Since Xerox EA Toners use no oil or other petroleum distillates in the manufacturing process, the amount of energy and water consumed in drastically lowered.

Enables 40% less toner usage across all printers

This reduces your costs, waste, and emissions

Imagine your office printer or commercial printing press producing 40% more output, with finer detail, all while consuming 40% less toner! It adds up to a strong business case for upgrading your printers.

More wow factor, more choices, more colours, more fun!

Include EA Toners as part of your ESG reporting action plan

www.advanced-uk.com

"A nation that destroys its soils destroys itself. Forests are the lungs of our land, purifying the air and giving fresh strength to our people" – Franklin D. Roosevelt

printer energy conservation

Office equipment uses a lot of electricity. By deploying Xerox multi-functional devices, approximately 50% less energy is used than the combined annual consumption of the individual products they replace.

Xerox named ENERGY STAR Partner of the Year 2021, the US Department of Energy's premier award

The less energy your printers consume, the less energy you have to use for cooling your offices and filtering the air from impurities generated through high-heat fusion printing.

The Xerox pedigree as a pioneer in printer innovation

Xerox has a legacy of innovation that helps make the world a more sustainable place. As part of Xerox's long-running Design for Sustainability initiative, the company redesigned the power supply on certain models of new printers to optimize energy savings, reducing energy consumption by 14%.

The Smart Proximity Sensor is a built-in sensor wakes the AltaLink® and VersaLink® Multifunction Printers when a user approaches and puts them back to sleep once the user leaves: it's always ready for action when you need it and conserves energy when you don't.

This minimises the complex start-up procedures of more dated technologies which reboot the machine each time you go to print.

Case study: the Xerox AltaLink C8100 series printers

The C8100 series uses a multitude of energy-saving strategies to reduce its electricity consumption, from longer sheet capability to sleep mode, scan preview and proximity sensors.

By opting for a preview before starting your print job, you reduce the chances of waste printing by spotting errors and mistakes before it's too late, again saving electricity, paper and ink as well as click charges.

As a result, it's the ideal digital workplace assistant for demanding tasks, allowing you to simplify and speed through repetitive tasks without compromising sustainability.

**Printers so smart,
they power up as
you approach**

Prestigious manufacturing & energy certifications

Xerox is a charter partner of the International ENERGY STAR program and has introduced nearly 500 ENERGY STAR qualified products since 1994. The annual savings from their ENERGY

"To waste, to destroy our natural resources, to skin and exhaust the land instead of using it so as to increase its usefulness, will result in undermining in the days of our children the very prosperity which we ought by right to hand down to them amplified and developed" – Theodore Roosevelt

sustainability investment

Over our three decades of helping clients with their digital transformation journey, Advanced UK has invested in creating Europe's premier service and support infrastructure which lies at the heart of our sustainability initiatives.

+62%   Advanced UK's Remote Call Assist resolves 62% of support calls online

We've invested in creating an industry-leading service and support team and software application which enables us to resolve more than 62% of customer issues remotely. By not having to send an engineer to the client's site, we're saving tens of tens of 1,000's of miles of car travel every year.

+92%   is our 'First-time Fix' rate, saving energy of repeated visits

It's an incredible achievement, but our support team continue to set records. They've been helped by our Managed Print Service approach which replaces fleets of older machines at the optimum time, so our clients always get the latest, most energy efficient and reliable, devices.

32,000 Kg   the CO_2 our service team saves annually

Our colossal reduction in car miles travelled by our nationwide team of engineers is a prime example of how Advanced UK leads with innovation. From a total ESG perspective, it goes further because modern equipment with fewer support calls helps make workplaces less stressful.

See our enhanced Managed Print Service

Discover how we can help your organisation

www.advanced-uk.com

ENVIRONMENT, SOCIAL, GOVERNANCE

"Earth provides enough to satisfy every man's needs, but not every man's greed" – Mahatma Gandhi

Our Eco Box recycling service means you can recycle 100% of used toners and parts, and we'll even collect if you use equipment from other manufacturers!

Eco Box toner and parts recycling minimises landfill and saves circa 4 Kg of oil per cartridge

Managed Print Service to ensure the optimum devices mix for your organisation's requirements

We supply only genuine Xerox toner produced to the highest ethical standards

"Deforestation is changing our climate, harming people and the natural world. We must, and can, reverse this trend" – Jane Goodall

ESG in the community

At Advanced UK we believe in supporting communities

When we consider the environment, we must remember that the role every organisation has upon its community, and how it's products and services might have an impact. This is where the Social aspect of ESG comes into play.

Corporate Social Responsibility (CSR) is very much part of our ethos. It starts with our board and its endless pursuit of good corporate governance. This, in turn, translates to open, honest and loyal relationships with the firm's employees and suppliers.

So what do we actually do? Stop by our office and you might find Clare running MacMillan Coffee Morning fund raiser. Or Lorraine preparing for our annual Christmas donation to charities.

Every year, we run a company-wide drive to donate sack-fulls of presents to the Salvation Army, and other worthwhile charities, especially those in support of children.

But it's our support for the Weir Archer Academy which makes us feel especially proud.

The academy was founded by David Weir, CBE and Jenny Archer, MBE to bring the enjoyment of the benefits of sport to the next generation of disabled people.

Over ten years, they've developed a new way of coaching and training which has resulted in its members achieving outstanding wheelchair athletics results.

As Joe Gallagher of Advanced UK says, "The Weir Archer Academy provides athlete and coaching support and expertise across all levels and abilities including working with schools in London and the Home Counties".

"It is our collective and individual responsibility to preserve and tend to the world in which we all live" – Dalai Lama

Social encompasses people and communities

ESG is also a social concept: it encompasses your community too

Supporting
WE ARE
MACMILLAN.
CANCER SUPPORT

THE SALVATION ARMY

Weir Archer
Academy

"The only way forward, if we are going to improve the quality of the environment, is to get everybody involved" – Richard Rogers

reforestation grants!

Imagine being able to offset all of your printing, knowing that every piece of paper is accounted for and the equivalent number of trees are being planted in your name, all through Advanced UK.

We're at two minutes to midnight!

500 reforestation grants from Advanced UK

As part of our 2022 commitment to show that every business – even SMEs – have a part to play in tackling the climate emergency, we led by example with a UK industry first: we offered 500 reforestation grants!

At Advanced UK, we don't like 'greenwashing' – we'd rather do something positive and quantifiable to benefit the environment and our communities. Yours too!

This is why we kicked off 2022 by announcing 500 reforestation grants for UK businesses to entirely offset their print consumption. This was a private enterprise initiative in support of the UK's drive to Net Zero.

Launched alongside COP26, these easy-to-access grants reinforced the Prime Minister's message that "It is easy to be green" and that every organisation can contribute to the creation of a sustainable economy.

Many of our grants were fully funded, and others require just a modest contribution.

Globally, we're printing 4.4m pages every minute, and the average office worker uses 10,000 sheets of copy paper per year, while the average school consumes 120 mature trees annually in the form of paper. It's too much!

Advanced UK was proud to offer a scheme which ensures sustainable reforestation of an equivalent number of trees according to what you print. Those who applied gained a certificate of reforestation, audited by SGS.

Humperdinck Jackman, Marketing Director of Advanced UK, said, "Throughout our 30-year history as Xerox Platinum Partner, we have championed the environment. With our reforestation grant funds, we are putting something back into the community."

Qualifying organisations for the grants included small and medium businesses, charities, schools, professional firms, and corporations of up to 1,000 staff.

The application process is exceptionally fast and easy, you'll need just five minutes. It's open to privately owned companies, corporations, charities, and public bodies such as schools.

"Our planet's alarm is going off, and it is time to wake up and take action!" – Leonardo DiCaprio

Over 2022, Advanced UK was planting trees for our clients via free reforestation grants!
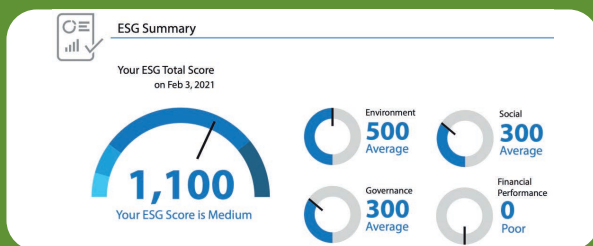
ADVANCED UK REFORESTATION GRANTS

"The most important thing about global warming is this. Whether humans are responsible for the bulk of climate change is going to be left to the scientists, but it's all of our responsibility to leave this planet in better shape for the future generations than we found it" – Mike Huckabee

why esg for Advanced UK?

The latest government procurement regulations have rung the bell for change: tenders demand a 10% weighting for ESG – Environment, Social, and Governance. Supply chains, investors, financiers, and consumers are driving the adoption of formal reporting. To be competitive, this is the imperative!

Social duty, competitiveness, and it's "the right thing to do"!

ESG Summary

Your ESG Total Score on Feb 3, 2021

1,100 Your ESG Score is Medium

Environment 500 Average

Social 300 Average

Governance 300 Average

Financial Performance 0 Poor

SMEs like Advanced UK are initiating ESG reporting because of supply chain demands and consumer pressure. Regardless of sector, everyone is affected.

Corporations face challenges too. While they have the resources, there is the universal challenge of how to align their sustainability objectives with the hurdles faced by their supply chain.

Regulation is pushing Net Zero, and your firm's commitment to the UN Sustainable Development Goals demand detailed reporting related to emissions, waste, energy, equality, safety and much more.

This isn't just 'more red tape': ESG is an opportunity. It enables you to win more clients, and it's critical when seeking investment.

By working with experts to meet your obligations, you gain enhanced public relations, and the resultant operational efficiencies more than outweigh any costs.

The latest variations to the Public Contracts Regulations 2015 force a 10% weighting to be applied to ESG conformance on bids for public funds of >£5m.

Annual reports are more than numbers. Your non-financial reports (NFR) should

indicate how your institution takes the initiative in defining its own material ESG risks and opportunities.

Quality reporting on environment, social, and governance factors doesn't need an army of lawyers and accountants; ESG was never intended to be that way.

The above are just some of the reasons why we work with ESG PRO, a pan-European sustainability consultancy, to embed ESG and sustainability into the very fabric of our business.

We're not just reporting on ESG, we're helping SMEs and corporations get on board too!

The clock is about to strike midnight.
It's time to take the environment seriously!

Global Reporting Initiative™

SASB — SUSTAINABILITY ACCOUNTING STANDARDS BOARD®

TCFD — TASK FORCE ON CLIMATE–RELATED FINANCIAL DISCLOSURES

The GRI framework is your starting point for ESG reporting

You don't need to hire specialist accountants and lawyers to get started with ESG reporting. All you need is the right support through a fully managed service.

Create a holistic ESG picture by working with the GRI and SASB together frameworks

The Sustainability Accounting Standards Board (SASB) connects businesses and investors on the financial impacts of sustainability. With SASB, you're able to dive deeper on sector-specific information with a financial lens.

Taskforce on Climate-related Financial Disclosures adds value to your annual report

TCFD reporting ensues you are assessing your risks in respect of climate change, and it enables you to identify opportunities too. Our ambition is to be an early adopter of TCFD in the UK SME space.

We use a unique fully managed service for our ESG reporting

SUSTAINABLE DEVELOPMENT GOALS

European Commission

www.advanced-uk.com

ESG Ratings Methodology

ESG PRO understand the crucial need for analytics and the significance of precise, error-free ESG Environmental, Social, and Governance) data. As a pioneer in ESG data sector, we help transition our clients to a future of sustainability and positive ESG outlook. We provide the foundational basis needed, such as ESG solutions, analytics, and world-class data that can be used to make informed and accurate decisions regarding investing.

ESG scores are designed based on company stored data that aids in measuring the organization's relative ESG performance, efficiency, and dedication, without bias. Ten main KPls can be measured: human rights, biodiversity, climate change, human capital and governance, and many more. With ratings of more than 100,000 companies worldwide, as of 2021, the scores are available in both percentage and letter grades that start from D and end at AAA. This type of scoring is similar to credit ranking scoring, and it is easily understood. Their criterion is made in comparison by accommodating all environmental and social categories of U.N. SDG standards. The result is reflective and inclusive of all governance categories.

The ESG scores are cognizant of transparency bias and depend on derived data covering almost all material industry metrics. The relative performance of the company's sector regarding the social and environment are compared with their home country. Therefore, the two factors that help determine the score are based on the specific industry and country to which scores are made. ESG does not explain the idea of "good." Instead, it uses the data to evaluate the relative performance of the respective company, whether they were able to meet the defined criteria

The methodology takes a principled approach by using various calculations but also specific rules as outlined below. This methodological approach allows for a degree of flexibility without any compromise on our high standards outlined below:

1. Different weightings have been added for each ESG magnitude (materiality). We assigned values from 1 to 1000 for every industry as the impact of these factors varies according to the industry.

2. Transparency stimulation - we report relevant company data alongside an applied weighting score. Thereby they do not account for insignificant or "immaterial" data points, having no effect on the overall score, but rather focus on "high material" data points that can resentfully impact a company's score.

3. ESG controversies overlay - We identify company KPls and run through their current progress to verify their statements and emphasize the effect of crucial controversies on scoring. We take into account that more prominent companies often benefit from greater market bias and we have initiated severity weights. These weights use the size of the company to tune the controversy scores accordingly.

4. To allow for comparative interpretation with various groups of information, we use country and industry benchmarks at the data point scoring level.

5. We use the Percentile Rank Scoring approach to remove hidden layers of various calculate, allowing us to produce easily understandable letter grades and a scoring scale from zero to 1000.

ESG score

ESG scores are a holistic account of a company's ESG performance. The ESG performance is based on two main factors: the ESG pillars and controversy overlay from media sources.

(Media sources are considered, in particular, to undermine ESG performance score because of local negative press. On the other hand, significant material ESG controversies are included to balance and included in the overall ESG score.

When there are ESG controversies of any company, the score is calculated by taking the average overall ESG score and the company's score during the financial year. The ESG score remains the same when a company is not involved in any ESG controversies.

ESG controversies category

ESG controversy topics are based on key measures. The company's overall grading and score are negatively affected if the company is involved in a scandal.

This adverse event may impact grading and scores for upcoming years as the scandal progresses. For example, fines, disputes, ongoing legislation, or lawsuits. As the scandal progresses, each media material is noted. As companies involved in such cases attract more media attention than smaller cap industries, the score is normalized based on the market cap bias from which large-cap companies suffer.

AUDITED VERIFIED CERTIFIED

ESG
PRO

Appendices

A1 - GRI Content Index

A2 - Carbon footprint report and

   Carbon reduction plan

Revision 11 April 2023

GRI Content Index

Advanced Business Equipment Limited (Advanced UK) has reported the information cited in this GRI content index for the period 1 January 2022 to 31 December 2022 in accordance with the GRI Standards.

As required by the Global Reporting Initiative (GRI) Standards, we provide a summary if how we developed this report as well as indexes to help readers locate specific information about our policies, programmes, and performance.

The intent of these reporting elements is to provide a level of comfort among our stakeholders that the information we report is timely, accurate, reliable, and complete.

This report has been prepared in accordance with the GRI Standards Core Option. As a GRI Standards pioneer, we are among the first in the United Kingdom to adopt the "GRI Standard" global best practise for sustainability reporting. In doing so, we are demonstrating our full support for GRI's missions to empower decision-makers everywhere, through its sustainability standards and multi-stakeholder network, to take positive action towards a more sustainable economy and world.

As noted, this is the first ESG report produced by Advanced UK and while our general disclosures are complete, we were unable to make significant progress on reporting against the material topics we identified through our materiality assessment. This is our highest-ranking action plan initiative for the 2023/24 reporting period.

GRI Content Index

Our reporting principles

Did you follow the reporting principle to meet reporting stakeholder inclusiveness?

The company conducted a limited materiality assessment and expects to conduct a more comprehensive survey in the next reporting period.

Provide information for sustainability context that are relevant to the topics covered in the report?

This report details the sustainability context and value chain. We explain how we see the role of Advanced UK in wider sustainability issues, the impact we have through our client work and our own operations, and the role that our experts play in industry forums and other thought leadership activities.

What is the disclosure materiality?

The company has adopted a dual materiality approach for determining its disclosure materiality. We identify and describe the material topics that are important to our stakeholders and the business and set out our associated performance indicators (KPOs) and targets for the coming year and beyond.

GRI: Completeness

Did you follow the reporting principle to meet reporting completeness?

Yes, as demonstrated by our dedication to answering all questions in a single report, without omissions.

GRI: Accuracy

Did you follow the reporting principle to meet reporting accuracy?

Yes, as may be noted by our sustainability report process being overseen by external auditors.

GRI: Balance

Did you follow the reporting principle to meet reporting balance?

Yes, we have ensured balance in all of our reporting.

GRI: Clarity

Did you follow the reporting principle to meet reporting clarity?

Yes, we have emphasised clarity over management-speak, and ensured our report is fully self-contained so that our stakeholders can see the required disclosures without added effort.

GRI: Comparability

Did you follow the reporting principle to meet reporting comparability?

Yes.

GRI: Reliability

Did you follow the reporting principle to meet reporting reliability?

Yes.

GRI: Timeliness

Did you follow the reporting principle to meet reporting timeliness?

Yes.

SECTION ONE: GRI GENERAL DISCLOSURES

GRI: 102-1 Name of the organization
Please provide the organization's name.

Advanced Business Equipment Limited, trading as Advanced UK.

GRI: 102-2 Activities, brands, products, and services
Please describe your organizations primary brands, products, and services.

We are a technology, software, and services company. Our primary brands are Xerox, Kofax, Docuware, Libraesva & Yooz.

Please describe any brands or products you may have that are the subject of stakeholder questions, public debate, or any other controversy of scrutiny?

None of our brands or products are subject to any stakeholder questions, public debate or any other controversy.

GRI: 102-3 Location of headquarters.
Please provide the location of your organization's headquarters.

Uxbridge Business Park , 4 Sanderson Road, Uxbridge , Middlesex, England UB8 1DH.

GRI: 102-4 Location of operations
How many countries does your organization have operations in?

We operate in one location in the UK with global reach through our strategic partnerships.

Provide the regions and names of countries where your company has significant operations in and/or have operations relevant to this report.

Our core focus and teams are based in the UK. Our key technology brand commands approximately 18% market share in the UK. Our Xerox support network is global including Ireland, Guatemala, Bulgaria and the US.

GRI: 102-5 Ownership and legal form.
Describe the organization's ownership (including identity and percentage of ownership of largest shareholders).

Advanced is now 100% owned by Arena Holdings / Xerox.

GRI: 102-6 Markets served.
State the market sectors/industries that the company serves and in which region/countries their products and services are offered.

Our core market segment is SME, private education, Corporate and the Graphic Communications sector. Here our technology and managed services are the lead offering. With some of our clients we deliver our managed services into EMEA and in a few examples globally.

Provide a brief description of the customers and beneficiaries or target market that the organization and its individual brands, products, or services cater to.

Our clients are very diverse across multi sectors and include schools, charities and churches. We have developed a print-based initiative to replant all used paper consumption within our clients are trying to encourage more to join this programme. Print Releaf is a community-based initiative benefiting poor communities globally with employment and well-being as well.

GRI: 102-7 Scale of the organization
How many total employees does your organization have?

25.

Provide the net revenues of the organization in $USD for the reporting period

US $17.78m.

Complete the revenue breakdown table to provide a brief breakdown by net sales or net revenues by countries or regions that make up five percent or more of total revenues.

The company reports that less than 5% of its net sales or revenues were derived from outside of the United Kingdom.

Provide the quantity of products or services provided.

We focus on the sale of 21 products.

Provide the number of total assets

US $9.3m.

Provide the number of operations of the organization

1.

GRI: 102-8 Information on employees and other workers
Complete a table of the total number of employees by employment contract, type, region, and by gender:

Total number of FTEs over 2022: 22

Total number of MALE FTEs over 2022: 16

Total number of FEMALE FTEs over 2022: 6

Total number of part-time employees over 2022: 3

Total number of MALE part-time employees over 2022: 0

Total number of FEMALE part-time employees over 2022: 3

If a significant portion of an organizations activities are performed by workers who are not employees, please describe the nature and scale of work performed by workers who are not employees.

We do not have any work performed by people who are not employees.

Describe the methodology or process used to obtain the data for this section.

Data was obtained by using the payroll information from the finance department.

GRI: 102-9 Supply chain
Provide a description of the type of suppliers engaged by the organization.

Our suppliers are technology manufacturers (OEMS) where we source their products from UK based large distributors. We utilise a number of logistics partners to help with machine moves and where appropriate the disposal / recycling using the WEEE initiative. We also work with software vendors where the software is either managed onsite on servers or hosted in the cloud. We also have some suppliers of pure consultancy as a fully managed service.

Provide the total number of suppliers engaged by the organization and the estimated number of suppliers throughout the supply chain.

Our supply chain is between 40 - 50 suppliers.

Outline the geographical location of the organizations suppliers.

The local distribution centres are within 50 miles of our office. The logistics companies have a number of locations and we tend to select the company the nearest to the end customer which varies between 5 - 50 miles for circa 80% of deliveries. Our technicians are based all over the UK and are home-based meaning they are normally within 30 miles of each customer.

Provide an estimate of the monetary value of payments made to supplier.

We estimate of £9 million per annum sourcing goods and services.

Describe or highlight unique supply chain sector-specific characteristics.

Supply chain risks can be in the areas of parts and supplies required that are manufactured outside of the UK. The war in Ukraine is causing disruption to the supply chain and COVID impacted on our speed and access to goods in certain countries with the main issue being China.

GRI: 102-10 Significant changes to the organization and its supply chain.
Describe recent changes in the location of operations including facility openings/closings and expansions.

There have been some examples of more localisation in setting up a new factory in Dundalk Ireland and some closures in Asia of factories where there was too much dependency.

Describe recent changes in the share capital structure and other capital formation, maintenance and alteration of operations.

As of Jan 2023, Advanced Business Equipment Limited is now 100% owned by Arena Holdings, a Xerox Corporation subsidiary.

Describe recent changes in the location of the suppliers and in the structure of the supply chain, including in the relationship with suppliers like selection and termination.

Xerox have a new technical support team based in Guatemala and Indonesia. This early 2022 was in multiple countries and is now streamlined and more centralised. Our decision-making for new suppliers is building into the sustainability metrics for any decisions to change. Xerox are now actively looking at the Life Cycle Assessment of their technologies and our clients will benefit from any new developments.

GRI: 102-11 Precautionary Principle or approach.
Does the organization adhere to the precautionary principle.

The control and management of all risks involved in business activities is in place throughout the business with particular regard in respect of protecting the environment. Specifically, we consider the potential for environmental harm and seek approaches to mitigate or terminate the associated risks identified.

Addressing the wider topic of sustainability, and with reference to the GRI material topics, we have a registered DPO to help us with Data Privacy and are now looking at our supply chain to ensure it is sustainable. Any new suppliers need to demonstrate their commitment to data protection and sustainability.

GRI: 102-12 External initiatives
Provide a list of externally developed economic, environmental and social charters, principles, or other initiatives to which the organization subscribes, or which it endorses.

Advanced are currently going through an ESG reporting exercise to be completed in Spring 2023.We have also formulated a small team within the employees to actively look at what we are doing across ESG and areas to improve. We also are members of a special Sustainability committee within the London Chamber of Commerce providing great insight and share best practice as we aim to help educate other SMEs.

GRI: 102-13 Membership of associations
Provide a list of the main memberships of industry or other associations, and national or international advocacy organizations.

London Chamber of Commerce.

Thames Valley Chamber of Commerce.

Hillingdon Borough Chamber.

GRI: 102-14 Statement from senior decision-maker
Provide a statement from the most senior decision-maker of the organization (such as CEO, chair, or equivalent senior position) about the relevance of sustainability to the organization and its strategy for addressing sustainability.

We believe that every organization has a direct bearing on the environment and our community. Through superior corporate governance, were on a quest for continuous improvement. It's not what you say but what you actually do that counts.

GRI: 102-15 Key impacts, risks, and opportunities
Describe the economic, environmental, and social key impacts, risks, and opportunities relevant to the organization's operations.

Key impacts that we are delivering against include providing more of our managed service delivery remotely negating the need to dispatch on site technicians. Customers are happier with a more timely response and services uptime and we are saving on CO_2 emissions. With a stronger approach to Sustainability and ESG we believe we can present ourselves in a better light to win more clients plus protect existing relationships.

Complete the table(s) summarizing targets for this and the next reporting period and medium-term objectives and goals (i.e., 3-5 years) related to key risks and opportunities.

Data unavailable at the time of preparing this report.

GRI: 102-16 Values, principles, standards, and norms of behavior
Provide a brief description of the organization's values, principles, standards, and norms of behavior.

We are driven by our "6 S" approach at every level in support of the UN Sustainable Development Goals, these values are: Sustainability, Security, Simplicity, Safety, Service and Social impact.

Our values include the focus on sustainability to try and minimize the impact of our services on the environment. Our commitment to our employees is equalled by our efforts to support local and national causes in the community from disabled sports clubs, the Salvation Army and a reforestation initiative to re plant what is printed. Our approach to our customers is built around integrity and transparency with a think global act local approach to ensure our customer relationships longevity.

Provide a link to the company's Business Code of conduct, or code of ethics.

We believe that every organisation has a direct bearing on the environment and our community. Through supplier corporate governance we are on a quest for continuous improvement. While the business has not yet prepared a Business Code of Conduct, it is our intention to do so in the next reporting period.

Is there an executive-level or board-level oversight over these statements and policies?

The management team are committed to oversee any new statements and policies.

Who has oversight or maintains responsibility over statements of the organization's values, principles, standards and norms of behavior?

The responsibility sits within the senior management team with the main lead being Joe Gallagher.

Does the organization provide regular training for all and new governance body members, workers, individuals performing the organization's activities, and business partners on its values, principles, standards, and norms of behavior?

Yes.

GRI: 102-17 Mechanisms for advice and concerns about ethics
Does the organization have a whistleblower policy?

No.

Does the organization have a grievance redress procedure?

Yes.

Does the organization's grievance policy and/or whistleblower policy provide for confidentiality and anonymous reporting?

Yes.

Does the organization offer protection against retaliation or have a non-retaliation policy?

No.

Are there any mechanisms that are independent of the organization?

Yes.

Does the company have procedures and/or mechanisms in place to ensure that workers performing the organizations activities, business partners, and other stakeholders are informed of mechanisms for advice and concerns about ethics.

Yes.

GRI: 102-18 Governance structure
Please give a description of the organization's governance structure and its composition.

The organisation's governance is overseen by the board of directors, a team of three industry professionals.

Describe the role of the highest governance body in setting the organization's purpose, values, and strategy.

There are currently three members of the senior management team who have overall management responsibility for all the employees. We are going to make some changes within the team in 2023 to introduce middle managers to reflect the new way we wish to manage across the business. In 2022 we implemented a couple of trial initiatives to help develop some key employees to enable them to make the transition.

Please give an overview of the competencies and performance evaluation of the highest governance body.

Our board of directors is comprised of three career industry professionals who have demonstrated sound risk management practises and good corporate governance.

Please describe the role of the highest governance body in risk management.

Our board of directors has full responsibility for risk management.

Describe the role of the highest governance body in sustainability reporting.

Our board of directors has full responsibility for sustainability reporting.

Describe the role of the highest governance body in evaluating economic, environmental and social performance; remuneration and incentives.

Our board of directors has full responsibility for evaluating economic, environmental, and social performance; remuneration and incentives.

List the committees responsible for decision-making on economic, environmental, and social impacts.

The company does not have any committees, and such decision-making is conducted by the board of directors.

GRI: 102-19 Delegating authority
Describe the process for delegating authority for economic, environmental, and social topics.

The company does not have such a process.

GRI: 102-20 Executive-level responsibility for economic, environmental, social topics
Has the organization appointed an executive-level position or positions with responsibility for economic, environmental, and social topics?

No

Do the post holders report directly to the highest governance body.

Not applicable.

GRI: 102-21 Consulting stakeholders on economic, environmental, and social topics
Describe the processes for consultation between stakeholders and the highest governance body on economic, environmental, and social topics.

Not applicable, as the process does not exist.

GRI: 102-22 Composition of the highest governance body and its committees
Complete the Governance Body Composition table.

The highest governance body comprises three executive employees, with an average service of 7 years. All members are responsible for CSR governance body functions. 100% Male, their performance is rates as: economic - very good; environmental - moderate; social – moderate. All members communicate with stakeholders regarding their needs and expectations.

GRI: 102-23 Chair of the highest governance body
Question: Is the Chair of the Highest governing body also an executive of the organization?

 Yes.

If the chair is also an executive officer, describe his or her function within the organizations management and the reasons for this arrangement?

Joe Gallagher the chair is also a company director who influences our strategic proposition and manages our alliances and partners in our supply chain. Joe is also on the London Chamber of Commerce Sustainability and Green Growth Committee and participating in roundtables and podcasts.

GRI: 102-24 Nominating and selecting the highest governance body
Describe the nomination and selection processes for the highest governance body and its committees.

We do not have any nomination or selection process at the moment.

Describe the criteria used for nominating and selecting highest governance body members.

As is suitable for a business of our size, the board of directors carries sole responsibility for the appointment of additional members.

GRI: 102-25 Conflicts of interest
Describe the processes for the highest governance body to ensure conflicts of interest are avoided and managed.

The board of directors is self-monitoring in matters of conflict of interest.

Are conflicts of interest disclosed to stakeholders?

Yes.

GRI: 102-26 Role of highest governance body in setting purpose, values, and strategy
Describe the highest governance body's and senior executives roles in the development, approval, and updating of the organizations purpose, value or mission statements, strategies, policies, and goals related to economic, environmental, and social topics.

As a team we agreed our core values in 2018 and most recently added in our sustainability and social values embracing both internal and external customers and communities.

GRI: 102-27 Collective knowledge of highest governance body
Describe measures taken to develop and enhance the highest governance body's collective knowledge of economic, environmental, and social topics.

We constantly leverage other organizations, key leaders and insight and our membership within local business chambers is a great way to share best practice. We seek new products from the teams that can build our sustainability portfolio sometimes without any commercial benefit to us.

GRI: 102-28 Evaluating the highest governance body's performance
Describe the processes for evaluating the highest governance body's performance with respect to governance of economic, environmental, and social topics.

The highest governing body is the company's Board of Directors, and there is no external performance evaluation.

GRI: 102-29 Identifying and managing economic, environmental, and social impacts
Describe the highest governance body's role in identifying and managing economic, environmental, and social topics and their impacts, risks, and opportunities.

The highest governing body is the company's Board of Directors, and they have total responsibility for identifying and managing economic, environmental, and social topics and their impacts, risks, and opportunities.

Is stakeholder consultation used to support the highest governance body's identification and management of economic, environmental, and social topics and their impacts, risks, and opportunities.

Yes.

GRI: 102-30 Effectiveness of risk management processes
Describe the highest governance body's role in reviewing the effectiveness of the organizations risk management processes for economic, environmental, and social topics.

The company has not yet introduced a procedure for reviewing the effectiveness of the organisation's risk management processes, although we have committed to completing this in the next reporting period.

GRI: 102-31 Review of economic, environmental, and social topics
Describe the frequency of the highest governance body's review of economic, environmental, and social topics and their impacts, risks, and opportunities.

The Board of Directors meets monthly to formally assess and review economic, environmental, and social topics and their impacts, risks, and opportunities. The company intends to stipulate board minutes to be recorded and a coupled with a memorandum to be signed at each monthly meeting.

GRI: 102-32 Highest governance body's role in sustainability reporting
State the highest committee or position that formally reviews and approves the organizations sustainability report and ensures that all material topics are covered.

Sales Director and Board Member.

GRI: 102-33 Communicating critical concerns
Describe the process for communicating critical concerns to the highs body.

The Board of Directors welcome all communication of critical concerns by relevant stakeholders. Such concerns may be made in writing or in person.

GRI: 102-34 Nature and total number of critical concerns
State the total number of critical concerns that were communicated to the highest governance body.

No critical concerns have been raised in the current reporting period.

Describe the mechanism(s) used to address and resolve these critical concerns.

Not applicable as the data does not exist.

GRI: 102-35 Remuneration policies
Describe fixed and variable pay remuneration policies for the highest governance body and senior executives.

Information withheld due to reasons of confidentiality.

Describe sign-on bonuses or recruitment incentive payment remuneration policies for the highest governance body and senior executives.

The company does not offer sign-on bonuses or recruitment incentive payments to members of its Board of Directors or to senior executives.

Describe termination payment policies for the highest governance body and senior executives.

The company does not offer termination payments to its Board of Directors or to its senior executives and as such there are no applicable policies.

Describe clawback remuneration policies for the highest governance body and senior executives.

The company does not have any clawback remuneration policies for the Board of Directors or its senior executives.

GRI: 102-36 Process for determining remuneration.
Describe the process for determining remuneration.

Remuneration of all employees is determined by the Board of Directors, whose own remuneration is decided upon by the shareholders. The company does not use the services of remuneration consultants.

GRI: 102-37 Stakeholders involvement in remuneration
Describe how stakeholders views are sought and taken into account regarding remuneration.

The Board of Directors do not seek input from any stakeholders in respect of remuneration.

GRI: 102-38 Annual total compensation ratio
 Complete the annual total compensation table.

 Data unavailable at the time of preparing this report.

Describe the methodology used to obtain the annual total compensation ratio.

The methodology for determining the total compensation relies on data produced by the company's Finance team. The ratio accounts for both full-time and part-time employees. The total compensation is the sum of base salary + cash allowances + bonuses + commissions.

GRI: 102-39 Percentage increase in annual total compensation ratio.
Complete the percent annual compensation increase table.

Data unavailable at the time of preparing this report.

Describe the methodology used to obtain the percentage increase in total annual compensation ratio.

The methodology for determining the percentage increase in total annual compensation relies on data produced by the company's Finance team. The ratio accounts for both full-time and part-time employees. The total compensation is the sum of base salary + cash allowances + bonuses + commissions. The ratio is computed by comparing the total compensation for each financial year.

GRI: 102-40 List of stakeholder groups.
List all the stakeholder groups engaged by the organization.

As this is our first report, we elected as our stakeholders the following three categories to survey: Employees, Suppliers, Customers.

GRI: 102-41 Collective bargaining agreements
State the Percentage of total employees covered by collective bargaining agreements.

None. No employees are covered by collective bargaining agreements.

GRI: 102-42 Identifying and selecting stakeholders.
Describe the basis for identifying and selecting stakeholders with whom to engage.

As an SME, the company recognises that its most important stakeholder groups are its employees, suppliers, and customers.

GRI: 102-43 Approach to stakeholder engagement
Describe the organizations approach to stakeholder engagement.

The company does not maintain a formal process for stakeholder engagement, but intends to do so in the next reporting period.

GRI: 102-44 Key topics and concerns raised
Give key topics and concerns that have been raised through stakeholder engagement.

The company's stakeholder engagement is being conducted by our external consultants via a materiality assessment. Early employee feedback indicates that our employees care most about Environment matters.

GRI: 102-45 Entities included in the consolidated financial statements
Complete the organization entity table.

 Advanced Business Equipment UK Ltd.

GRI: 102-46 Defining report content and topic boundaries
Describe the process for defining the report content and the topic boundaries.

The company has sought external guidance from a professional consultancy firm, and it decided to include all operations within the topic boundaries.

GRI: 102-47 List of material topics
Provide a list of material topics to be covered in this report.

The material topics covered in this report are:

GRI 205 Anti-corruption,

GRI 302 Energy,

GRI 303 Water and Effluents,

GRI 306 Waste,

GRI 401 Employment,

GRI 403 Occupational Health and Safety,

GRI 404 Training and Education,

GRI 405 Diversity and Equal Opportunity,

GRI 406 Non-discrimination,

GRI 418 Customer Privacy.

GRI: 102-48 Restatements of information
Describe the effect of any restatements of information given in previous reports, and the reasons for such restatements.

As this is the company's first report, there are no restatements of information.

GRI: 102-49 Changes in reporting
Describe significant changes from previous reporting periods in the list of material topics and topic boundaries.

As this is the company's first report, there are no significant changes to report.

GRI: 102-50 Reporting period
State the reporting period for the information provided.

This is the company's first report - it's benchmark - and as such the reporting period is declared as 01 January 2022 through to the date of report issuance.

GRI: 102-51 Date of most recent report
State the date of the most recent report.

As this is the company's first report, there is no more recent report.

GRI: 102-52 Reporting cycle
Describe the reporting cycle used by the organization.

The company declared that its formal reporting cycle shall be the calendar year, which matches the company's financial year.

GRI: 102-53 Contact point for questions regarding the report
Provide a contact point for any questions, corrections, and other queries for this report.

Joe Gallagher Sales Director joe.gallagher@advanced-uk.com

GRI: 102-54 Claims of reporting in accordance with the GRI Standards
Provide information for claims of reporting in accordance with the GRI standards that are relevant to the topics covered in the report?

GRI Standards: Comprehensive option.

GRI: 102-55 GRI content index
Complete the GRI content index table.

Please refer to the appendix to this report.

GRI: 102-56 External assurance
Provide a description of the organizations policy and current practice with regard to seeking external assurance for the report.

The company has engaged external consultants, ESG PRO Limited, to ensure external assurance. ESG PRO Limited submit the company's reported data to third party agency(s) for the generation of ESG ratings. ESG PRO Limited www.esgpro.co.uk

SECTION TWO: MANAGEMENT APPROACH

GRI: 205 Anti-corruption

Describe why the anti-corruption management approach is a relevant concern to the organization's operations?

Anti-corruption management is very important to Advanced UK as integrity is a key value for our proposition to our clients. A lot of the business we do is based around financing technology with various finance companies and we build our strategy for long term partnerships with our clients versus short term gain.

Describe the scope of the organization's anti-corruption policies.

The anti-corruption policies cover our UK office and all business we conduct across EMEA.

Provide a statement of the purpose of the organization regarding its anti-corruption policies.

Advanced will never wish to be in a position where a customer relationship has been compromised by any corruption behaviour. Our business integrity is an important attribute and all staff know that anything linked with bribery and or corruption will be treated as gross misconduct and resulting in a disciplinary process.

Provide a link to any publicly available document outlining the organization's anti-corruption policies.

The company does not publish this policy publicly.

Who holds overall responsibility for managing the organization's anti-corruption policies.

The responsibility of managing the organisation anti-corruption policies sits with the senior management leadership team and first line managers.

Is the responsibility of managing the organization's anti-corruption policies linked to any performance assessment or incentive mechanisms?

No

State any international standards, initiatives, or frameworks that the company adheres to, supports, or references in its anti-corruption policies.

We do not support at the moment any international standards for anti-corruption but our finance contracts conform to the FLA (finance and leasing association) guidelines. Advanced cannot without consultation change any of the terms and conditions of the contract.

State the date of issue of the policy (anti-corruption)

The anti-corruption policy forms part of the new employee company handbook which everyone reads ahead of signing their contract of employment.

State the last review date of the policies. (anti-corruption)

We have not reviewed and or amended the anti-corruption policy since 2019.

Does the company's commitment to its anti-corruption policies exceed legal and regulatory standards and is not limited to meeting regulatory and legal compliance?

No.

Describe the company's goal and targets regarding it anti-corruption policies.

At the moment we don't have any targets relative to anti-corruption policies, but we are driven by zero tolerance.

Describe the scope (location and timeline) covered in the company's goals and targets regarding its anti-corruption policies.

The locations covered are for the UK and relevant to any contract or financial transaction we carry out anywhere in the world.

Does the company have grievance mechanisms (system consisting of procedures, roles, and rules for receiving complaints and providing remedy) to help address grievances regarding it anti-corruption policies.

No.

Provide a description, explanation or narrative on the company's grievance mechanisms regarding its anti-corruption policies.

N/A.

Provide a description of specific actions, such as processes, projects, programs and initiatives the organization uses to address its anti-corruption policies.

We are straightforward with a zero-tolerance approach to this subject. We are aware that we should reenforce this periodically and will be part of our approach for the next ESG reporting period.

Describe the mechanisms in place for monitoring the effectiveness of the organization's anti-corruption policies.

No contracts can be counter signed by anyone outside the management team and all new deals and contracts are looked at before we deliver / make any changes with the customer. If there is any doubt to the financial make up of any deal, then the FD will not allow the contract to be activated unless they are 100% satisfied with the integrity of the new contract and or nay changes to existing agreements.

Explain the latest results of the mechanisms used to evaluate the effectiveness of the anti-corruption policies.

At the moment we do not have evaluation mechanism for the effectiveness of the anti-corruption policies.

Describe any adjustments to the organization's anti-corruption policies.

There has been no adjustment made to our anti-corruption policies during this reporting period.

Describe the organizations risk assessment procedures for corruption, including the criteria used in the risk assessment, such as location, activity, and sector.

We expect all our suppliers to have anti-corruption policies in place and the company aligns sign off levels to ensure any major supplier contract awards or large expenditure is signed off by a company director.

Describe how the organization identifies and manages conflicts of interest that employees or persons linked to the organizations activities, products, or services may have

At the moment we inspect all commercial contracts and any contract amendments. Anything that appears to not have the relative sign off is flagged with the senior management team for approval.

Describe policies and practices used to select locally based suppliers, either organization-wide or for specific locations

There is no supplier policy document and or specific practises to support selection apart from asking them for proof of anti-corruption policies.

Describe how the organization ensures that charitable donations and sponsorships (financial and in-kind) that are made to other organizations are not used as a disguised form of bribery.

All the charitable donations are signed off by board directors and paid directly by the company.

Describe the extent to which communication and training on anti-corruption is tailored to those governance body members, employees, business partners, and other persons that have been identified as having a high risk of incidents of corruption.

We have not as yet dedicated any specific training to anti-corruption and tailored different processes for employees, partners and suppliers.

Discuss the organization's efforts to participate in collective action to combat corruption.

This is an area we could certainly improve on and as part of our ESG continued improvement.

GRI: 306 Waste

Why is waste management integral to the organization's operations?

We appreciate and importance of waste management within the business. We have recently asked the team for ideas to improve the way we manage this topic and with the planned office

relocation early 2023, make sure we implement solutions to help us manage waste with efficient recycling and landfill avoidance.

Describe the scope of how waste management impacts the organization.

Our core services providing print technology to our clients generates potential waste at the beginning with pallets and protective plastics through to the ongoing support with toner and parts deliveries which need attention. With our Xerox relationship and an innovative App we now organise for our old supplies to be picked up free of charge and guarantee 100% divert from landfill. This service is available across the whole of the UK.

Discuss how the organization manages its waste.

With our office waste we use recycling facilities and ensure any product related potential waste is returned or taken away at point of delivery so as not to leave the burden on us or our clients. We have a toner recycling service and also now with work with an IT asset recycling company who can support our clients manage IT waste outside of goods we have provided.

Provide a statement of the purpose of the organization's actual and potential waste-related impacts approach.

Our management approach in respect of waste management is to reduce our carbon footprint and to mitigate the harm of our services contributing to the nations landfill.

Provide a link to any publicly available document outlining the organization's policy/s regarding actual and potential waste-related impacts.

Not applicable data not available.

Who holds overall responsibility for managing actual and potential waste-related impacts in the organization's processes and operations?

The board of Directors with support from our facilities manager and helpdesk team.

Is the responsibility of managing waste and its impacts linked to any performance assessment or incentive mechanisms?

No

State any international standards, initiatives, or frameworks that the company adheres to, supports, or references as it manages waste.

We conform to the UK WEEE regulations.

State the date of issue of the policy (waste)

Not applicable, because there is no policy.

State the last review date of the policies. (waste)

Not applicable, because there is no policy.

Does the company's commitment to the topic exceed legal and regulatory standards and is not limited to meeting regulatory and legal compliance?

No

Describe any international standards or widely-recognized initiatives that the company adheres, supports, or implements in its approach towards waste management.

None.

Describe the company's goal and targets regarding the management of waste.

The company is committed to 100% divert from landfill for all our used toners that we use or pick up from some clients.

Describe the scope (location and timeline) covered in the company's goals and targets regarding waste management.

All UK operations.

Does the company have grievance mechanisms (system consisting of procedures, roles and rules for receiving complaints and providing remedy) to help address grievances regarding the management of its waste?

Not applicable.

Provide a description, explanation or narrative on the company's grievance mechanisms regarding waste management.

We do not have a grievance mechanism regarding waste management.

Provide a description of specific actions, such as processes, projects, programs, and initiatives the organization uses to address the topic (waste)

Toner recycling internally and for clients. This is important to the company and society as print waste has traditionally been associated with environmental harm. We have committed also to using only print toners which are manufactured using vegetable oil and not petroleum.

Describe the mechanisms in place for monitoring the effectiveness of the management approach.

In respect of toner recycling, the company is developing a reporting mechanism in partnership with Xerox.

Explain the latest results of the mechanisms used to evaluate the effectiveness of the waste management approach.

Not applicable, data not available.

Describe any adjustments to the management approach as a result of the evaluation.

Not applicable data not available.

Is the organization subject to any country, regional, or industry-level waste regulations and policies?

No.

Describe waste reduction initiatives and targets.

We strive to divert 100% of used toners we pick up using the ECOBOX service from landfill. In the next reporting period the company is developing procedures for the safe disposal and recycling of 100% of our used IT assets.

Describe or provide examples of any country, regional, or industry-level waste regulations and policies that the organization is subject to.

We are guided by the WEEE regulation and also by local environmental regulations.

GRI: 401 Employment

Describe why employee management integral to the organization's operations?

Employee management is a key integral topic for Advanced UK and its impact regardless of role impacts on our customer relationships. We believe that their satisfaction builds our reputation. We need all employees to be positively engaged with our clients, suppliers and partners. We also believe and work towards developing our people to help grow in their knowledge and responsibilities to help make even more of a positive impact for them and our customers.

Describe the scope of the organization's employee and worker policies and programs.

Our operations are mainly UK focused, with some examples of relationships beyond the UK where we work with partners and suppliers in various countries. Our worker relationships are typically line-manager driven with an open-door policy to reach board directors.

Provide a statement of the purpose of the organization's employee management approach.

Our core purpose is to create a working environment for our employees to thrive and develop and have a really positive impact on our customer relationships to drive loyalty and revenue growth.

Provide a link to any publicly available document outlining the organization's policy/s regarding its employee management approach.

The company does not publish this document publicly.

Who holds overall responsibility for managing the organization's approach towards its employees?

The main responsibility for managing the approach sits with the four directors. We do have an external HR consultancy company that who we have a retainer with to offer support and guidance when required and recommend any changes to policies.

Is the responsibility of managing employee and worker relationships linked to any performance assessment or incentive mechanisms?

No.

State any international standards, initiatives, or frameworks that the company adheres to, supports, or references as it manages workers and employees.

Advanced UK adhere to the Employment Rights Act 1996 and the National Minimum Wage Act 1998. Apart from these, we respect the maternity and parental leave regulations 1999 the Equality Act 2010.

State the date of issue of the policy (employee management).

Not applicable - policy does not exist.

State the last review date of the policies. (employee management).

Not applicable - policy does not exist.

Does the company's commitment to employee and worker management exceed legal and regulatory standards and is not limited to meeting regulatory and legal compliance?

No

Describe any international standards or widely-recognised initiatives that the company adheres, supports, or implements in its approach towards employee management

Advanced UK adhere to the Employment Rights Act 1996 and the National Minimum Wage Act 1998. Apart from these, we respect the maternity and parental leave regulations 1999 the Equality Act 2010.

Describe the company's goal and targets regarding the management of its workers and employees.

Advanced UK believe in continual improvement. We also recognize that each individual have their own goals and ambitions and try and create an environment where we can identify any training both online or external accreditations to help the individuals develop

Describe the scope (location and timeline) covered in the company's goals and targets regarding employee management.

The main activities are at our HQ in Uxbridge and we are very mindful of the growing amount of remote and hybrid working and are trying to make sure our employees feel valued wherever they work.

Does the company have grievance mechanisms (system consisting of procedures, roles and rules for receiving complaints and providing remedy) to help address grievances regarding the management of workers and employees?

No.

Provide a description, explanation or narrative on the company's grievance mechanisms regarding employee management.

At our management meetings we discuss the potential impact of any changes to processes or new projects against short, mid- and long term. The impact of these changes reflect the impact on both our customers, suppliers and employees.

Provide a description of specific actions, such as processes, projects, programs and initiatives the organization uses to address the topic (employee management).

At our management meetings we discuss the potential impact of any changes to processes or new projects against short, mid- and long term. The impact of these changes reflect the impact on both our customers, suppliers and employees.

Describe the mechanisms in place for monitoring the effectiveness of the employee management approach.

Advanced UK do not have any external audits against employee management approach. For the sales focused employees they are managed against revenue and profit targets as well as personal development. For some other individuals we measure the effectiveness of their remote customer support plus our ability to install the new solution at the first visit.

Explain the latest results of the mechanisms used to evaluate the effectiveness of the employee management approach.

Within this reporting year we do not have any results against our effectiveness of employee management approach.

Describe any adjustments to the management approach as a result of the evaluation.

We will address any potential adjustments to our management approach after receiving feedback. Advanced UK are at the moment continuing our focus to develop our services and solutions which has a direct approach on how we potentially recruit new talent and try and develop the existing team.

Describe the policies or practices covering the relationships under which work is performed for the organization.

The majority of the Advanced UK team are full-time, however we have some of the team with part time responsibilities supporting their return from maternity leave. We also have some consultants working on some contractual terms which is mutually beneficial for both parties.

Describe any actions taken to identify, address, and remediate situations where work undertaken does not take place within appropriate and defined institutional or legal frameworks.

We cannot reference any examples where works are undertaken outside defined institutional or legal frameworks.

Describe any actions taken to identify, address, and remediate situations where persons working for suppliers are not provided social and labour protection as mandated by law

We have no examples of where persons are working for suppliers and not provided social and labour protection as mandated by law.

Describe actions taken to identify and address situations where working conditions in its supply chain do not meet national or international labour standards.

We have no examples identified and therefore no actions required to address.

Describe actions taken to identify and address situations where work undertaken in its supply chain is inadequately remunerated.

We ensure that if we work with partners and suppliers that their work is remunerated to a satisfactory level by works carried out / region / country. Most of the evaluation is done ahead of working with any third party and research can be a combination of online research, talking to other customers, reviews and our industry knowledge.

Complete a New Employee hire table

New Hires by Age Range					
< 30		30-50		> 50	
M	F	M	F	M	F
0	0	3	0	0	0
Rate of Employee Turnover					
< 30		30-50		> 50	
M	F	M	F	M	F
0	0	1	0	0	0

Complete an Employee Turnover table

Employees by Age Range					
< 30		30-50		> 50	
M	F	M	F	M	F
2	2	8	4	6	3
Rate of New Employee Hires					
< 30		30-50		> 50	
M	F	M	F	M	F
0	0	1	0	0	0

Complete an Employee Parental Leave table

	Male	Female
Total number of employees that were entitled to parental leave	0	1
Total number of employees that took parental leave	0	1
Total number of employees that returned to work in the reporting period after parental leave ended	0	1
Total number of employees that returned to work after parental leave ended that were still employed 12 months after their return to work	0	1
Return to work rates of employees that took parental leave	0	100%
Retention rates of employees that took parental leave	0	100%

GRI: 402-Labor/management relations

Describe why labour/management relations is integral to the organization's operations?

Labour management and relations is important to the company because of its investment in developing the skills of its employees and also because the very nature of our business is in forging strong customer relationships. By maintaining good labour relations, we foster both enhanced employee retention and higher levels of customer satisfaction.

Describe the scope of the organization's labour/management relations.

All UK operations.

GRI: 402-Labor/Management Relations Management Approach

Provide a statement of the purpose of the organization regarding its labor/management relations.

The company's approach to labour/management relations is intended to foster a positive working environment and so uphold the published values of the company.

Provide a link to any publicly available document outlining the organization's policies regarding its management approach on labour/management relations.

The company does not publish its policies regarding its management approach to labour/management relations.

Who holds overall responsibility for managing the organization's approach towards its labor/management relations?

The board of directors holds overall responsibility for managing the organisation's approach towards its labour/management relations.

Is the responsibility of managing labour/management relations linked to any performance assessment or incentive mechanisms?

No.

State any international standards, initiatives, or frameworks that the company adheres to, supports, or references in its approach towards labour/management relations.

None. The company does not reference any standards beyond what is required by UK legislation.

State the date of issue of the policy (labour/management relations).

Not applicable because the required data does not exist.

State the last review date of the policies. (labour/management relations)

Not applicable because the required data does not exist.

Does the company's commitment to labour/management relations exceed legal and regulatory standards and is not limited to meeting regulatory and legal compliance?

No

Describe the company's goal and targets regarding its approach on labour/management relations.

The company has not yet established any goals and targets in respect of labour/management relations for the current reporting period.

Describe the scope (location and timeline) covered in the company's goals and targets regarding labour/management relations.

Not applicable because the required data does not exist.

Does the company have grievance mechanisms (system consisting of procedures, roles and rules for receiving complaints and providing remedy) to help address grievances regarding the labour/management relations?

No.

Provide a description, explanation or narrative on the company's grievance mechanisms regarding labour/management relations.

Not applicable because the required data does not exist.

Provide a description of specific actions, such as processes, projects, programs and initiatives the organization uses to address the topic (labour/management relations)

Not applicable because the required data does not exist.

Describe the mechanisms in place for monitoring the effectiveness of the organization's approach towards labour/management relations.

Not applicable because the required data does not exist.

Explain the latest results of the mechanisms used to evaluate the effectiveness of the approach on labour/management relations.

Not applicable because the required data does not exist.

Describe any adjustments to the management approach as a result of the evaluation.

Not applicable because the required data does not exist.

GRI: 403 Occupational health and safety

Describe why occupational health and safety is integral to the organization's operations?

Occupational health and safety is of considerable importance to Advanced UK. The company regards the welfare of its employees as a critical topic and believes that its duties in this regard extend beyond what is required by law. Exemplary OSH is important for the attraction and retention of talent, and is an indication of a company's commitment to the principles of ESG. Furthermore, a strong OSH policy is core to good governance as it reduces the risks to the organisation.

Provide a statement of the purpose of the organization regarding its occupational health and safety.

The company maintains a proactive approach to OSH in order to avoid events which might cause harm to its employees.

Provide a link to any publicly available document outlining the organization's policies regarding its management approach on occupational health and safety.

Not applicable as the data does not exist. The company intends to make such a document available in the next reporting period.

Who holds overall responsibility for managing the organization's approach towards its occupational health and safety?

The board of directors carry overall responsibility for OSH.

Is the responsibility of managing occupational health and safety linked to any performance assessment or incentive mechanisms?

No.

State the date of issue of the policy (occupational health and safety}

Not applicable as the data does not exist. The company intends to make such a document available in the next reporting period.

State the last review date of the policies. (occupational health and safety)

Not applicable as the data does not exist. The company intends to make such a document available in the next reporting period.

Does the company's commitment to occupational health and safety exceed legal and regulatory standards and is not limited to meeting regulatory and legal compliance?

No.

Describe the company's goal and targets regarding its approach on occupational health and safety.

The company's goals are to maintain its exemplary record on occupation health and safety.

Describe the scope (location and timeline) covered in the company's goals and targets regarding occupational health and safety.

All operations and employees of Advanced UK are within the company's scope and targets for occupational health and safety.

Does the company have grievance mechanisms (system consisting of procedures, roles and rules for receiving complaints and providing remedy) to help address grievances regarding the occupational health and safety.

 No

Provide a description, explanation or narrative on the company's grievance mechanisms regarding occupational health and safety.

While informal at present, employees are encouraged to report any complaints, incidents, or concerns in respect of occupational health and safety to the board of directors.

Provide a description of specific actions, such as processes, projects, programs and initiatives the organization uses to address the topic (occupational health and safety).

The company undertakes routine risk assessments for all its employees across its UK operations. The board of directors issues notifications to all employees in respect of any perceived risks, and actively encourages reporting of associated risks. The objective of these actions is to avoid any reportable incidents.

Describe the mechanisms in place for monitoring the effectiveness of the organization's approach towards occupational health and safety.

The company does not have a formal system for monitoring occupational health and safety incidents beyond those prescribed by law.

Explain the latest results of the mechanisms used to evaluate the effectiveness of the approach on occupational health and safety.

The company maintains an incident log as required by law for the reporting of occupational health and safety incidents. We are proud of maintaining a 100% record of no reportable incidents across this reporting period.

Describe any adjustments to the management approach as a result of the evaluation.

The effectiveness of the management approach, as evidenced by our 100% success record, indicates that no critical adjustments are required. The company does intend to publish a formal reporting (grievance) mechanism in the next reporting period.

Describe any assistance programs offered for serious diseases.

The company does not offer assistance programs for serious disease as the nature of our operations does not pose any such risks to our employees.

Describe any leading indicators used to inform the management and evaluation of the occupational health and safety performance.

The company maintains health and safety inspections in accordance with prevailing UK legislation.

GRI: 404 Training

Describe why training is integral to the organization's operations?

Training is integral because it maximises the customer experience and lifts employee satisfaction with new skills and knowledge to help us grow new propositions.

Describe the scope of the organization's training management approach.

All UK operations are included. The balance of training is dependent on the department with underlying training for everyone, for example data protection and customer privacy. We aim to get the variety of training across external support, delivered internally and self-development.

Provide a statement of the purpose of the organization regarding its training management approach.

The training management approach is to enhance the purpose of the company. As a specific example we invest in online training for sales, presales analysts and the customer support desk to enable us to retain our Xerox Gold Partnership which gives us a differentiator in the marketplace.

The company aligns training time within the normal working hours although some individuals use some personal time ahead of exams as an example as well.

Provide a link to any publicly available document outlining the organization's training management approach policies.

Not applicable because the data does not exist.

Who holds overall responsibility for managing the organization's approach on training.

The management team hold responsibility for facilitation and delivery of the training approach.

Is the responsibility of managing training linked to any performance assessment or incentive mechanisms?

No.

State any international standards, initiatives, or frameworks that the company adheres to, supports, or references in its management approach towards training.

None.

State the date of issue of the policy (training)

Not applicable as policy does not exist.

State the last review date of the policies. (training).

Not applicable as data does not exist.

Does the company's commitment to training management approach exceed legal and regulatory standards and is not limited to meeting regulatory and legal compliance?

 No.

Describe the company's goal and targets regarding its approach on training.

As part of our Xerox Gold partner standard, we have an annual accreditation which is assessed for our sales and presales teams. Training is coordinated through the year using an online module-based system. Among the company's goals is to enable personal development through facilitating industry and professional certifications.

We also invest in our employees by providing cross training in certain operational roles within the company which also develops the skills and knowledge of the team. The company has set as its goal for the next reporting period that all staff shall receive anti-corruption training.

Describe the scope (location and timeline) covered in the company's goals and targets regarding training.

The scope is all UK operations across the current reporting period.

Does the company have grievance mechanisms (system consisting of procedures, roles, and rules for receiving complaints and providing remedy) to help address grievances regarding its training management approach?

No.

Provide a description, explanation, or narrative on the company's grievance mechanisms regarding its training management approach.

Not applicable, data not available.

Provide a description of specific actions, such as processes, projects, programmes, and initiatives the organization uses to address its training management approach.

In respect of sales and pre-sales analyst training the company engages with the Xerox LMS education platform.

Describe the mechanisms in place for monitoring the effectiveness of the organization's approach towards training.

An annual external audit is performed by Xerox Corp for all our online training.

Explain the latest results of the mechanisms used to evaluate the effectiveness of the training management approach.

The company expects to report 100% completion of the online modules being requested across the relevant individuals by 31st December 2022.

Describe any adjustments to the training management approach as a result of the evaluation.

Within this reporting period we introduced some classroom and in some examples alternative workspace to focus on areas of both strategic importance and areas where the respective struggled with the online training subjects. We used some external training resource to complement our own teams.

GRI: 405 Diversity and equal opportunity

Describe why diversity management is integral to the organization's operations?

Diversity management is integral to our operations and we always have been conscious that a lot of the roles are posted for people living within 30 minutes of the office. We do not filter in any way any applicants and base our recruitment decisions and any career progression based purely on merit.

Describe the scope of the organization's diversity management approach.

Our core country of operations is the UK and we have worked with contractors in the EU to help us with skills gaps when needed. At the moment we do not set any dedicated targets for diversity and feel we have a really good balance naturally with the way we recruit.

Provide a statement of the purpose of the organization regarding its diversity management approach.

One of our values is to be an employer of choice and we place a lot of emphasis on skills and development. In this reporting period we have an excellent balance across a very diverse range and our ESG reporting and measurement will ensure we keep an eye on this going forward.

Provide a link to any publicly available document outlining the organization's diversity management approach policies.

We do not have any publicly available link at the moment.

Who holds overall responsibility for managing the organization's approach on diversity.

The senior management team hold overall responsibility for managing our approach on diversity.

Is the responsibility of managing diversity linked to any performance assessment or incentive mechanisms?

No.

State any international standards, initiatives, or frameworks that the company adheres to, supports, or references in its management approach towards diversity

At the moment we do not adhere to any international standards. Everyone at Advanced UK would be very clear that our approach is non discriminative and based on skills & experience to do the job requested or our belief that we can train them in the necessary skills.

State the date of issue of the policy (diversity).

No formal policy at present.

State the last review date of the policies. (diversity)

Not applicable.

Does the company's commitment to diversity management approach exceed legal and regulatory standards and is not limited to meeting regulatory and legal compliance?

We are not driven to solely focus on legal and regulatory requirements and in fact with our size those regulations don't apply.

Describe the company's goal and targets regarding its approach on diversity.

Our goal is to continue to make sure we create an environment on equality for recruitment and ongoing training and potential new role development.

Describe the scope (location and timeline) covered in the company's goals and targets regarding diversity.

Our UK location is Uxbridge, Middlesex. We will be looking at a number of areas in 2023, diversity being one of them to ensure we keep ourselves current and compliant.

Does the company have grievance mechanisms (system consisting of procedures, roles, and rules for receiving complaints and providing remedy) to help address grievances regarding its diversity management approach.

No. At the moment we only have a standard that includes all grievance mechanism and not specific to diversity management which again will be added to areas of potential improvement in 2023.

Provide a description, explanation or narrative on the company's grievance mechanisms regarding its diversity management approach.

At the moment Advanced UK does not have a grievance mechanism regarding our diversity management approach.

Provide a description of specific actions, such as processes, projects, programmes and initiatives the organization uses to address its diversity management approach.

With a lot of our new initiatives, any individual is given the opportunity to come forward and with the size of business we are, we cannot afford to isolate anyone from this process that is totally inclusive.

Describe the mechanisms in place for monitoring the effectiveness of the organization's approach towards diversity.

At the moment there is no formal benchmarking, but by committing ourselves to a formal external ESG measurement and rating we hope to get some great insight to help us modify any approaches to diversity management in the future.

Explain the latest results of the mechanisms used to evaluate the effectiveness of the approach on diversity.

We are looking at our first ESG rating and report measured against GRI standards to support us and help us with how and what we communicate going forward.

Describe any adjustments to the diversity management approach as a result of the evaluation.

At the moment we will await our report back and clearly align with other topics, once our baseline is established we will seek to make changes and improvements in the next reporting period.

GRI: 406 Non-discrimination

Describe why is non-discrimination management approach integral to the organization's operations?

A non-discrimination management approach is an integral part of our business core values. The main impact is to create an environment where everyone can develop their roles and careers and help us deliver a leading customer experience. It also helps us to attract new staff.

Describe the scope of the organization's non-discrimination management approach.

All UK operations.

Provide a statement of the purpose of the organization regarding its non-discrimination management approach.

We aim to enhance positive impacts from our non-discrimination management approach for all employees, our customers and any partners we work with.

Provide a link to any publicly available document outlining the organization's non-discrimination management approach policies.

Not applicable - this document is not published publicly.

Who holds overall responsibility for managing the organization's approach on non-discrimination.

The senior board management team hold the overall responsibility for the approach on non-discrimination.

Is the responsibility of managing non-discrimination linked to any performance assessment or incentive mechanisms?

No.

State any international standards, initiatives, or frameworks that the company adheres to, supports, or references in its management approach towards non-discrimination.

While we do not follow any international standards, we do adhere strictly to the UK Equality Act 2006.

State the date of issue of the policy (non-discrimination)

2019.

State the last review date of the policies. (non-discrimination)

The last review was conducted in 2019.

Does the company's commitment to non-discrimination management approach exceed legal and regulatory standards and is not limited to meeting regulatory and legal compliance?

No.

Describe the company's goal and targets regarding its approach on non-discrimination.

We have not set any goals and targets on this subject, but purely adopt a non-discrimination approach to the way the company operates.

Describe the scope (location and timeline) covered in the company's goals and targets regarding non-discrimination.

The scope of the goals and target regarding non-discrimination covers all UK operations of the company.

Does the company have grievance mechanisms (system consisting of procedures, roles and rules for receiving complaints and providing remedy) to help address grievances regarding its non-discrimination management approach.

Yes.

Provide a description, explanation or narrative on the company's grievance mechanisms regarding its non-discrimination management approach.

The company's grievance mechanism is owned by the Managing Director and it covers all UK operations.

Provide a description of specific actions, such as processes, projects, programs and initiatives the organization uses to address its non-discrimination management approach.

The company has engaged external consultants to advise upon its approach to non-discrimination, and to verify that it is meeting its regulatory obligations.

Describe the mechanisms in place for monitoring the effectiveness of the organization's approach towards non-discrimination.

The company monitors the effectiveness of its approach to non-discrimination by reviewing any related grievances at its regular board meetings.

Explain the latest results of the mechanisms used to evaluate the effectiveness of the approach on non-discrimination.

The review mechanisms have proven effective as evidenced by the company receiving no grievances in relation to discrimination. We will continue to monitor our approaches, and we remain committed to introducing additional risk reduction measures wherever appropriate.

Describe any adjustments to the non-discrimination management approach as a result of the evaluation.

The board of directors is satisfied that the company's non-discrimination management approach is satisfactory, and it has determined that no changes to the allocation of resources, goals, or targets are required in the current reporting period in respect of this topic.

GRI: 418 Customer privacy

Describe why customer privacy management is integral to the organization's operations?

The company regards privacy as a fundamental human right which is also enshrined in law and our company values because it would be highly damaging to our business and to the interests of our clients we regard privacy integral to our operations.

Describe the scope of the organization's customer privacy management approach.

All UK operations are covered under our customer privacy management approach.

Provide a statement of the purpose of the organization regarding its customer privacy management approach.

Our primary purpose is to avoid any harm to individuals due to a breach of their privacy. In the event of a breach the purpose would be to mitigate the damage to the individual.

Provide a link to any publicly available document outlining the organization's customer privacy management approach policies.

www.advanced-uk.com/privacy-notice

Who holds overall responsibility for managing the organization's approach on customer privacy.

The Board of Directors hold overall responsibility for managing our approach on customer privacy.

Is the responsibility of managing customer privacy linked to any performance assessment or incentive mechanisms?

No.

State any international standards, initiatives, or frameworks that the company adheres to, supports, or references in its management approach towards customer privacy.

The company adheres to the UK GDPR and to the UK data protection act (2018) as well as to PECR.

State the date of issue of the policy (customer privacy).

March 2018.

State the last review date of the policies (customer privacy).

December 2022.

Does the company's commitment to customer privacy management approach exceed legal and regulatory standards and is not limited to meeting regulatory and legal compliance?

No.

Describe the company's goal and targets regarding its approach on customer privacy.

The company's goal is to continue to repeat successive reporting periods without any notifiable breaches.

Describe the scope (location and timeline) covered in the company's goals and targets regarding customer privacy.

The scope of the company's goals and targets covers all operations within the UK.

Does the company have grievance mechanisms (system consisting of procedures, roles and rules for receiving complaints and providing remedy) to help address grievances regarding its customer privacy management approach.

Yes.

Provide a description, explanation or narrative on the company's grievance mechanisms regarding its customer privacy management approach

Any employee can approach our data protection officer or senior management team.

Provide a description of specific actions, such as processes, projects, programmes and initiatives the organization uses to address its customer privacy management approach

Advanced UK appointed an external data protection officer who supported the development of the processes and associated training for employees.

Describe the mechanisms in place for monitoring the effectiveness of the organization's approach towards customer privacy.

The company maintains a company privacy register administrated by the DPO.

Explain the latest results of the mechanisms used to evaluate the effectiveness of the approach on customer privacy.

Periodic reviews have established that the company have not experienced any reportable breaches of customer privacy.

Describe any adjustments to the customer privacy management approach as a result of the evaluation.

None required.

SECTION THREE – MATERIAL TOPICS

GRI 418 Customer Privacy

GRI: 418-1

Substantiated complaints concerning breaches of customer privacy and losses of customer data.

Has the organization identified any substantiated complaints regarding customer privacy.

No.

State the total number of complaints received from outside parties and substantiated by the organization regarding breaches of customer privacy.

0.

State the total number of complaints received from regulatory bodies concerning breaches of customer privacy.

0.

State the total number of identified leaks, thefts, or losses of customer data.

0.

Describe substantiated complaints from preceding years.

The organisation has not received any substantiated complaints in respect of customer privacy in the preceding years.

Provide information on the significant fines and non-monetary value of non-compliance with laws and regulations.

There were no fines for non-compliance in this reporting period.

Provide the company's values, principles, standards, norms of behaviour, vision, mission, or code of conduct.

The company adheres to a code of six principles. 1. Sustainability, 2. Security, 3. Service, 4. Simplicity, 5. Safety, 6. Social

Does your company have any confirmed cases of corruption and bribery during the reporting period?

No.

SECTION FOUR – ACTION PLAN

2023-2024 ESG Action Plan

1. The management of Advanced UK recognise that there is considerable work required to complete our ESG reporting against the various material topics.

2. GRI: 102-30: The company intends to introduce a procedure for reviewing the effectiveness of the organisation's risk management processes.

3. GRI: 102-31: We will continue to review economic, environmental, and social topics as there is scope for improvement in respect of the frequency of the highest governance body's review of economic, environmental, and social topics and their impacts, risks, and opportunities. Accordingly, the company intends to introduce a minuted memorandum to be signed at each monthly board meeting.

4. GRI: 102-43: Our approach to stakeholder engagement is lacking insofar as it does not maintain a formal process for stakeholder engagement but intends to do so in the next reporting period.

advanced

A **xerox**™ Business Solutions Company

Revision 13 April 2023

EXECUTIVE SUMMARY

OUR INAUGURAL REPORT

At Advanced UK we believe that at the heart of transformation is human relationships. That's why we put our partnership with our clients at the centre of our approach. Close collaboration, constant communication and quick adaptation ensure that we creatively pivot to your rapidly changing business context and priorities.

We are champions of diversity and inclusion, and continually demonstrate our support for a wide range of social initiatives.

Environment, social and governmental issues are at the heart of our business. Of these, demonstrating our commitment to Net Zero is a priority.

This, our inaugural Annual Carbon Report, provides a truly comprehensive account of Advanced UK's carbon footprint arising from our operations in London and throughout the United Kingdom.

The report covers the year 1 January 2022 to 31 December 2022. As this is our first report, it will serve as our baseline for all future reporting cycles.

The report takes into account the outbreak of the Covid-19 pandemic, which unfolded at the beginning of 2020 and brought about major changes in Advanced UK's day-to-day operations and environmental performance. As such, we have paid exceptional diligence to teleworking-related emissions.

The carbon footprint calculations are based on an extensive review of internal and external documentation and activity data, as well as exchanges with external data providers. The report is prepared in accordance with the International Greenhouse Gas Protocol – a Corporate Accounting and Reporting Standard.

This report has been prepared by a firm of independent consultants who have audited the data.

Advanced UK is committed to producing a carbon footprint report on an annual basis to monitor its progress in decreasing its carbon footprint. In the spirit of transparency, the report is made available to the public.

Our Carbon Emissions

1 JANUARY 2022 - 31 DECEMBER 2022

Total Gross Emissions	144.36 tCO2e
Total Net Emissions	0 tCO2e
Carbon Intensity per Employee	5.77 tCO2e
Total Carbon to Offset	144.36 tCO2e

"Gross" emissions include emissions from these sources, calculated on the basis of national averages and staff surveys.

"Net" emissions classify consumption from renewable energy or purchased services that are directly offset as zero emissions and are considered carbon neutral.

Carbon intensity is calculated by dividing the total gross emissions per total number of Advanced UK staff members.

Reporting Methodology

THE INTERNATIONAL GHG PROTOCOL

Advanced UK reports its GHG emissions in strict accordance with the International Greenhouse Gas Protocol, per the Corporate Accounting and Reporting Standard 5, revised edition.

The International GHG Protocol was developed through a partnership between the World Resources Institute and the World Business Council for Sustainable Development and is the most widely recognised international standard in the accounting, reporting, and quantifying of GHG emissions.

The data used to evaluate the impact of Advanced UK activities is updated annually to reflect changes in staff numbers, office space, internal activities, as well as best practices and standards. Maintaining and assessing this information is crucial to identifying and planning relevant measures in line with the Advanced UK's environmental priorities.

Emission calculations in relation to teleworking were calculated based on survey responses, and national statistical assumptions for those whom the data could not be supplied or was unreliable.

Where assumptions were made in relation to teleworking activities, the methodology was as follows:

Teleworking-related heating and electricity emissions were estimated based on the methodology and assumptions set out by Anthesis Group in their 2021 Remote Worker Emissions Methodology white paper[1].

Teleworking-related water and waste emissions were estimated through publicly available data points and assumptions from official statistics[2]. In addition, emission factors for the UK were leveraged where appropriate in order to achieve more precise estimations[3].

The reporting period covers 1 January 2022 to 31 December 2022. There is no base year as this is the first time Advanced UK has reported. The figures within this report will serve to become the baseline for further reports.

Reporting Scope

SETTING THE BOUNDARIES

According to the International GHG Protocol, the first step in a carbon footprint assessment is for an organisation to select one of two approaches for consolidating GHG emissions, by defining the organisational boundaries for reporting purposes. Given that organisations can be set up as various legal entities, they can exercise different types and degrees of control over their operations.

Advanced UK is one legal entity and has no subsidiaries. The boundary was therefore limited to the Head Office and PAYE employees of the organisation. The total number of PAYE employees as of the date of this report is twenty-five.

According to the International GHG Protocol, the second step consists of setting up operational boundaries to distinguish between direct and indirect emissions. Direct emissions are defined as emissions originating from sources owned or controlled by the reporting entity. Indirect emissions are generated because of the reporting entities' activities but originate from sources owned or controlled by another entity.

The direct and indirect emissions are split into three scopes: scope 1: all direct GHG emissions from sources that are owned or controlled by the reporting entities, scope 2: indirect GHG emissions from the purchase of electricity, heat, steam, or cooling; and scope 3: other indirect emissions.

The International GHG Protocol requires entities to report a minimum of Scope 1 and 2 emissions, while reporting on Scope 3 emissions is optional. After a mapping exercise, Advanced UK decided to include the following activities under their carbon footprint:

Scope 1: leased office space;

Scope 2: electricity and gas purchased for office use (home or formal premises);

Scope 3: business travel, employee commuting, waste generated in operations, upstream transportation and distribution, downstream transportation and distribution, and water consumption.

In light of the teleworking environment, and in line with the above definition of Scope 3 elements, Advanced UK calculated teleworking emissions through a survey approach, supplementing data received with national averages as required.

It is important to note that during this period waste has not been tracked as Advanced UK produces only a negligible amount and this is disposed of in the public waste bins provided by the local authority.

There are action plans now in place to more accurately track data around waste and utilities for consecutive reporting periods.

Due to the nature of Advanced UK's operations, they were required to report on various upstream and downstream emissions for procurement reasons; however, these categories do not apply to them as they do not process or produce any products.

Data Collection and Calculation

OUR USE OF QUANTIFIED DATA

To estimate GHG emissions, organisations need to collect data that quantifies activities resulting in GHG emissions. Such activity data can, for instance, include kilowatt-hours of electricity consumed or kilometres travelled by staff.

For most of the report, Advanced UK uses primary activity data, interpreting it in light of documented evidence, such as energy or heating invoices. However, distance travelled by staff commuting to work and resulting emissions are estimated based on several underlying assumptions, such as the type of transportation[4].

Business travel relied on documented evidence in the form of business expense receipts. This information helps to determine which emission factor to apply to convert the activity data into GHG emissions. The emissions were calculated with reliance on the conversation factors released by the UK Government in 2021[5].

Advanced UK estimated the teleworking-related emissions for electricity and heating by following the methodology developed by the Anthesis Teleworking Emissions white paper.

For emissions related to water consumed and waste produced from teleworking, Advanced UK used national statistics to substantiate the underlying assumptions of the calculations.

Mobility Related Emissions

TRAVEL AND TRANSPORTATION

Staff mobility, including both business travel and staff commute, represented a large share of total emissions. The majority of staff commute by privately owned vehicles. Data collection for the next reporting period will be enhanced to detail more precise milage calculations.

Business travel was calculated based on the business expenses, receipts, and survey data collected from employees.

In 2022, Advanced UK staff commuted around 22,752 miles by train, representing an average of 1,422 miles per employee.

Distance travelled was multiplied by the appropriate conversion factor to obtain total GHG emissions for the year.

Building Related Emissions

OUR USE OF QUANTIFIED DATA

The office space consists of a rented office building known as Tavistock House, 5 Rockingham Road, Uxbridge, UB8 2UB, United Kingdom.

This building comprises 646m2 of commercial office space, classed B1, "offices and workshop", and has an EPC rating of "C", EPC certificate number 0910-2956-0386-4710-5040

The building's emission rate was estimated to be 73 KG CO_2/m2.

Although our data collected determined how often employees were commuting to the office premises, we are unable to know which days employees travelled. Accordingly, we made the assumption that the office was in use by at least 50% of all staff on any given working day.

The building is heated and cooled by mains gas and electricity.

It is also important to recognise that the flexible nature of employment at Advanced UK means that home office space will need to be included in this category to provide a truer picture of office-related emissions.

Purchased Electricity Emissions

OUR USE OF QUANTIFIED DATA

The teleworking survey reported that around 50 percent of employees use a renewable energy provider. The net emissions reflect this percentage.

The majority of staff indicated that they do not use LED light bulbs at home or in their home office space. Our carbon reduction measures indicate that the electricity emissions will fall drastically over the coming reporting period.

The methodology involved the following calculations and assumptions:

The electricity intensities equate to 2.49KWh per person per day, 5 days a week and 48 working weeks per year, then divided by one third to represent an eight-hour working day.

The resultant figure was then multiplied by the number of employees.

We then utilised the United Kingdom's country-specific electricity grid emissions factor to calculate the average additional emissions per day per staff member when working from home.

Water Emissions

OUR USE OF NATIONAL STATISTICS

According to national statistics, the average person in the United Kingdom generates 1.81Kg (4lbs) of waste per day.

The assumption was made that this was general household waste of each employee. Multiplied by the number of working days, and assuming the waste was directed to landfill, this is a heavy estimation to ensure carbon is captured.

The majority of waste produced on site at the office is disposed of via local authority waste collection facilities. Given that there is no practical method for Advanced UK's employees to accurately track their waste, this methodology ensures that no carbon has been missed.

Our Carbon Reduction Plan

WE AIM FOR CONTINUOUS IMPROVEMENT

To enhance the accuracy of future reports, and to demonstrate continuous improvement in our program of carbon reduction, we will apply the following:

1. Confirm office space of employee homes and calculate the percentage of their utilities to determine a more accurate calculation for scope 3 teleworking.

2. Arrange for paper waste collection and destruction through a service provider to ensure all waste is collected and recycled by all employees – and that accurate data is tracked.

3. Ensure printers used are EPEAT and Energy Star Certified.

4. Put in place a reforestation programme for paper printed.

5. Ensure home office spaces use LED lighting.

6. Reduce unnecessary emails/CC/BCC and relying more on a shared drive (based on the statistic that each recipient represents circa 2g of CO_2).

7. Use FSC certified paper.

8. Purchase carbon offsets.

9. To track the number of in-office recycling and general wastage bins emptied into the communal disposal sites.

Notes and References

REQUIRED STATEMENTS

1. https://www.anthesisgroup.com/wp-content/uploads/2021/02/Anthesis_-Remote-Worker-Emissions-Methodology_Feb-2021.pdf

2. https://www.statista.com/statistics/1211708/liters-per-day-per-person-water-usage-united-kingdom-uk/

3. https://www.gov.uk/government/publications/greenhouse-gas-reporting-conversion-factors-2021

4. It was assumed for this reporting period that staff were commuting by train unless stipulated otherwise in the survey results.

5. https://www.gov.uk/government/publications/greenhouse-gas-reporting-conversion-factors-2021

Carbon Reduction Plan

PREPARED IN ACCORDANCE WITH PPN06/21

Carbon Reduction Plan in accordance with UK government PPN06/21

Supplier name: Advanced Business Equipment Limited

Publication date: 13 April 2023

Commitment to achieving Net Zero

Advanced Business Equipment Limited (Advanced UK) is committed to achieving Net Zero emissions by 2035.

Baseline Emissions Footprint

Baseline emissions are a record of the greenhouse gases that have been produced in the past and were produced prior to the introduction of any strategies to reduce emissions. Baseline emissions are the reference point against which emissions reduction can be measured.

Baseline Year: 2022	
Additional Details relating to the Baseline Emissions calculations	
Advanced UK have been collecting emissions data for the past twelve months for the purpose of their first Carbon report for the year 2022. This data has been verified by ESG PRO Limited. The data evidence is required by PPN06/21.	
Baseline year emissions: Carbon emission for Baseline Year 2021/22 are as follows	
Emissions	Total tCO$_2$e
Scope 1 Owned and operated vehicles	21.88
Scope 2 Includes the rented office space utilities in a shared building facility.	38.39
Scope 3 Emissions measured: Category 6 (Business Travel)	84.09
Total Net Emissions	144.36

Emissions reduction targets

In order to continue our progress to achieving Net Zero, we have adopted the following carbon reduction targets. We project that our carbon emissions will decrease over 2023 from 144.36 tCO_2e by 14.44 tCO_2e, equating to a net reduction of 10%.

Carbon Reduction Projects

The following environmental management measures and projects have been completed or implemented over the course of 2022. The carbon emission reduction achieved by these schemes is unknown as this is the baseline year report.

Measures to date:

- Flexible work from home policy,

- Recycling by each employee and in the shared office encouraged.

In the future we hope to implement further measures such as:

- More accurate employee office utility data collection to better report on tele-working emissions,

- Ensure office printers are EPEAT and Energy Star certified,

- Use energy and battery saving modes on all electronic devices,

- Ensure paper used is FSC certified,

- Have a reforestation grant in place to offset carbon. This will calculate the paper output of the organisation, allowing us to track paper usage and therefore waste,

- Our biggest carbon reduction will be achieved through the relocation of our office from an inefficient (Low EPC rating of C/73) building into a modern purpose designed corporate headquarters with an EPC rating B/32. This move was completed in February 2023.

Declaration and Sign Off

This Carbon Reduction Plan has been completed in accordance with PPN 06/21 and associated guidance and reporting standard for Carbon Reduction Plans.

Emissions have been reported and recorded in accordance with the published reporting standard for Carbon Reduction Plans and the GHG Reporting Protocol corporate standard[1] and uses the appropriate Government emission conversion factors for greenhouse gas company reporting[2].Carbon Reduction Plans and the GHG Reporting Protocol corporate standard[3] and uses the appropriate Government emission conversion factors for greenhouse gas company reporting[4].

Scope 1 and Scope 2 emissions have been reported in accordance with SECR requirements, and the required subset of Scope 3 emissions have been reported in accordance with the published reporting standard for Carbon Reduction Plans and the Corporate Value Chain (Scope 3) Standard[5].

This Carbon Reduction Plan has been reviewed and signed off by the board of directors (or equivalent management body).

Signed on behalf of the supplier

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Date: ………………………………….

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[1] https://ghgprotocol.org/corporate-standard

[2] https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting

[3] https://ghgprotocol.org/corporate-standard

[4] https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting

[5] https://ghgprotocol.org/standards/scope-3-standard

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