



Aligned Investment Management Ltd

Virtual Workspace Stewardship Policy
January 2025

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1. Introduction

This Virtual Workspace Stewardship Policy (the "Policy") outlines the principles that should guide all employees of Aligned Investment Management Ltd and its subsidiaries and controlled entities (collectively, "ALIGNED") in their daily work. For this Policy, any reference to "employees" includes any Director, director, senior management, officer or employee of ALIGNED.

The primary purpose of this Policy is to encourage employees to evaluate and enhance their home office practices, with a focus on reducing their environmental footprint while prioritizing their well-being. It underscores ALIGNED's commitment to responsible environmental practices.

We recognize that it is our collective duty to integrate environmental considerations into all aspects of our work. Given the growing prevalence of remote work and the significance of virtual workspaces in our professional lives, we must strike a balance between personal well-being and environmental stewardship while working from home.

We strongly encourage all employees to proactively minimize waste, champion recycling efforts, adopt energy-efficient behaviours, and endorse environmentally conscious suppliers.

2. Recycling

Minimize the use of paper and prioritize digital documents for office tasks. Opt for recycled paper when printing is necessary. Encourage the practice of reducing paper consumption, reusing paper when possible, and recycling paper products whenever feasible.

3. Energy and Water

Implement low-flow appliances like showerheads and taps to conserve water. Utilize energy-efficient lighting, monitors, coffee makers, and other home devices to minimize electricity consumption. Reduce energy usage by turning off lights, adjusting heating settings, and unplugging devices when they are not in use. Whenever feasible, switch to a green energy supplier and consider the installation of solar panels.

4. Office Supplies

Extend the lifespan of items like computers, printers, and phones, even though they have a high CO2 production intensity until they naturally reach the end of their usability. Minimize the use of non-essential office supplies like paper and Post-it notes to reduce waste. Conduct assessments to evaluate the environmental impact of new products before procurement. Prioritize the purchase of environmentally friendly and sustainable products whenever possible.

5. Cleaning & Maintenance

Ensure the proper disposal of electronic waste and other hazardous materials purchased for home office use. Promote the use of environmentally friendly cleaning products.

6. Meetings

Limit business travel and offset the emissions associated with economy-class seating. When in-person meetings are necessary, encourage the use of public transport or alternative eco-friendly transportation options. Prioritize virtual meetings whenever possible to reduce CO2 emissions.

7. Responsibility

Taking into account the environment and our community is a shared responsibility in everything we do. We inspire our employees to embrace this perspective and integrate it into all facets of their lives, encompassing choices in food and investment. Most importantly, we aim to contribute positively to the climate through our sustainable endeavours.

8. Administration of the Policy

The Directors and the Manager of ALIGNED are responsible for continuously, no less frequently than annually, monitoring compliance with the Policy, regularly assessing its adequacy, and interpreting the Policy in any particular situation. The Directors actively maintain the Policy by approving amendments that administrate any changes to the Policy as required from time to time.

Any waiver of a provision of this Policy for Directors, directors or officers may be made only by the Directors of ALIGNED and will be promptly disclosed to the public as required by law or regulation.

The Directors approved this Virtual Workspace Stewardship Policy on the 15th of January 2025.