



ITG helps international brands and retailers improve the efficiency of marketing operations and customer communications; ITG provides clients with digital media, packaging, marketing and print services. ITG recognises that it has legal, financial and moral responsibilities to manage the environmental, social and governance (ESG) impacts which arise from our operations.

ITG consider its key ESG issues relate to the following:

- > **Wellbeing and development of our employees;**
- > **Trust of our clients and security of their information;**
- > **Managing and influencing ESG issues in our supply chain; and**
- > **Environmental impact of our services, especially with regards to energy consumption, printing and paper use.**

Wellbeing and development of our employees

The recruitment, retention and development of talented individuals is key to the ongoing success and growth of our business. Induction training provides new employees with health and safety awareness and familiarisation with our business. ITG also sponsors professional qualifications and provides tailored skills training to support employees with fulfilling their roles and their personal development.

ITG has implemented a range of supporting policies to ensure that our people are provided with a safe, secure and attractive working environment. These policies include:

- > **Health and Safety Policy**
- > **Grievance Policy**
- > **Equal Opportunities Policy**
- > **Harassment Policy**
- > **Equal Pay Policy**
- > **Dignity at Work Policy**
- > **Stress Policy**
- > **Relationships at work Policy**
- > **Maternity, paternity and adoption leave policies**



Trust of our clients and security of their information

Our business fundamentally depends on building and maintaining the trust that our clients have in us, both in the integrity of our work and in the security of client information which we handle. In order to support this, ITG has implemented anti-corruption and anti-bribery policies. All key suppliers are required to sign our commercial agreement which defines client confidentiality requirements.

ITG are fully ISO27001 (Information Security) accredited and procedures with regards to information security continue to be maintained to the highest standard.

Managing and influencing ESG issues in our supply chain

ITG requires all suppliers to undergo an approval process to assess their financial stability, environmental and process accreditations and certifications including ISO14001 (environmental management systems), ISO9001 (quality management systems), OHSAS18001 (health and safety management systems), FSC (Forest Stewardship Council) and PEFC (Programme for the Endorsement of Forest Certification). We also request that our suppliers develop and implement a Disaster Recovery Plan (DRP). Key partners are also subject to a supplier audit.

All of ITG's key strategic suppliers which handle and manage data must be certified to ISO 27001 on Information Security Management.

Environmental impact of our operations

We encourage our customers to reduce their impact on the environment by recommending the use of more sustainable materials (including paper from FSC or PEFC certificated sources) for marketing campaigns. We actively promote the approach of "printing more efficiently by printing less". We regularly support our clients to avoid printing excess and incorrect stock by carrying out store audits/profiles so that each store has a bespoke allocation of marketing materials to suit their individual requirements.

We seek to comply with current UK environmental legislation and work to minimise the impact of our activities on the environment by:

- > **Reducing waste going to landfill by providing in-office recycling facilities for office waste;**
- > **Using FSC-certified paper where possible;**
- > **Encouraging our employees to reduce energy consumption within the office environment; and**
- > **Using energy efficient off-site servers where practicable.**

ITG are fully ISO14001 (Environmental Management) accredited and ensure that we remain aligned to best practice.

Our community

ITG supports local events and charities through financial support and contribution of staff time. Examples of the support we have provided include:

- > **Sponsorship of local sports teams**
- > **Donations to charities**
- > **Pro bono marketing and printing support for local and national charitable events and organisations**

Implementation of the ESG Policy

In order to address and monitor our key ESG issues ITG has implemented, in conjunction with this ESG policy, a number of ESG initiatives and Key Performance Indicators (KPIs) which will be reported to the Board on a regular basis. Active participation and engagement at all levels of the business is of great importance to ensure ownership of ESG by all staff. As a minimum, ITG endeavours to maintain compliance with legislative requirements.

ITG will ensure that this policy is reviewed and updated, if necessary, at least annually.

Signed:

Position:

Date: