**PRIVATE CAPITAL BELGIUM ESG TEMPLATE**

**DISCLAIMER:**

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**INSTRUCTION MANUAL**

* **There is a set of ESG templates for portfolio companies in a private equity context and a venture capital context. This set covers these for private equity portfolio companies.**
* **Each template covers a specific ESG topic indicated in the title of the template. The full set of templates includes the following documents:**
  + **Employee Code of Conduct**
  + **Suppliers Code of Conduct**
  + **Anti-corruption & anti-bribery policy**
  + **Anti-discrimination policy**
  + **Whistleblowing policy**
  + **Privacy policy**
  + **Health & safety policy**
  + **Environmental policy**
* **Fields marked in yellow are cross-references to templates with other topics in the BVA ESG template set.**
* **Fields marked in green require policy discretion from the portfolio company.**

**Environmental Policy**

[*This policy provides a framework by offering suggestions of objectives that portfolio companies can set for themselves. Each portfolio company can further tailor this policy to its own organisation and complete in this template which specific measures they take to implement their objectives*.]

[*portfolio company*] (the **Company**) is committed to minimising its environmental impact and carbon emissions at the facilities where the Company’s activities are carried out.

**The Company is engaged in a journey towards a more sustainable and ecological way of working. Everyone working for or in collaboration with the Company is expected to contribute to all Company undertakings aimed at mitigating the Company’s ecological footprint.**

The Company’s targets, commitments and principal measures towards a more sustainable and ecological way of working (however small their impact) are set out in this environmental policy (the **Policy**).

1. **Scope**

The Policy applies throughout the entire operations of the Company. Each member of staff working for the Company is expected to contribute to implementation of this Policy insofar possible and relevant for his/her specific work situation.

1. **Principal [targets and] commitments**

[The Company has set for itself the following targets by [\_\_\_]:

* substantially reduce its greenhouse gas emissions.
* achieve a zero-waste-to-landfill status by implementing robust recycling programmes and waste reduction initiatives throughout the operations.
* increase reliance on renewable energy sources.]

In order to minimise its environmental impact, the Company is committed to:

* meeting the applicable environmental legislation;
* ensuring responsible use of resources and minimise waste generation;
* minimising (and if possible, offsetting) greenhouse gas emissions generated by its business travel;
* raising awareness of the environmental footprint among all staff members;
* reducing resource consumption, waste and pollution in its operations;
* considering on a periodic basis whether it can set targets and objectives to achieve continual improvement and develop in a sustainable way, with reduced environmental impact;
* sustainable sourcing;
* [*include any other commitments*].

This Policy further elaborates on these principal commitments and outlines how they have been or will be implemented in the operations of the Company.

1. **Utilities**

The Company is committed to implement energy efficiency measures and/or look for green(er) alternatives.

The Company measures and monitors the energy consumption (electricity and gas) of its facilities in a dashboard. The data are periodically updated. This allows the Company to track its use and impact, and potentially its progress if certain environmental goals can be met.

1. **Waste & Recycling**

The Company strives to eliminate or reduce waste generation, focusing on the objectives set out below. Next to each objective, the efforts that the Company is making to meet the objectives, are described. Each year, executive management will evaluate the objectives and the efforts it makes in this area.

|  |  |
| --- | --- |
| **Objectives** | **Implementation** |
| The Company aims to reduce its waste. | [*Please describe the measures taken by the Company to implement this objective.*] |
| The Company sorts its waste. | The waste produced by the Company is separated at the source, by using different bins for each type of waste (paper & cardboard, plastic, glass & metal).  [*Please describe the measures taken by the Company to implement this objective.*] |
| The Company aims to recycle and use recycled materials whenever possible. | [*Please describe the measures taken by the Company to implement this objective.*] |
| [*….*] | [*Please describe the measures taken by the Company to implement this objective.*] |

1. **Travel & commuting**

The Company seeks to reduce the greenhouse gas emissions it expels because of travel and commuting through the objectives set out below. Next to each objective, the efforts that the Company is making to meet the objectives, are described. Each year, executive management will evaluate the objectives and the efforts it makes in this area.

|  |  |
| --- | --- |
| **Objective** | **Implementation** |
| The Company strives to limit the (indirect) emissions that it expels via its staff members. | [*Please describe the measures taken by the Company to implement this objective.*] |
| The Company offers incentives to its staff to travel to work in a sustainable way. | [*Please describe the measures taken by the Company to implement this objective.*] |
| [*…*] | [*Please describe the measures taken by the Company to implement this objective.*] |

1. **Sustainable sourcing**

The Company seeks to source the products it uses at the offices in a sustainable way, considering the objectives set out below. Next to each objective, the efforts that the Company is making to meet the objectives, are described. Each year, executive management will evaluate the objectives and the efforts it makes in this area.

|  |  |
| --- | --- |
| **Objective** | **Implementation** |
| The Company seeks to purchase environmentally friendly products and services from local suppliers | [*Please describe the measures taken by the Company to implement this objective.*] |
| [*…*] | [*Please describe the measures taken by the Company to implement this objective.*] |

1. **Approval, amendments and entry into force**

This Policy has been issued and approved by [the Board of Directors/Management/other governing or supervisory body] who is responsible for the adequacy and appropriate overall implementation of the Policy.

Additions, revisions, amendments and abolishment of this Policy are to be approved by [the Board of Directors/Management/other governing or supervisory body]. This Policy will enter into force upon its adoption by [the Board of Directors/Management/other governing or supervisory body].