

# AVOKI

Office Management, Xite, and Bluecom have merged under a single brand, Avoki. This report was published prior to the rebranding.

Sustainability report

# 2022



**OFFICE**  
MANAGEMENT

# About the report and the company

For the fiscal year 2022, Office Management has developed a sustainability report that describes the company's efforts towards sustainable development. 2022 marks the first year that the company has taken a step closer to reporting in accordance with the Global Reporting Initiative 2021 (GRI), aiming to prepare for upcoming reporting requirements.

This is an annual report produced alongside the annual financial statement. The content of the report reflects the areas where the company has the greatest impact on people, the environment, and society, both from a risk and opportunity perspective.

**1993**

The company is established

**Nalka**

Owned by Nalka Invest AB

**8000+**

customers

**10**

locations

**1.3**

billion SEK in revenue 2022

**504**

group employees

**Interogo Holding AG**

parent company based in Switzerland



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# Message from the CEO

At Office Management, our mission is to make the workday successful for our customers, both now and in the future. This requires us to be at the forefront of discovering and delivering tomorrow's solutions. Our own trend analysis for the workplace of the future indicates that increasing demands are placed on these solutions in terms of security, flexibility and reduced environmental impact. We aim to offer products and services that meet these criteria without our customers having to think twice about it.

During the last two years, we at Office Management have strengthened our position as an ICT company and brought focus to our IT security services through strategic acquisitions. The pandemic brought about a desire for more flexibility and we are facing an increased demand for digi-physical solutions from our customers. We see increased demands concerning sustainability and the environment, and we are taking further steps to make it easy for our customers to make more sustainable choices.

## Sustainability in our core business

The most significant environmental and climate impact from our operations arises from the products and services we procure and deliver to our clients. Our market survey\* conducted in 2022 revealed that as many as 59% of respondents believe that sustainable products and services should be the standard offering. Sustainable alternatives often require an active choice on the customer's part. Here, Office Management can make a substantial difference by packaging products and services with a lifecycle perspective in mind. Today, we increasingly offer products as services, thereby taking responsibility for maintenance, upgrades and returns to extend the product's lifespan. When purchasing hardware and other products, we recommend products with environmental and sustainability labels with increased consideration for the environment and society.

## Climate work encompasses the entire value chain

As mentioned, the most significant environmental and climate impact comes from our procurement. It is crucial that our suppliers share the same ambitions to reduce their environmental and climate impact to achieve our long-term goal of halving the company's carbon footprint by 2030. We have a complex supply chain and most of the products are produced in countries with fewer regulations when it comes to working conditions and human rights.

During the year, we updated our Supplier Code with clearer requirements regarding the environment, working conditions, and human rights. This, combined with our close dialogue and collaboration with suppliers, will contribute to a more responsible supply chain.

\*Market research based on responses from 1013 companies in Sweden and Norway conducted in summer 2022

▀ ▀ We have chosen to stay one step ahead to be an attractive partner for our clients and business partner.

## Focus on increased diversity

Office Management is a growing company and our employees are our main success factor. In 2022, we achieved an all-time high in our Great Place to Work certification results, which we are very proud of. Group-wide goals for increased recruitment of women and experienced employees will further contribute to greater diversity within the company. In 2022, the women's network, wOMen, was launched with the aim of increasing the number of women both in the group and in leading positions.

The next few years will involve major changes in the world and in the market, as well as where legal and customer requirements are concerned. At Office Management we have chosen being one step ahead in order to be an attractive ally for both customers and partners alike.

With our solid, market-leading sustainability work as a foundation, and with the support of our owners' sustainability strategy, I am convinced that we will not only continue to have even more satisfied customers, but also contribute to a more sustainable world for us, our children and our children's children.

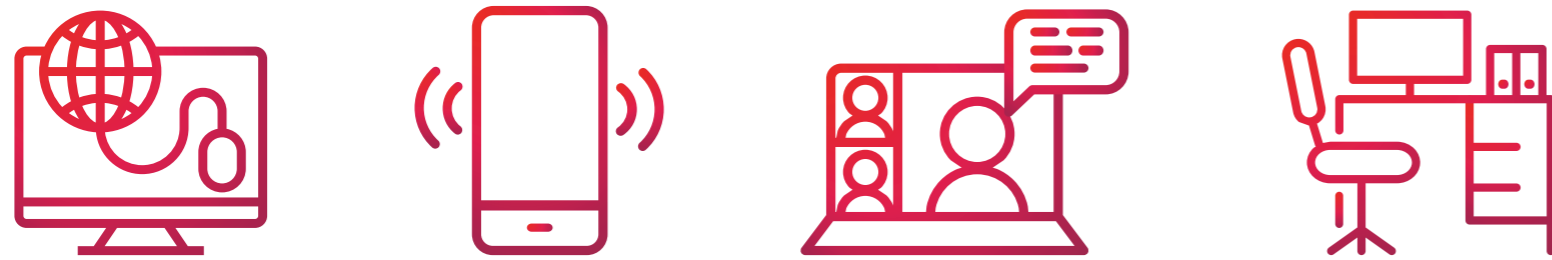
## Peter Uddfors

CEO Office Management



# The business

Office Management is an advisory service company that identifies and packages complete solutions together with service commitments within IT communication and Facility Management. The company serves over 8,000 corporate clients, with the strongest presence among small and medium-sized enterprises.



Through the company's value chain, the greatest impact on the environment, climate and social conditions can be found in our supply chain. Office Management does not produce its own products, but purchase from established suppliers. Setting supplier requirements and collaborating with suppliers and partners who share similar values and objectives are therefore prerequisites for a more sustainable business operation.

Furthermore, significant impact and potential for change are found in the product and service offerings delivered to customers. By offering more sustainable products and services, the company can help customers make a smaller environmental and social impact.

## Our value chain



# Governance

The Board of Directors holds overall responsibility for Office Management's sustainability efforts and has delegated operational responsibility to the company's CEO and executive management. Sustainability is regularly monitored by the board, following the annual cycle. The company's owner, Nalka Invest AB, supports the development of policies and processes for the company's sustainability work.

Office Management continuously assesses whether the company has the best conditions for running and developing sustainable business operations. Sustainability is an integral part of the ongoing work of the executive management team. Since 2021, the company has had a sustainability officer who reports directly to the CMO and management team and runs operations.

## Policies and guidelines

Office Management has several policies and guidelines in place to support the company and its employees in their daily work. The Code of Conduct, along with the company's values of "True Commitment," "Great Together," and "Always Improve," form the foundation for sustainable business development. The Code of Conduct helps employees with navigating matters such as ethics, environment, and

social conditions. All employees are introduced to the code during the onboarding process for new employees, and all managers receive continuous training.

## ISO14001 and ISO9001

Office Management is environmentally certified according to ISO 14001 and partially within ISO 9001, which entails well-established processes for risk management, setting targets and monitoring. The management system handles matters and improvements related to environment, occupational health and safety, and quality. Any irregularities that contravene the company's policies and code of conduct are handled in accordance with the company's whistle-blower process.

### Great Together

We are solution-oriented  
We have a positive attitude  
We show respect

### True Commitment

We maintain a client focus  
We keep our promises  
We take responsibility

### Always Improve

We advance our own development  
We share knowledge  
We take initiative

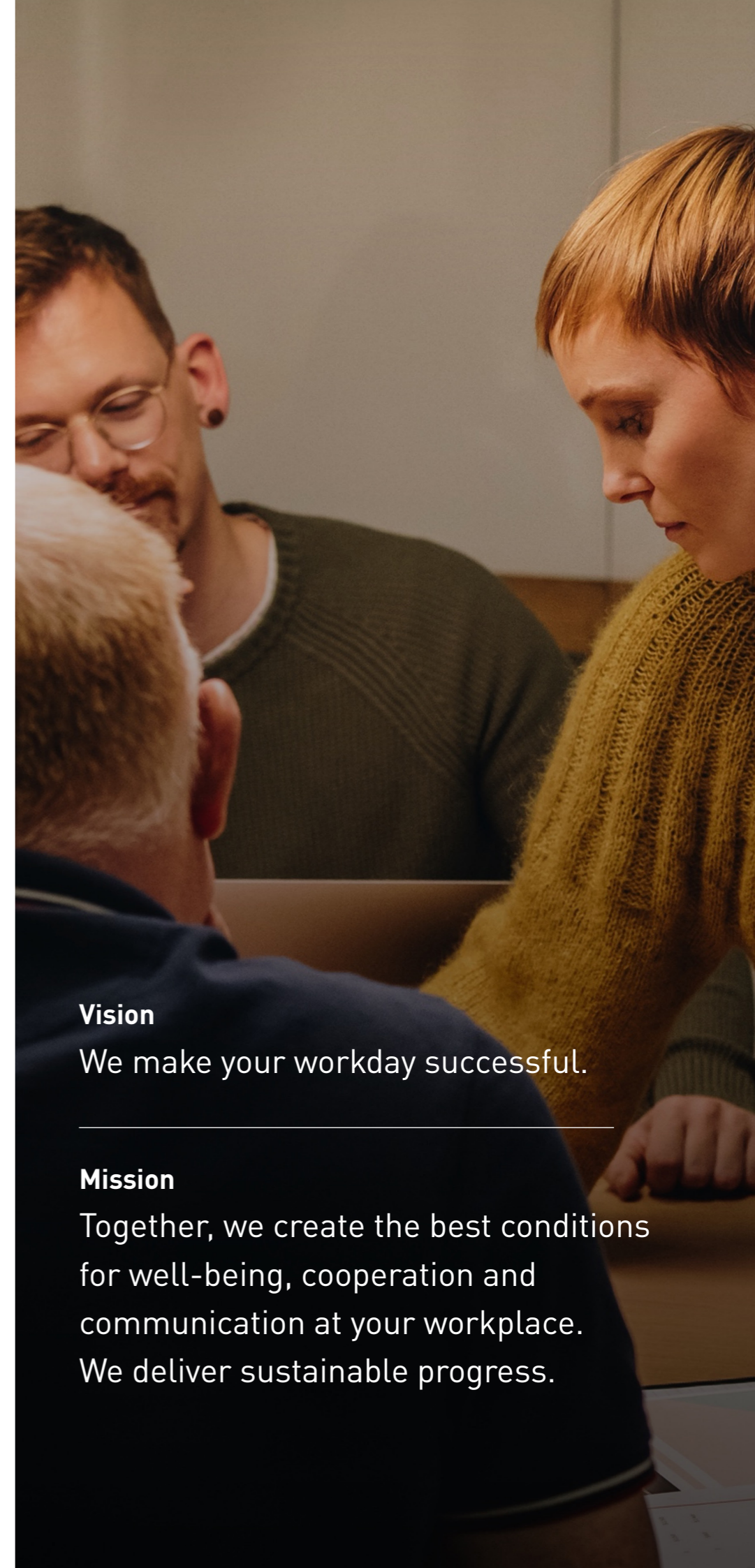
The company's values.

## Vision

We make your workday successful.

## Mission

Together, we create the best conditions for well-being, cooperation and communication at your workplace. We deliver sustainable progress.



# Materiality analysis and stakeholder dialogue

In spring 2021, the company conducted a materiality analysis based on benchmarking, risk assessment and workshops with the executive management team. The materiality analysis resulted in a strategy for a sustainable business, focusing on reducing environmental and climate impact, creating a sustainable workplace for employees, and ensuring ethical business relationships with both customers and suppliers.

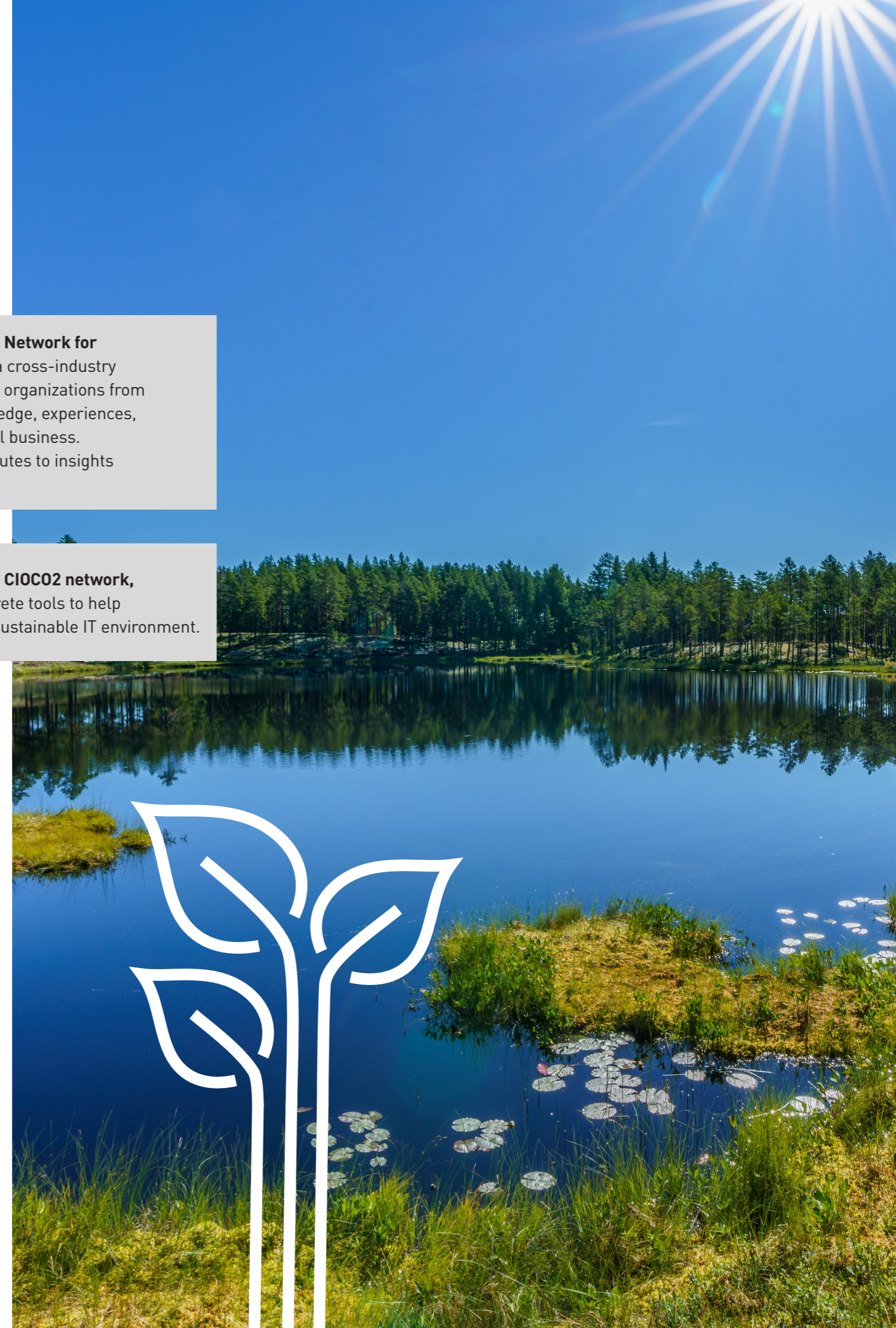
Developments in these areas are continuously monitored within both the company's executive management team and the board. Stakeholder dialogues are used to communicate the strategy and to obtain feedback on the stakeholder groups' priority issues.

Office Management's stakeholders primarily include employees, customers, suppliers, and owners. Dialogue is maintained with each stakeholder group to ensure that the company's strategy for a sustainable business aligns with stakeholder expectations.

**Office Management is a member of the Network for Sustainable Business (NMC)**, which is a cross-industry platform for around 200 companies and organizations from all over Sweden. It aims to share knowledge, experiences, and ideas on sustainable and successful business. Networking within this platform contributes to insights into current sustainability issues.

**Office Management is a member of the ClOCo2 network**, which aims to develop and collect concrete tools to help companies and organisations create a sustainable IT environment.

Stakeholder group	Means of dialogue	Areas of importance to stakeholder group
<b>Employees</b>	<ul style="list-style-type: none"> <li>- Employee surveys</li> <li>- Conferences</li> <li>- wOMen network</li> </ul>	<ul style="list-style-type: none"> <li>- Working environment</li> <li>- Environment</li> <li>- Corporate social responsibility</li> <li>- Diversity and inclusion</li> </ul>
<b>Customers</b>	<ul style="list-style-type: none"> <li>- Meetings with customers</li> <li>- Customer surveys</li> </ul>	<ul style="list-style-type: none"> <li>- Impact of products and services</li> </ul>
<b>Suppliers</b>	<ul style="list-style-type: none"> <li>- Supplier dialogues</li> <li>- Suppliers' assessments</li> </ul>	<ul style="list-style-type: none"> <li>- Impact of products and services</li> <li>- Business ethics</li> </ul>
<b>Owners</b>	<ul style="list-style-type: none"> <li>- Annual ESG (Environmental Social Governance) monitoring</li> <li>- Ongoing dialogue</li> </ul>	<ul style="list-style-type: none"> <li>- Environment</li> <li>- Corporate social responsibility</li> <li>- Business ethics</li> </ul>



# - Risk, opportunities and governance

## The environment

### DIRECT IMPACT

<b>Risks/opportunities</b>	High emissions from Scope 1 and 2 (combustion of fossil fuels and fossil energy) may lead to increased costs due to regulation, as well as negative attention from owners, customers and the public. Office Management's environmental impact in its own operations (e.g. energy and business travel) is relatively small compared to the company's impact across the entire value chain.
<b>Governance</b>	IS14001 certified environmental management system. Company Car Policy and Travel Policy.
<b>Goals and activities</b>	Efficiency of office space and transition to renewable energy, as well as the transition to an electrified car fleet in 2023.

### IMPACT FROM THE BUSINESS

<b>Risks/opportunities</b>	New products, consumables, and food has a significant environmental impact. There is a risk that high environmental and carbon footprints from Office Management's products and services may not be attractive to customers and may not support them in their own green transition efforts.
<b>Governance</b>	IS14001 certified environmental management system.
<b>Goals and activities</b>	Expand the offer of more sustainable products and services (O.M Green) that contribute to a circular transition, such as product-as-a-service and eco-labelled products.

### IMPACT IN THE SUPPLIER CHAIN

<b>Risks/opportunities</b>	New products, consumables and food have a high environmental and carbon footprint, the greatest impact occurring during material extraction, production and transport. The carbon footprint of IT services also depends on where the service is operated. It is crucial that our suppliers share environmental and climate ambitions in line with Office Management's goals to achieve the company's climate targets.
<b>Governance</b>	IS14001 certified environmental management system, Supplier Code of Conduct, procurement procedure, and monitoring.
<b>Goals and activities</b>	Office Management's key suppliers are expected to be familiar with and adhere to the company's Supplier Code of Conduct and to have environmental and climate goals aligned with the 1.5-degree target of the Paris Agreement.

### IMPACT IN SOCIETY

<b>Risks/opportunities</b>	On the journey to net zero, Office Management has an environmental and carbon footprint resulting from its operations. While reducing this carbon footprint, the company is also responsible for current emissions and for contributing to the transition to renewable energy.
<b>Governance</b>	IS14001 certified environmental management system; climate neutrality in accordance with PAS2060.
<b>Goals and activities</b>	Climate neutrality in accordance with PAS2060 from 2021.

## Responsible business

### BUSINESS ETHICS

<b>Risks/opportunities</b>	Bribery, unethical sales tactics and conflicts of interest may both be illegal and damaging to the reputation and brand of both Office Management and the customer.
<b>Governance</b>	Risk analysis, Core Values, Code of Conduct, Anti-Corruption Policy, Whistleblower Process, introduction during onboarding.
<b>Goals and activities</b>	All employees are required to read and sign the Code of Conduct. The Code of Conduct will be updated in 2023 along with associated training.

### RESPONSIBLE PURCHASING

<b>Risks/opportunities</b>	The majority of the products sold by Office Management originate from a complex supply chain involving increased risks related to the environment, working conditions, human rights and corruption. Selling products and services where these conditions are not fulfilled endangers Office Management's brand and reputation.
<b>Governance</b>	Supplier code, procurement procedure and monitoring.
<b>Goals and activities</b>	Office Management's key suppliers are expected to be familiar with and adhere to the company's Supplier Code of Conduct.

### SAFETY AND INTEGRITY

<b>Risks/opportunities</b>	An increasingly digitalised workplace increases risks connected to the secure handling of company information and the privacy of employees and customers. For Office Management, this entails risks both for its own operations and in the IT services the company delivers.
<b>Governance</b>	Systematic information security management based on ISO 27001.

## Employees

### DIVERSITY AND INCLUSION

<b>Risks/opportunities</b>	A lack of diversity within the ICT industry, including Office Management, poses a risk of not being an attractive, inclusive and innovative company, consequently missing out on both talent and customers.
<b>Governance</b>	Core Values, Code of Conduct, Equal Treatment Policy. wOMen network.
<b>Goals and activities</b>	At least 40% of new recruits should be women and at least 40% of new recruits should be experienced employees.

### SUSTAINABLE WORKPLACE

<b>Risks/opportunities</b>	A safe working environment is not only regulated by law, but also strengthens employee commitment and reduces the risk of staff turnover.
<b>Governance</b>	Systematic work environment management, Code of Conduct, Work Environment Policy, work environment representatives, health-promoting initiatives.
<b>Goals and activities</b>	A healthy workplace – in terms of both the physical and social work environment – which encourages development for all employees.

### SOCIAL COMMITMENT

<b>Risks/opportunities</b>	Foster pride and engagement among employees through community involvement and support of non-profit organisations.
<b>Governance</b>	Strategic direction developed during 2023.



# Future workplace trends

Office Management conducts continuous trend analysis in collaboration with both researchers and experts. Together with Kiros Future, five trends have been identified as significant for the workplace and work life of the future.



Fem trender som formar framtidens arbetsliv

OFFICE MANAGEMENT SOMMAREN 2021

KAIROS FUTURE

**Sustainability has become a basic requirement.** Environmental efforts have shifted from being a brand-enhancing project to becoming an integral part of the business. Sustainability requires commitment and awareness throughout the value chain, from products and services to employees and long-term climate challenges.

To gain insights into what customers think and prioritise for the workplace of the future, a market survey was conducted based on the five trends during the summer of 2022. The survey was based on responses from 1013 companies in Sweden and Norway and focused on customers' purchase occasions.

The workplace envisaged for the future is flexible, safe and sustainable, while some of the other insights gained are as follows:

**42%** feel that customers are placing increasingly higher demands on a sustainable workplace and sustainable solutions

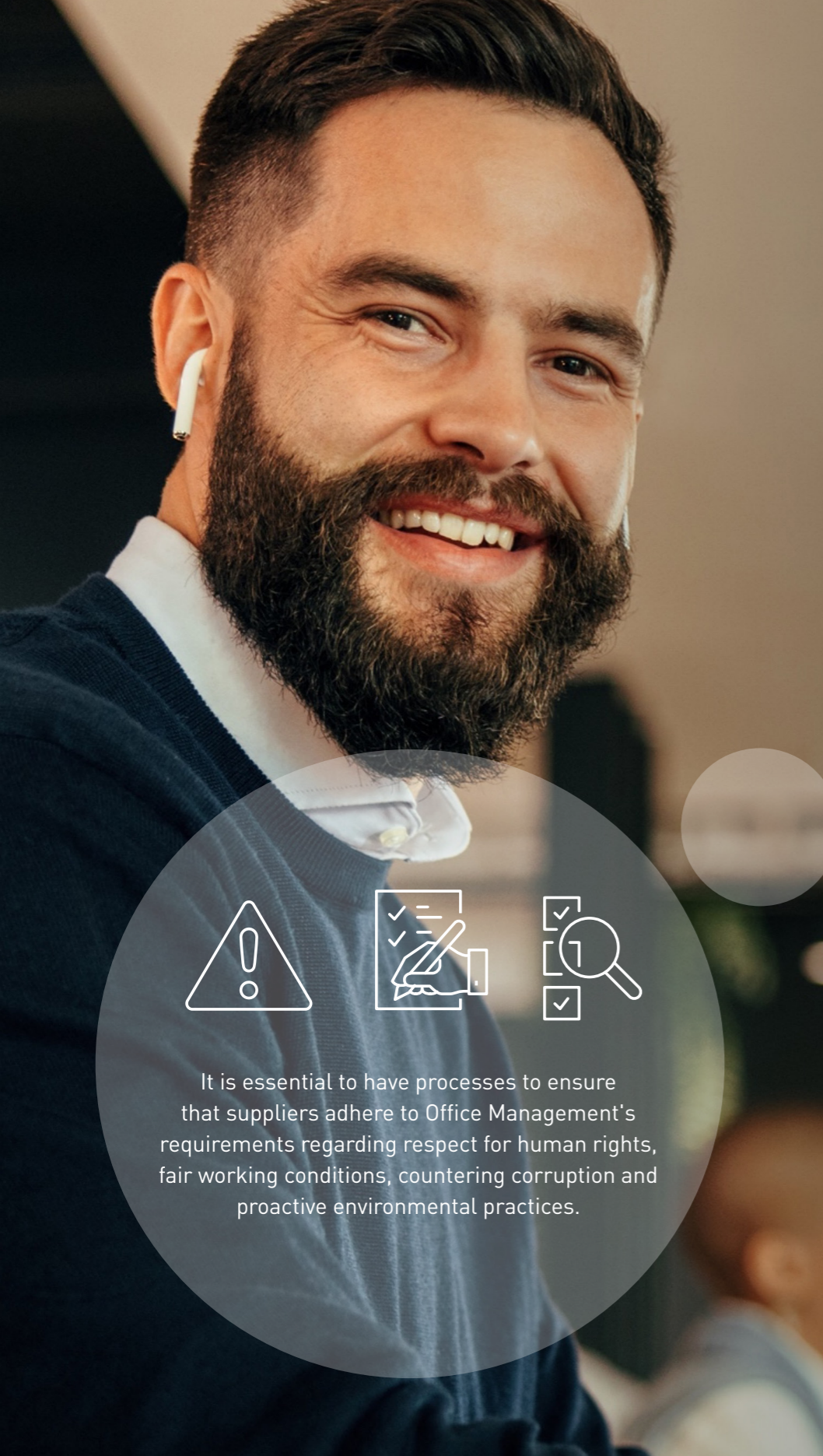
**59%** believe that sustainable products and services should be standard in the basic offering  
This sentiment is fairly evenly distributed between larger and smaller companies.

**66%** would encourage sustainable alternatives – if they knew that such an option existed  
Transparency in how suppliers' provide sustainable solutions is improved.

**Price is the most common reason why companies do not choose sustainable solutions.**

**21%** lack confidence that the services and products are more sustainable

Insights gained from the market research are used in our own packaging of products and services and to share knowledge and understanding of the market's expectations for the workplace of the future.



## Responsible business

### Business ethics

Office Management shall be a reliable business partner with long-term business relationships. Honesty and transparency should permeate interactions and relationships with customers, partners and suppliers. Failure to live up to these values risks the company's long-term business relationships.

Complying with laws and regulations is a minimum requirement and a matter of course for being a reputable player in the market. Office Management distances itself from all forms of unethical business practices and corruption. No employee or manager may accept any form of remuneration that can be perceived as corruption, bribery or profiteering. The company's values, along with the Code of Conduct, support employees in acting professionally, with sound ethical principles and high integrity. Things that are not prohibited may still be inappropriate, and in case of any doubt, the line manager should always be consulted. The Code of Conduct is planned to be updated in 2023 with accompanying support in the company's training module. Furthermore, an assessment of the company's corruption-related risks is set to be completed in 2023. In 2020, an independent whistleblower function was established through the external partner WhistleB. This enables anonymous reporting of potential non-compliances, and management follows the company's existing Whistleblower process. No cases were reported via the whistle-blower function in 2022.

### Responsible procurement

Office Management's suppliers are an integral part of the company's customer solutions. Therefore, it is essential to have processes in place to ensure, as far as possible, that suppliers meet Office Management's requirements regarding respect for human rights, fair working conditions, combating corruption and proactive environmental practices. Lack of responsibility can cost Office Management both reputation and lost customers. Over 90% of the company's carbon footprint stems from the procurement of products and services, such as hardware, operations, office equipment, consumables and office services. To achieve the goal of halving the company's carbon footprint by 2030, it is crucial that suppliers share the same ambition of transitioning towards a reduced carbon footprint throughout the value chain.

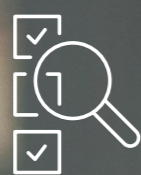
During autumn 2022, Office Management updated its Supplier Code, which is based on the UN Global Compact's 10 principles. The supplier code now includes clearer expectations regarding environment, working conditions and human rights. Among other things, there is an expectation that significant suppliers align their climate goals with the Paris Agreement, such as through Science Based Targets or Exponential Roadmap 1.5 Business Playbook. The goal is for all significant suppliers to sign the Supplier Code of Conduct or have their own policies with equivalent criteria. In December 2022, suppliers accounting for 54% of the total purchase value had signed the Supplier Code or could demonstrate corresponding policies. The procedure for self-assessment and supplier dialogues was introduced in 2022 and will continue in 2023. By working together with suppliers, Office Management can enhance the potential of a safe and fair work environment and reduced environmental impact throughout the value chain.

### Security and privacy

Security and privacy are critical to maintaining the trust of Office Management's customers. This applies to how the company addresses these issues internally and also ensures customers' businesses benefit from the company's product and service offering. Office Management should run a systematic information security programme based on the ISO 27001 standard.

The work includes, but is not limited to:

- 1 Customer solutions for customer security and privacy through complete system documentation and review of existing policies and guidelines.
- 2 O.M's processes and procedures for internal security and privacy.
- 3 Systematic work in accordance with standard ISO27001.



It is essential to have processes to ensure that suppliers adhere to Office Management's requirements regarding respect for human rights, fair working conditions, countering corruption and proactive environmental practices.

8 DECENT WORK AND ECONOMIC GROWTH



### Decent work and economic growth

We collaborate with our suppliers to ensure decent working conditions in the supply chain. We enforce requirements through our Supplier Code, based on UN Global Conduct.

17 PARTNERSHIPS FOR THE GOALS



### Partnerships for the goals

We cannot achieve our goals alone; it requires collaboration with both suppliers and customers. We drive progress through joint initiatives and networks, such as SME Climate Hub, Network for Sustainable Business and ClOCO2.



# Environment – O.M Green

Through proactive environmental efforts, Office Management aims to reduce its environmental impact and that of its customers, and to optimise the resources required to run the business.

### Environmentally certified: ISO14001

Office Management is environmentally certified in accordance with ISO14001:2015. The environmental management system involves the company identifying its most significant environmental issues (from both risk and opportunity perspectives) and having an environmental policy and goals, as well as the necessary routines and instructions to manage and monitor environmental efforts in a systematic way. Certification is undertaken in three-year cycles; the last certification audit was carried out in December 2022. The environmental policy frames Office Management's environmental work throughout the value chain and is based on the precautionary principle. All employees are acquainted with the company's environmental policy and complete an environmental training course during induction via the company's training tool.

## O.M Green – measure, reduce and offset

To address climate emissions, it is essential to work on parallel tracks, continuously reducing the carbon footprint, while simultaneously managing the emissions generated by the current business operations. As of 2021, Office Management has achieved climate neutrality in accordance with the BSI PAS 2060 standard.

This means:

- Measuring the entire company's carbon footprint, Scope 1, 2, 3
- Reducing the carbon footprint throughout value chain, Scope 1, 2, 3
- Offsetting the carbon emissions for Scope 1, 2, and 3 activities

The climate calculation is based on the GreenhouseGas protocol and, in accordance with BSI PAS2060, the climate calculation must cover 95% of the company's total emissions of greenhouse gases, Scope 1, 2 and 3. Greenhouse gases encompass several gases, some of which have a higher Global Warming Potential (GWP) than others. When compiling data, carbon dioxide equivalents (CO<sub>2</sub>e) are used as a common unit, which means that the warming potential of other gases, such as NO<sub>x</sub> and SO<sub>x</sub>, needs to be translated into this common unit – CO<sub>2</sub>e – where "e" stands for equivalents.

The GHG Protocol	Tonnes CO <sub>2</sub> e 2022	Percentage % 2022	Tonnes CO <sub>2</sub> e 2021	% change from 2021
Scope 1	251	1.3%	187	+34%
Scope 2	83	0.5%	70	+19%
Scope 3	18,242	98.2%	17,460	+4.5%
<b>Total</b>	<b>18,576</b>	<b>100.0%</b>	<b>17,717</b>	<b>+4.8%</b>

### Carbon footprint

For calculating our carbon footprint, Office Management engages the help of Tricorona Climate Partner. A detailed report, Qualifying Explanatory Statement Office Management Group 2022, is published on the website. In 2022, Office Management's carbon footprint totalled 18,576 tonnes of CO<sub>2</sub>e, which is an increase of 4.8% (859 tonnes of CO<sub>2</sub>e) compared to 2021. The increase is mainly due to the company's increased purchases of products and services as a result of increased turnover. However, in relation to turnover and number of employees, however, the carbon footprint has decreased by 7.2% and 1.8% respectively. This reduction is a result of the activities carried out by the company, including initiatives related to products and services where packaging of product as a service is an important step in reducing the carbon footprint.

The GHG Protocol	2022	2021	% change
<b>Tonnes CO<sub>2</sub>e/employee</b>	36.86	37.54	-1.8%
<b>Tonnes CO<sub>2</sub>e/turnover</b>	14.67	15.82	-7.2%



### Climate action

We measure, reduce and offset our entire carbon footprint. It includes energy and waste from our own operations as well as travel and transport, but, above all, it includes the products and services we deliver to our customers.

# We aim to halve our emissions by 2030



## How we are reducing our carbon footprint

**100%**

Renewable energy by 2023

**100%**

Fossil-free car fleet by 2030

**100%**

Fossil-free road transport by 2030

**100%**

Circular offer to customers

**1.5°C**

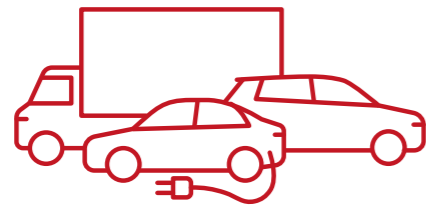
Key suppliers with 1.5° target in accordance with the Paris Agreement

## How we are offsetting current emissions

Funding fossil-free energy

Funding carbon sinks





## Reducing CO<sub>2</sub> emissions from the car fleet

Office Management's operational activities largely take place at customers, suppliers and partners. To address transportation needs, employees are provided with a flexible vehicle solution. The car fleet consists of approximately 200 vehicles, including company cars and service vehicles (maintenance and pool cars).

Scope 1 emissions consist of emissions from company cars. The carbon footprint in Scope 1 has increased by 34%, which is attributed to higher physical presence at customer locations in 2022 compared to 2021, a year which was still subject to pandemic restrictions.

In 2021, the company's car policy was updated with a clear focus on electrification of the car fleet. The goal is to have a fossil-free car fleet by 2030. By 2025, the spread is estimated to be approximately 70% electric, 20% hybrid, and 10% conventional fuel cars. The gradual transition of the car fleet will gradually reduce emissions in Scope 1. In 2021, service personnel underwent EcoDrive training with the aim of reducing the environmental impact of business travel by car.



## Efficient energy use

Office Management's operational activities contribute to about 1% of the company's total carbon dioxide emissions. With an environmental management system that is certified in accordance with ISO14001, Office Management works continuously to streamline and minimise consumption of unnecessary resources in office operations. Approximately 90% of the company's facilities are powered by renewable energy, with 2% coming from nuclear power and 8% from fossil fuels.

Office Management leases all its premises and it is the property owner who determines the energy supply in most cases. There are plans to transition to renewable energy where Office Management has the power of determination. Ongoing discussions with real estate partners aim to shift to fossil-free energy sources for other premises. Notably, in 2022, Scope 2 emissions increased by 19%, primarily due to a higher number of electric cars replacing conventional company vehicles in Scope 1. In 2022, the company's headquarters relocated to new environmentally friendly premises in Frösunda, resulting in efficiency gains and a 50% reduction in office space in terms of square footage. Additionally, the consolidation of the Helsingborg and Malmö offices led to a more streamlined and efficient office space overall. Although the acquisition of offices in Kramfors and Sundsvall had a minor impact on the figures, total electricity consumption decreased by as much as 30% in 2022. However, there was an 8% increase in office heating during the same period. Office heating costs are included in lease agreements and, therefore, are outside of Office Management's direct control. The increase in heating energy can largely be attributed to increased office activity in 2022 compared to the previous year.



## Waste

The company, being largely an office-based operation, generates waste as part of its daily activities, such as paper, packaging, electronics, fluorescent tubes and batteries. These waste materials are sorted and recycled accordingly. With the relocation of the headquarters from Kista to Frösunda, the office was emptied, leading to a doubling in the amount of waste generated in 2022 compared to 2021.

Energy use	2022	2021
<b>Electricity MWh</b>	868	1,233
- Electricity from renewable sources MWh	781	1,173
- Percentage renewables	90%	95%
<b>Heating MWh</b>	654	609



Office Management has joined the **SME Climate Commitment**, which is supported by the UN Race to Zero campaign, and involves taking immediate action to:

- Halve the company's emissions by 2030 (Scope 1, 2 and 3)
- Achieve net zero emissions before 2050
- Report progress annually

# 18,576 tonnes CO<sub>2</sub>e

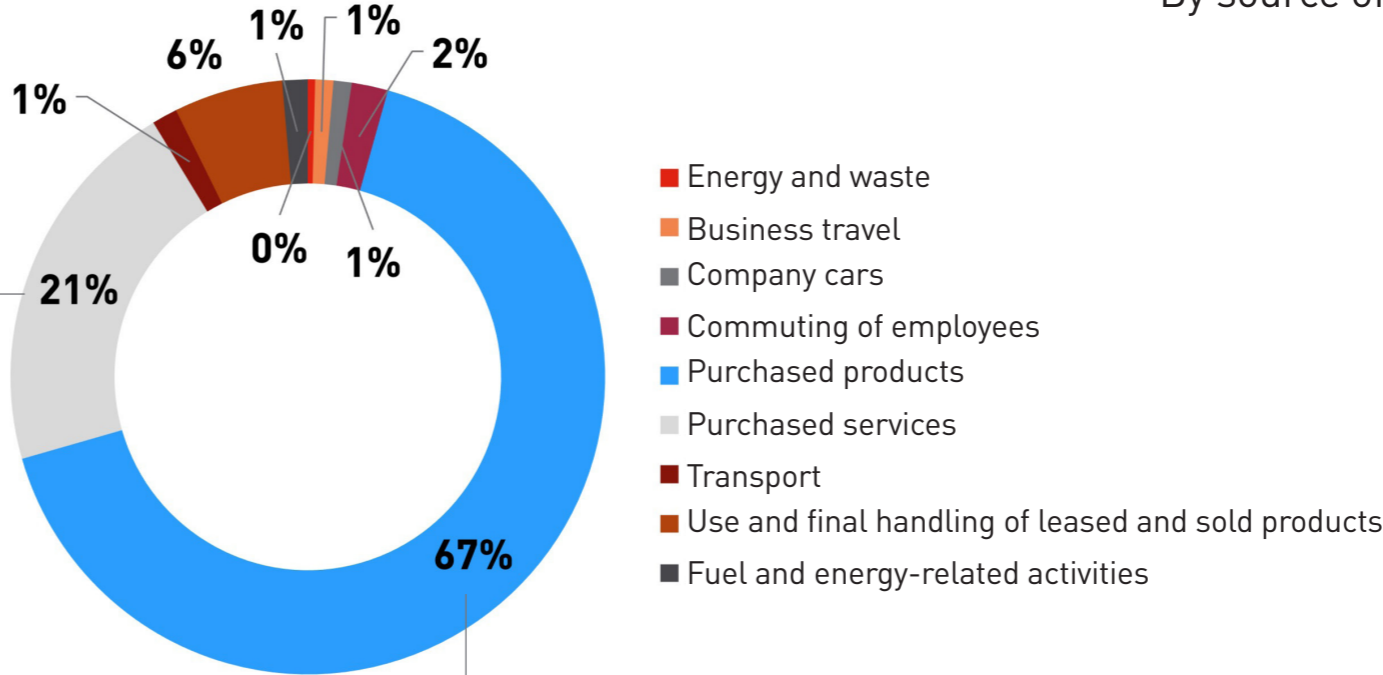
By source of emission



## Products and services

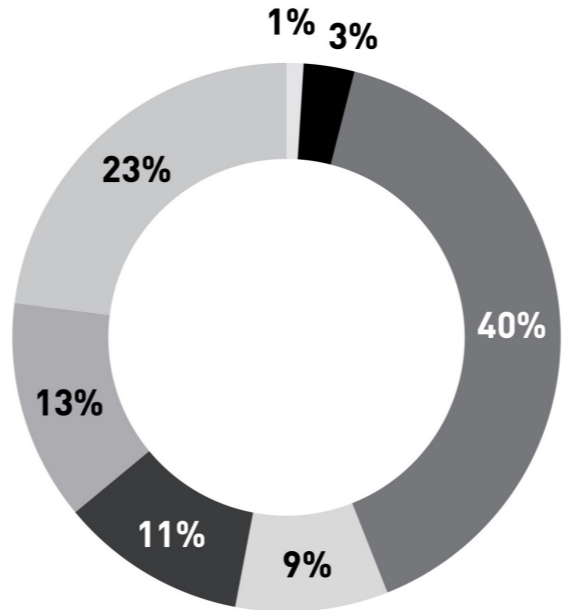
Products and services that Office Management purchases and sells account for the absolute majority (98%) of the company's carbon footprint. Electronics represent 54% of the carbon emissions associated with purchased products, including computers, screens, phones, meeting equipment, servers and other related hardware. Office equipment includes printers, as well as coffee and drinks machines. Food and drinks mainly consist of coffee and fruit. The majority of purchased services relate to cleaning services and other facility services, such as moving and catering. In 2022, purchases of both products and services increased slightly, reflecting a 15% growth in revenue compared to 2021.

As part of the company's climate strategy, O.M Green, Office Management continuously works to streamline and innovate products and services with the aim of making it easier for customers to make more sustainable choices. This includes circular management of hardware, such as leasing (product-as-a-service), servicing, upgrades, reuse and recycling. Digitisation of services and increasing the share of environmentally certified products and services are also part of this effort. The goal is to increase the sales of these products and services by 20% per year.



### 3,851 tonnes CO<sub>2</sub>e

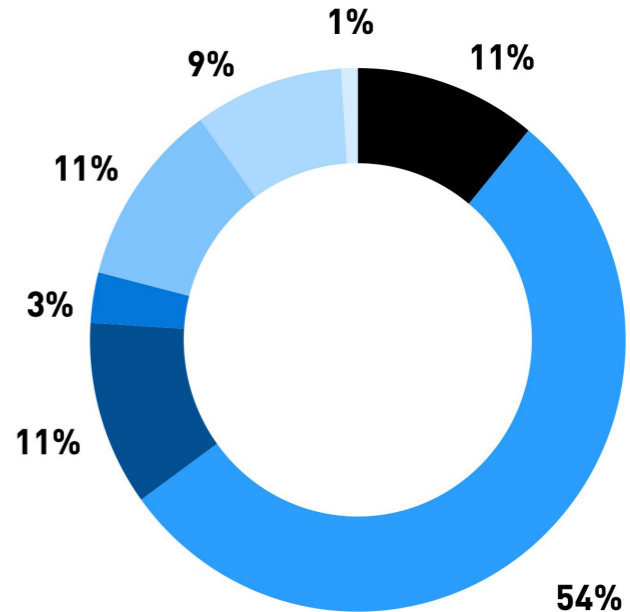
Purchased services



- PR and marketing
- Internal costs, financial & legal services, training, conference, personnel costs
- Cleaning and facility services
- Consultant services
- Software, data storage, cloud services, connections
- Installation services
- Other purchased services

### 12,503 tonnes CO<sub>2</sub>e

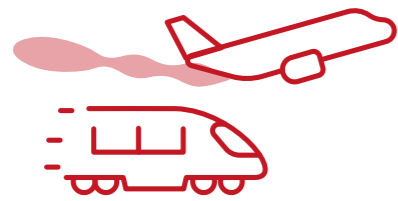
Purchased products



- Cleaning and hygiene products
- Electronics
- Food and drink
- Furniture and interior
- Office equipment
- Office materials
- Other undefined



**Responsible consumption and production**  
 We package products and services to enable our customers to make more sustainable choices. We demand environmental and social standards throughout our supply chain through the Supplier Code, based on the UN Global Compact.



## Business travel

With operations in Sweden, Norway, and Finland, business trips contribute to the company's carbon footprint. Due to restrictions during the COVID-19 pandemic, business travel was greatly limited in 2021. This contributed to a new approach to travel needs and the adoption of digital meetings. The goal is to keep emissions from business travel in line with 2020/2021 levels. In 2022, the carbon footprint from business travel increased by 32%, primarily due to increased air travel after the pandemic. However, compared to 2019 (pre-pandemic), the equivalent carbon footprint has decreased by 75%. Video conferences are encouraged as an alternative for all meetings and trainings, and rail travel instead of flights. The travel policy sets the framework, and all trips should be booked through the company's travel agency, allowing for efficient monitoring of the organisation's travel-related carbon emissions.



Bhadla Solar, India.



## 100% climate offset

In addition to reducing its carbon footprint, Office Management takes responsibility for the emissions generated by its current operations. The company offsets 100% of its carbon footprint, including the products and services delivered to customers. The offset is achieved through third-party audited Gold Standard certified projects in the field of renewable energy. Climate offset involves financing an action outside the organisation that leads to a reduction in greenhouse gas emissions equal to the emissions being offset.

For 2022, the climate offset has funded two solar energy projects in India: Bhadla Solar and Karnataka. In India, coal is the dominant energy source, leading to significant pollution. By supporting these solar energy projects, Office Management contributes to the transition to clean renewable energy, aiming to replace the dependence on coal. The Bhadla Solar project is located in the Rajasthan region, which is heavily affected by climate change, with temperatures ranging from 45 to 50°C. This makes it a difficult area to live in, resulting in numerous fatalities. The result of this project is a reduction of 492 million tons of CO<sub>2</sub>e emissions annually, equivalent to the carbon footprint of 49,238 Swedes each year.

The relatively low population density of the region and the high temperatures make it an ideal location for the country's new solar park initiative. Similarly, the Karnataka solar project replaces fossil energy with renewable energy, contributing to SDG 7, SDG 8 and SDG 13.



Karnataka, India.



**Gold Standard**  
for the Global Goals

Energy projects financed by Office Management are certified by the **Gold Standard**. The Gold Standard was established as a quality seal for climate offset projects, comprising strict guidelines and additional requirements for social responsibility and sustainable development in the area of climate offset. Gold Standard is a global non-profit foundation launched in 2003 by several environmental organisations, including WWF International and Fairtrade. It is the sole certification standard approved and trusted by over 80 international environmental organisations. These projects are overseen by an independent Technical Advisory Committee and are audited by independent auditors to ensure compliance with the Gold Standard criteria.



### Affordable and clean energy

We are aiming for 100% renewable energy and are also enhancing energy efficiency in our premises and data centres. We finance renewable energy sources such as solar and wind power in countries like India and Honduras.

In addition, Office Management is financing a Direct Air Capture project in Iceland. Climeworks has developed a technology to directly absorb carbon dioxide from the atmosphere. This not only prevents CO<sub>2</sub> emissions from entering the atmosphere but also reduces existing CO<sub>2</sub> emissions. The project captures 135 kg CO<sub>2</sub>e per day. Using groundbreaking Direct Air Capture technology, Climeworks captures CO<sub>2</sub> from the air. The captured CO<sub>2</sub> is mixed with water in a geothermal power plant called CarbFix, and then injected deep underground.

The air is drawn into a filter that traps the CO<sub>2</sub>. Once the filter is saturated, it is heated to create concentrated CO<sub>2</sub> gas. The purified air is released back into the atmosphere, the filter is cleaned and reused, and the CO<sub>2</sub> gas is mixed with water in a geothermal power plant. It is then pumped deep into Iceland's bedrock and turns into stone within a few years.



Climeworks in Iceland.

## Climate offset

### From project idea to delivered carbon credit

#### 1. Project creation

A project is initiated by local project developers in collaboration with a technology provider. The project aims to reduce greenhouse gas emissions or capture carbon dioxide compared to a scenario, in which the project was not implemented. Calculations are performed to determine the amount of CO<sub>2</sub>e that the project helps to prevent, as compared to a baseline without the project. The project developer ensures that the project aligns with the requirements for certification set by organisations such as Gold Standard or other certifying bodies.

#### 2. Third-party verification

Independent third-party auditors conduct regular assessments of the project to ensure that it delivers the promised climate benefits. These auditors report their findings to organisations such as the United Nations or Gold Standard, providing data on the extent of emissions reductions achieved by the project.

#### 3. Certification

The project undergoes certification by recognised bodies such as the United Nations' Clean Development Mechanism (CDM) or Gold Standard. Certification confirms that the project is traceable and would not have been implemented without funds from carbon offsetting. A project can only be certified by CDM and Gold Standard if it meets these criteria.

#### 4. Purchase of certificates

Certified/Verified Emissions Reductions (CERs/VERs) are issued by CDM and Gold Standard to represent the reduction in greenhouse gas emissions achieved by the project. Each certificate corresponds to one tonne of carbon dioxide emissions prevented. These certificates can be purchased by organisations or individuals seeking to offset their own emissions.



## CASE

### Interior design where old meets new

**DeBe Flow Group** is a one-stop supplier of Swedish-made equipment for water supply and geenergy. When DeBe Flow Group needed help furnishing its new premises in Västberga, Anna-Sara Hägglund, decorator at Office Management, had the opportunity to help. The company has a strong environmental focus, making it a natural choice to reuse as much of the existing interior as possible in order to reduce environmental impact and costs.

“Together we made an inventory to see what we could take with us from their old office and only supplement where it was absolutely necessary,” says Anna-Sara.

“We took the desks, storage cabinets and furnishings from the conference room and complemented them with wall colours and curtains so we could get the “old” furniture to go together with the new and create a nice impression overall. We also complemented the dining-table bases from the canteen with new tops to create a new feel.”

“Our new premises got their ‘DeBefication’ thanks to Office Management’s understanding who we are and what we stand for,” says Gabriel Cicek, CFO DeBe Flow Group.



## CASE

### Re-use of IT products

The environmental impact and carbon footprint of electronic products is significant. By extending the Lifespan of hardware, this negative impact is significantly reduced. Office Management has extensive experience in servicing and reconditioning MFP machines (printers) to maximise their full potential and lifespan. When the machines can no longer be reused in their entirety, spare parts are reused and the remaining materials are recycled.

For IT products that Office Management does not recondition itself, the company works with partners, including Inrego AB. Inrego ensures that IT products – mainly computers and telephones – that are still working are reused. In 2022, 316 IT products were handed over to Inrego, resulting in a CO<sub>2</sub> saving of 31,207 kg CO<sub>2</sub>e (5,661 kg CO<sub>2</sub>e in 2021). The savings correspond to the production of 567 new smartphones, or 34 round trips between Stockholm and Barcelona.



## CASE

### An IT collaboration with resources and climate awareness

The Finnish Ice Hockey Association is one of Finland's largest youth training organisations, whose aim is to make ice hockey accessible to all Finns. Office Management has been the IT partner of the Ice Hockey Association for years. In connection with the world championships in Tampere and Helsinki in 2022, the association's financial manager, Jaakko Luumi, approached Office Management with a request for short-term rental of computers for the association's staff as their IT needs would be considerably multiplied during the tournament.

Since the situation was only temporary, Office Management recommended the association rent second-hand computers to solve their need in the best way. Second-hand means computers that have already been used for a number of years, reclaimed by Office Management and undergone secure data deletion, testing and reinstallation. By choosing second-hand computers, the Ice Hockey Association avoided at least 80% of the carbon footprint that arises from a newly produced computer.

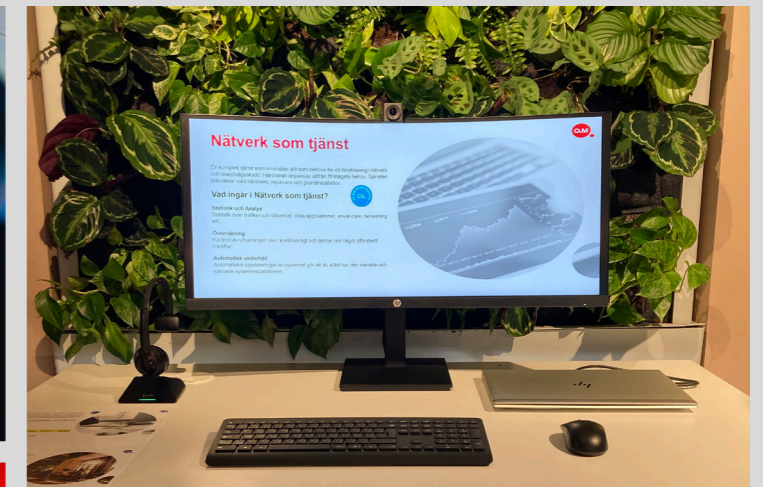
"One of the game's values is responsibility, so simply choosing second-hand computers suited the Ice Hockey Association's objectives very well. The second-hand hardware was functionally sound and the solution was wholly in line with the game's values," says the association's financial manager Jaakko Luumi.



## Webinars and seminars for our customers

During the autumn, a Webinar was held on the theme "Sustainable IT – How do we ensure that digitalisation reduces environmental impact without creating a new environmental challenge?"

The webinar provided participants with tips and insights on how we can collaborate for more sustainable IT.



In May, a day of inspiration was held in Gothenburg for customers, featuring insights on topics including Sustainable IT, IT security, and Teams Telephony.

# Employees

A thriving company starts with thriving employees, where human interactions are crucial for a dynamic workplace that fosters ideas. Freedom and responsibility, personal development, and the opportunity to influence are highly valued within Office Management and are supported by the values "True Commitment", "Great Together" and "Always Improve".



## Diversity and equality

Diversity is a crucial parameter for running a dynamic, evolving, profitable company over time. Employees with different perspectives contribute to a developing, innovative workplace that is attractive to both customers and employees. For Office Management, diversity and equality means caring for all individuals and having a welcoming atmosphere. The company's Code of Conduct and Equal Treatment Policy set the framework for this effort. Office Management has traditionally attracted more men than women, so the company works proactively to attract more female colleagues who want to be part of the team. This is done by encouraging women to apply for specific posts. The company also works actively for equal distribution when filling positions that attract both women and men, with the aim of increasing gender distribution within the group.

The goal for 2022 was that at least 40% of new recruitments should be filled with women and that at least 40% of all new recruitments should be made up of experienced employees by the end of the year (excluding the staffing agency). The corresponding results were 32.6% and 46.8% respectively. The high recruitment rate in 2022 meant limited resources to find more candidates for the desired roles in ICT where the availability of women is a challenge. Thus the same goal remains in 2023, where the focus is on attracting more women by updating recruitment advertisements, reaching out to more women – including by supporting the internal women's network wOMen – and launching training in diversity and inclusion.

Everyone, regardless of background, must have the same conditions and opportunities to develop within Office Management. A salary survey, which forms the basis for the annual salary revision, is carried out once a year, and the company works proactively for "equal pay for equal work".



### Gender equality

We work proactively to increase the proportion of women in the company and in leading positions.

Percentage of women	2022	2021
Percentage of women OM (Full-Time Employee)	32.1%	32.5%
Percentage of women, group management	25%	11.1%
Percentage of women on the board	25%	25%

### wOMen

In 2022, the women's network wOMen was launched with the aim of increasing the proportion of women at O.M in general and, more specifically, in leading positions. The network also aims to support, strengthen and inspire one another. The network has two to four formal meetings per year, where inspiration and insights are offered in order to further develop work with diversity and inclusion.

### Sustainable work environment

Office Management's employees are the company's most valuable asset, and a healthy and safe work environment is of utmost importance, as well as having strong employee engagement. Satisfied employees have a positive impact on customer satisfaction and results, and high commitment also reduces staff turnover.



Office Management has a systematic approach to occupational health and safety. The goal is to create a healthy and developmental workplace for all employees, addressing both the physical and social work environment, and preventing risks of work-related injuries and health issues. The Occupational Health and Safety Policy, along with guidelines and the Code of Conduct, provide the framework for this effort, helping employees navigate appropriately.

Each office has an occupational health and safety representative who regularly conducts safety inspections, reviewing the physical work environment. Any non-compliances or opportunities for improvement are reported and addressed through the internal case management system. Creating a positive and supportive work environment is part of leadership, which is why managers receive continuous training in occupational health and well-being initiatives.

In 2022, the company allocated additional resources to learning and development, introducing a new role to create more and clearer development opportunities and to foster continuous learning within the organisation. In addition to a weekly wellness hour, the company introduced a development hour to allow for deeper learning and exploration of new topics.

Occupational health and safety are continuously monitored, partly through employee discussions and partly through systematic occupational health and safety work. Employee engagement is measured quarterly. The company maintains ongoing action plans to further strengthen engagement and enhance the work environment.

Office Management has been certified as a Great Place to Work since 2020. In 2022, the result was 82, surpassing the target of 80. This demonstrates that employees experience a high level of fairness, respect, credibility, pride and camaraderie within the organisation.



#### Good health and well-being

We encourage our employees to maintain a healthy lifestyle through wellness initiatives and other health-promoting benefits.



WE SUPPORT  
SOS CHILDREN'S  
VILLAGES



To prevent health issues and create a healthy workplace, Office Management offers various benefits to its employees, including wellness hours, health examinations, access to a benefit portal via Benify, on-site massages and a variety of insurance policies for illnesses and work-related injuries.

### Community engagement

Office Management's strategy is to collaborate with organisations that promote integration, children and sports, in order to give these organisations better conditions to develop locally and where they are most needed.

Office Management supports SOS Children's Villages' important work to give more children a safe, warm and loving home. They do everything they can to ensure that no child grows up alone. The vision was born 70 years ago in Austria, giving children who lost their parents during the Second World War the opportunity to grow up safely.

It is now quite a few years since we replaced traditional Christmas gifts to customers as a thank you for good cooperation with a joint Christmas gift to SOS Children's Villages. The Christmas gift aims to contribute to a better Christmas for children who live in vulnerable conditions. In addition to the above, a joint Christmas campaign was organised through which employees could donate an amount of their choice to local City Missions – in cities where OM has offices – which provide support to people who cannot afford Christmas food or Christmas presents.

GPTW for year	Result	Target
2018	68	-
2019	73	71
2020	74	74
2021	79	76
2022	82	80
2023	-	81

# Index

## Disclosure 2-7, Employees

No. at end of year	Permanent employees (TSV)			TSV - Full-time			TSV - Part-time		Fixed-term employees		Total no. employees			
	Women	Men	Prefer not to say*	Women	Men	Prefer not to say*	Women	Men	Women	Men	Women	Men	Prefer not to say*	% Women
<b>Total</b>	149	320	2	110	291	2	39	29	16	4	165	324	2	34%
<b>Sweden</b>	134	270		95	241		39	29		2	150	272		36%
<b>Finland</b>	9	30		9	30		0	0		2	9	32		22%
<b>Norway</b>	6	20		6	20		0	0			6	20		23%

## Disclosure 405-1 Diversity on boards and in management (Diversity reported based on age and gender)

No. at end of year	Board members			Management		
	Women	Men	% Women	Women	Men	% Women
<b>Total</b>	1	3	25%	2	6	25%
<b>Between 30-50 years of age</b>	1	2	33%	1	3	25%
<b>Over 50 years of age</b>	0	1	0	1	3	25%

## Disclosure 405-1 Diversity among employees (Diversity reported based on age and gender)

No. at end of year	All categories				Business area managers and country managers		Sales personnel		Service		Employed consultants		Staffing		Business Support	
	Women	Men	Prefer not to say*	% Women	Women	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women	Men
<b>Total</b>	165	324	2	34%	0	9	15	108	30	126	3	23	64	39	51	19
<b>Under 30 years of age</b>	35	60		38%	0	0	6	29	14	23		3	8	2	7	3
<b>Between 30-50 years of age</b>	104	216		33%	0	6	8	73	16	81	2	19	42	26	36	11
<b>Over 50 years of age</b>	26	48		35%	0	3	3	6	6	22	1	1	16	11	8	5

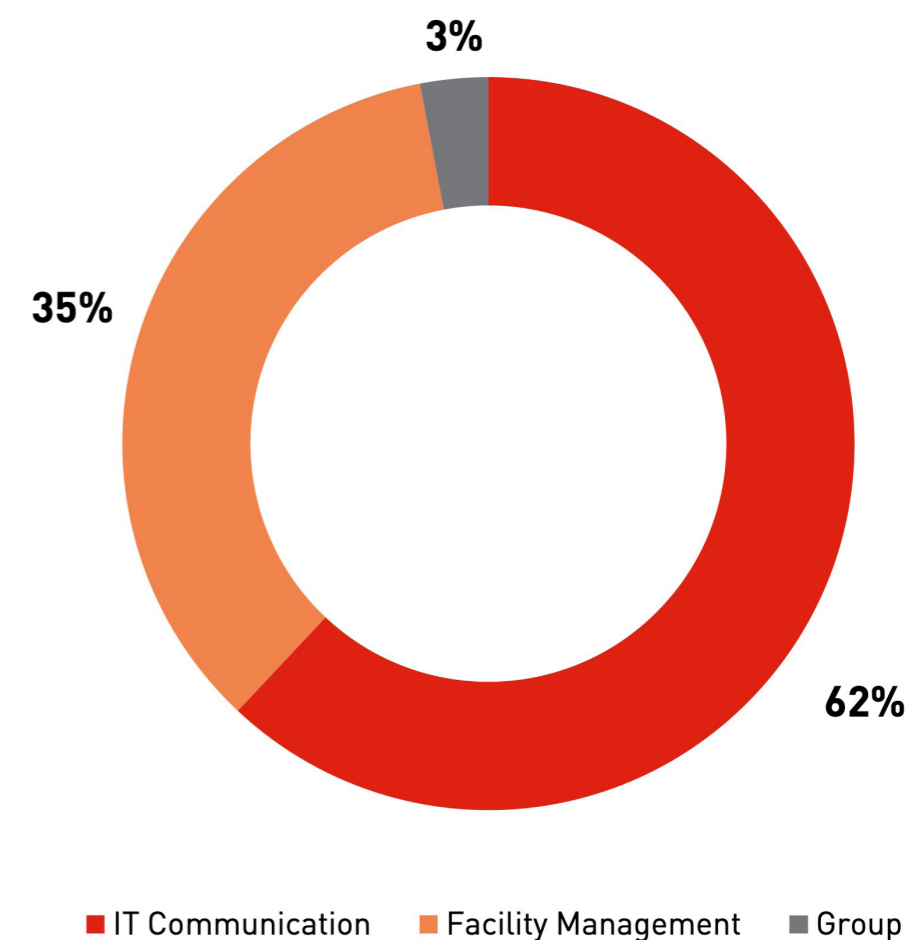
\* Reported only at total level due to low numbers.

## Disclosure 305 – Emissions

Climate impact in tonnes CO <sub>2</sub> e	2021	2022	% of total 2022	Change 2021-2022	Change in % 2021-2022
<b>Scope 1</b>	<b>187.3</b>	<b>250.7</b>	<b>1.3%</b>	<b>63.4</b>	<b>33.9%</b>
Vehicles	187.3	250.7	1.3%	63.4	33.9%
<b>Scope 2</b>	<b>70.2</b>	<b>83.4</b>	<b>0.4%</b>	<b>13.2</b>	<b>18.8%</b>
District cooling		0.0	0.0%	0.0	
District heating	47.0	36.9	0.2%	-10.1	-21.6%
Electric vehicles	9.5	31.8	0.2%	22.4	236.3%
Electricity	13.7	14.7	0.1%	1.0	7.0%
<b>Scope 3</b>	<b>17,460.0</b>	<b>18,242.1</b>	<b>98.2%</b>	<b>782.1</b>	<b>4.5%</b>
Business travel	111.3	147.0	0.8%	35.7	32.1%
Downstream leased assets	304.9	307.4	1.7%	2.5	0.8%
Commuting, employees	274.5	331.1	1.8%	56.6	20.6%
Final processing of sold products	35.1	77.0	0.4%	41.9	119.6%
Fuel and energy-related activities	51.9	100.9	0.5%	49.0	94.5%
Purchased goods	12,367.4	12,503.3	67.3%	135.9	1.1%
Purchased services	3,495.9	3,851.6	20.7%	355.7	10.2%
Upstream leased assets		0.0	0.0%	0.0	
Upstream transport and distribution	227.8	251.0	1.4%	23.1	10.2%
Use of sold products	590.1	671.0	3.6%	81.0	13.7%
Waste	1.0	1.7	0.0%	0.7	65.4%
<b>Total</b>	<b>17,717.4</b>	<b>18,576.1</b>	<b>100.0%</b>	<b>858.7</b>	<b>4.8%</b>

2022 – 18,576 tonnes CO<sub>2</sub>e

Divided by segment



## Disclosure 305 - 4 GHG emission intensity

KPI	2021	2022	% of total 2022	Change 2021-2022	Change in % 2021-2022
Climate impact per employee (FTE)	37.54	36.86	-0.68	-1.8%	t CO <sub>2</sub> e/employee
Climate impact/turnover (SEK)	15.82	14.67	-1.14	-7.2%	t CO <sub>2</sub> e/MSEK

# Report scope and calculation methods

All companies within the group that have operational activities are covered by this sustainability report. These companies are:

- MYBW Office Management HoldCo AB
- MYBW Office Management Gruppen Holding AB
- MYBW Office Management AB
- MYBW Office Management Bemanning AB
- MYBW Office Management IT-Solutions AB
- MYBW Office Management IT AB
- Xite Sweden AB
- 1Access Sweden AB
- Bluecom AB
- MYBW Office Management Document Solution AB
- MYBW Office Management Communication AB
- MYBW Office Management Visual Communication AB
- MYBW Office Management Linköping AB
- MYBW Office Management Services AB
- MYBW Office Management Visual Solutions AB
- MYBW Office Management Oy
- MYBW Office Management AS
- Cillion AS
- MYBW Office Management Service AS

## Changes during the year

In July 2022, the IT company Bluecom AB, based in Kramfors, was acquired. Bluecom has been included in the climate calculation for the whole of 2022 as well as 2021 (base year) to obtain comparable figures. No other adjustments have been made retroactively for other data. In July, head office was moved from Kista to Frösunda in Solna, and the Helsingborg office merged with the Malmö office during the summer.

In 2022, conversion factors for the climate calculation based on SEK (applies to purchased products and services) have been updated from those used by the National Agency for Public Procurement to those used by Statistics Sweden (SCB). The base year 2021 has also been recalculated to obtain comparable data over time. The reason for the change of factors is that Statistics Sweden updates the data more continuously, giving a better current picture. Calculation of the climate impact from business travel, commuting, and transport has been updated to Tank-to-wheel from Well to Wheel.

## Method – principles for the climate calculation

The method for quantifying the carbon footprint is based on the documents listed below:

- PAS 2060:2014
- GHG-protocol Corporate Standard
- Guidance for GHG Protocol Scope 2
- GHG Protocol Corporate Value Chain (scope 3)

The GHG protocol has been chosen because it is one of the most widely acknowledged and frequently applied standards for quantifying the climate impact of businesses and is expressly endorsed by BSI PAS 2060 (climate neutrality standard). The carbon footprint is calculated on the basis of an operational control method (operational control) because this method provides the best conditions for demonstrating emission reductions. Emissions from electricity have been calculated using the market-based method as this provides incentives to increase the demand for renewable electricity.

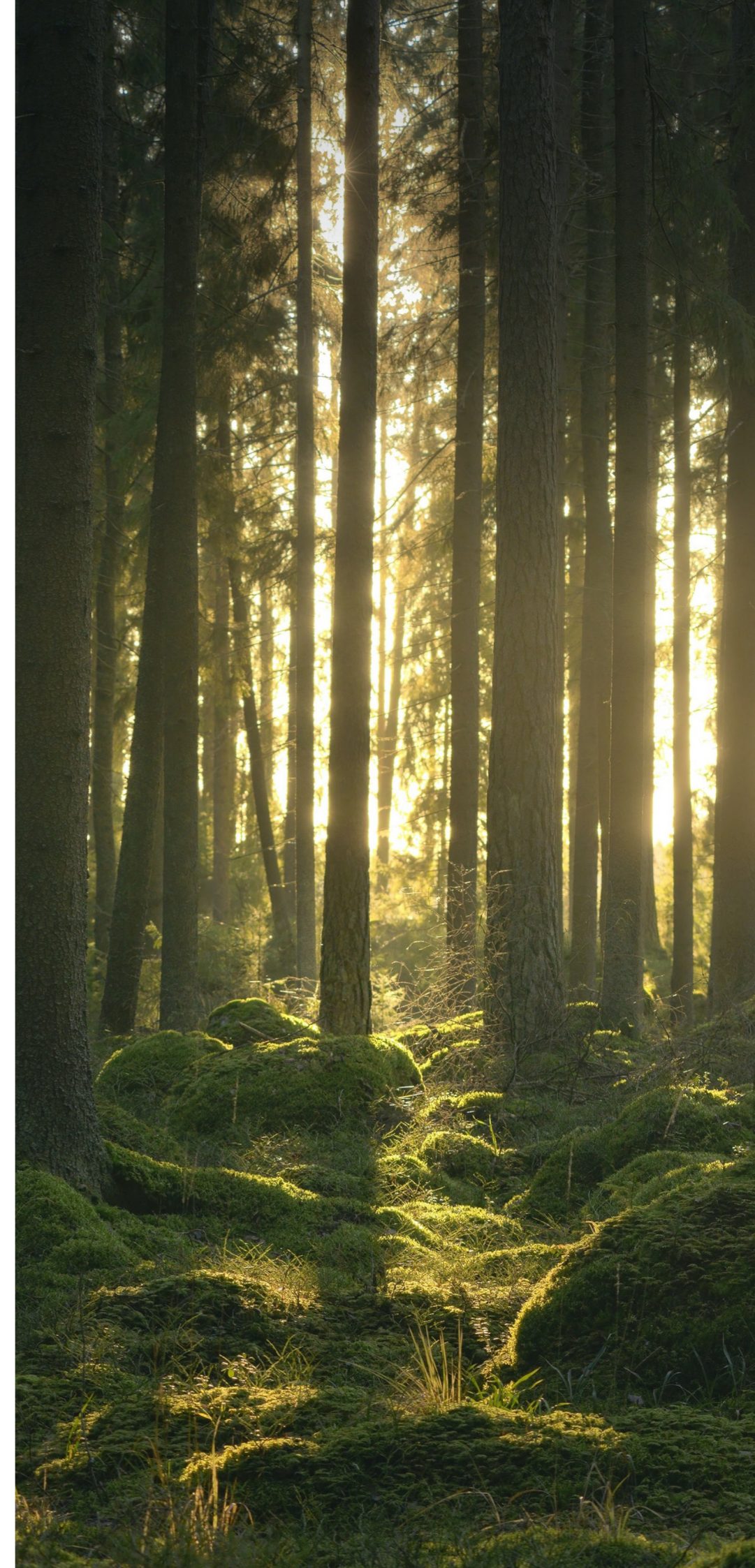
The following greenhouse gases have been included in the calculations.

- Carbon dioxide (CO<sub>2</sub>)
- Methane (CH<sub>4</sub>)
- Nitric oxide (N<sub>2</sub>O)
- Hydrofluorocarbons (HFC)
- Perfluorocarbons (PFC)
- Sulphur hexafluoride (SH<sub>6</sub>)
- Nitrogen trifluoride (NF<sub>3</sub>)

The corresponding global warming potential of each gas is obtained from the IPCC Assessment report 5 (2014). Total emissions measures in i CO<sub>2</sub>equivalents (CO<sub>2</sub>e).

All emissions in Scope 1 and 2 that are relevant to the applied system limits are included in the calculation and have been quantified, as well as all relevant and possibly quantifiable emissions in Scope 3.

Conversion factors used to quantify climate impact come from databases and sources such as DEFRA, Exiobase, SCB, Network of Transport Measures and Trafikverket.



# GRI Index

Statement of Use

The 2022 report is Office Management's first step towards GRI reporting. The GRI Foundation was largely applied and will be supplemented with the sector's supplement for the coming years.

Use of GRI 1

GRI 1: Foundation 2021

GRI STANDARD	DISCLOSURE	PAGE	COMMENT
GRI 2: General disclosures 2021	2-1 Organisation's details	2	
	2-2 Units included in the organisation's sustainability reporting	23	
	2-3 Reporting period, frequency and contact	2, 26	
	2-4 Changes to information	23	
	2-5 External assurance	GRI Index	The sustainability report has not been certified by a third party, but the climate report has been reviewed by another party. See separate climate report.
	2-6 Activities, value chain and other business relationships	5	
	2-7 Employees	21	
	2-8 Workers who are not employees	GRI Index	14 consultants
	2-9 Management structure and composition	6-7	
	2-10 Nomination and election of top management bodies	GRI Index	The board is elected once a year. The board consists of a chair and three members.
	2-11 Chair of the highest governing body	GRI Index	The chair does not have an operational function within Office Management.
	2-12 The board's role in overseeing the management of the company's impact	6	
	2-13 Delegation of responsibility for impact management	6	
	2-14 The board's role in sustainability reporting	GRI Index	The board approves the content of the Sustainability Report in connection with the Annual Report.
	2-15 Conflicts of interest	GRI Index	The board's independence is evaluated annually at the constituent board meeting in April
	2-16 Communication of critical issues	GRI Index	The company presents a risk map, including fraud, supply (purchasing), working environment and environment at the board meeting in February.
	2-17 Shared knowledge within the board	GRI Index	The company's sustainability work is a standing point in the board's annual plan, October meeting.
	2-18 Evaluation of the board's performance	GRI Index	The board's work is evaluated annually during the board meeting in February. Evaluation is done through self-evaluation.
	2-19 Compensation Policies	GRI Index	Remuneration for the board and CEO is determined once a year. Only external board members who do not have ownership or operational function in the business are entitled to compensation. Remuneration to board members consists of fixed remuneration. Remuneration to the CEO consists of fixed and variable remuneration.



GRI STANDARD	DISCLOSURE	PAGE	COMMENT
GRI 2: General disclosures 2021	2-20 Process for determining compensation	GRI Index	The Remuneration Committee submits proposals for remuneration to the board, which is determined by the board. Remuneration for the CEO is delegated to the chair of the board and the main owners' representative.
	2-21 Annual total compensation rate	GRI Index	The ratio between the highest paid individual and the average salary at the company is 16.2. The figure includes the Swedish operations excluding new acquisitions.
	2-22 Statement on strategy for sustainable development	4	
	2-23 Policy commitment	6, 8, 10, 11, 19, 20	
	2-24 Implementing of policy commitment	6, 8, 10, 11, 19, 20	
	2-25 Processes to address adverse impact	6, 8, 10, 11, 19, 20	
	2-26 Mechanisms for seeking advice and reporting any concerns	10, 11	
	2-27 Compliance with Laws and Regulations	GRI Index	No violations of laws and regulations in 2022.
	2-28 Membership associations	7	
	2-29 Approach for stakeholder dialogue	7	
	2-30 Collective agreements	GRI Index	Two companies in the group with collective agreements, OM IT AB and OM Visual Solutions. Employees with collective agreements correspond to 2% of all the group's employees. Other employees have corresponding conditions.
GRI 3: Significant areas in 2021	3-1 Process for determining significant areas	7, 8	
	3-2 List of significant areas	8	
	3-3 Governance and management of significant areas	7, 8, 10, 11, 19, 20	
GRI 205: Anti-corruption 2016	205-1 Operations evaluated with respect to risks related to corruption	8, 10	
	205-2 Communication and training on anti-corruption policies and procedures	10	
	205-3 Confirmed incidents of corruption and measures taken	10	
GRI 305: Emissions 2016	305-1 Direct (Scope 1) greenhouse gas emissions	11, 22	
	305-2 Energy indirect (Scope 2) greenhouse gas emissions	11, 22	
	305-3 Other indirect (Scope 3) greenhouse gas emissions	11, 22	
	Disclosure 305-4 GHG emission intensity	11, 22	
	305-5 Reduction of greenhouse gas emissions	11, 22	
	305-6 Emissions of ozone-depleting substances (ODS)	GRI Index	
	305-7 Nitrogen oxides (NOx), sulphur oxides (SOx) and other significant emissions to air	23	

GRI STANDARD	DISCLOSURE	PAGE	COMMENT
GRI 403: Health and safety 2018	403-1 Management system for working environment and safety	20	
	403-2 Identification of hazards, risk assessment and incident investigation	20	
	403-3 Occupational health care	20	
	403-4 Worker participation, consultation, and communication on occupational health and safety	20	Employees contribute to feedback via the management system and working environment representatives.
	403-5 Worker training on health and safety at the workplace	20	
	403-6 Promotion of workers' health	20	
	403-7 Prevention and limitation of work environment impacts directly linked to business relationships	N/a	
	403-8 Employees covered by management system for work environment and safety	GRI Index	All employees are covered by the management system.
	403-9 Work-related injuries	GRI Index	5 work-related injuries recorded in 2022. Most common causes; injury incurred to or from work, falling down stairs, injury during repair of printers, etc.
	403-10 Work-related illness	GRI Index	5 rehabilitation cases in 2022 where there are elements of work-related connections.
GRI 405: Diversity and equal opportunities 2016	405-1 Diversity of governing bodies and employees	19, 21	
	405-2 Relationship between basic salary and compensation for women and men	GRI Index	No data available for 2022, supplement to 2023.
	406-1 Incidents of discrimination and corrective measures taken	GRI Index	No reported incidents in 2022.



## Contact

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