

Proba's Internal Sustainability Principles

Version 1.0

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Approved by Proba management board: 31-10-2023

Change log

1.0: Initial version.

General

Introduction

This document sets out the rules and guidelines for everyone working at Proba on how to make Proba operate as sustainable as possible.

As a supplier of a carbon certification program, Proba has an example role when it comes to sustainability. It is therefore of utmost importance that this is reflected in our daily operations. As an employee of Proba, you have an important role in achieving this.

Policy statement

Proba is committed to its Internal Sustainability Principles in order to contribute to achieving a net zero economy. Although we voluntarily follow these principles, we should stimulate each other to - at minimum - comply with these principles.

Scope

For the purpose of this document the scope, unless stated otherwise, includes:

- all employees* of Proba; and;
- any other person acting on behalf of Proba.

*Definition of employee in this policy: Anyone performing work for Proba. This includes work performed on the basis of an employment contract, temporary employment contract, hiring, secondment agreement, management agreement, internship, or external hire.

When required, any third parties which are closely related to Proba or perform activities on behalf of Proba or in the Proba office can be formally requested to adhere to these principles.

General Principles

- To minimize our GHG emissions when running Proba's day-to-day business. Proba will operate its business in a conscious way, using common sense in order to minimize our emissions and impact.
- To comply with, and exceed where practicable, all applicable legislation, regulations, and codes of practice in the Netherlands and our field of business.
- To ensure that all team members are fully aware of our general internal principles and are committed to implementing and continually improving it.

Travel

- Providing a centrally located office space that encourages team members to walk, cycle, and make use of public transportation
- Reduced team travel by supporting alternative working arrangements when these are possible and practical.
- In case Proba team members need to visit clients, events or other external parties, Proba will strive to use the following hierarchy:
 - a. Walking
 - b. Cycling
 - c. Public transport / train
 - d. (Electric) car
 - e. Airplane
- However, based on availability, timing, and frequency of service, Proba may not always respect this hierarchy. When traveling under 750 km, the train is preferred. However, when the price difference between train and airplane is significant, approval from management is needed.

Waste Policy

- Reduce the energy consumption of office equipment by promoting limited and efficient usage.
- Arrange for the reuse or recycling of office waste, including paper and redundant equipment.

- Where it makes sense, Proba will favor second-hand or refurbished office goods. Proba will reuse furniture when relocating to new office spaces.
- Proba will favor meat-free products, and where available privilege sustainably produced goods, via the purchase of local, FairTrade, or organic products.
- Proba rarely prints or works with paper, but when we do we minimize use of paper and other office consumables, for example by having the print standards set to default on double-sided print. Paper is FSC labeled.

Procurement & Technology

- As a company, Proba rarely buys physical goods. Proba always focuses on buying high-quality goods and services for durable use and reuse within the organization. Proba prefers parties who show a strong commitment towards climate action and a sustainable future.
- When a piece of hardware is no longer needed or broken, Proba will ensure recycling through the appropriate channels.
- Proba strives to minimize the impact of its IT infrastructure. As an example, Proba is using the Polygon blockchain, which is carbon neutral.
- Proba prefers a cloud-sharing environment (Google Workspace) over sending documents back and forth.
- Proba will aim to make conscious use of AI, by entering elaborate queries and use it only for high-value questions/topics.