



Providing the **solutions**  
to corporate data **security**

# Sustainability Report 2022

**S2S Group**

Providing secure, innovative and sustainable solutions for electronic recycling that protects the Environment and eliminates reputational risk.

[www.S2S.uk.com](http://www.S2S.uk.com)





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to corporate data **security**

## About the Report

S2S Group are proud to publish their third Sustainability Report. This report has been published in accordance with stakeholder requirements and provides transparency to S2S Group's sustainable practices, impacts and policies. This report covers a reporting time frame of January 2022 to December 2022.

The metrics in this report are based on primary data supplied by S2S Group.

### External Assurance

An external assurance of S2S Group GHG emissions, underlying energy consumption data and all other aspects and impacts included within this report has been undertaken by Professor Robert Holdway FRSA FIEMA – Managing Director of Giraffe Innovation Limited.

**Any questions or comments related to this report should directed to:**

**Alan Dukinfield**  
**Commercial Director**  
**S2S Group**

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# Statement from S2S Group Commercial Director

The third S2S Group sustainability report underpins our core purpose *“To provide secure and innovative, sustainable solutions for electronic recycling that protects the environment and eliminates reputational risk”*.

The ultimate purpose at S2S Group is to maintain the highest standards of data security and environmental protection. Ensuring this reflects company values, culture and how S2S Group as a business is managed and ran.

2022 was another good year for S2S Group with the number of collections increasing by over 20% and the number of assets processed increasing by 85% compared to 2021. This came with the inevitable increase in the number of vehicles and the staff numbers and as a result a noticeable increase in carbon footprint to around 275T. The noticeable change came in the transportation as this now represents over 50% of overall carbon footprint. This transport element of the S2S Group footprint has risen by 90% since measuring started in 2019 but this is due to the fact that the fleet has doubled in that time. A viable solution to commercial transport using alternative fuels is the key to the footprint coming down in future years and S2S Group achieving its target to be Net Zero by 2050.

2022 saw solar panels installed at S2S Group and this resulted in them producing 23% of our energy required in 2022. It is hoped this will increase in 2023 given a full year generating.

2022 also saw S2S Group fitted new LED lights in the workshop to reduce energy consumption and we also invested in a new electric forklifts for the workshop in 2022 after retiring the older less efficient gas models.



Alan Dukinfield  
Commercial Director S2S Group. May 2023

S2S Group continued their partnership with the YDMT and planted a further 500 trees with volunteering undertaken as part of this throughout 2022.

The business commitment to the National Living wage was realised with a commitment made in December 2022 in readiness for 2023. Staff continue to be the key to our success as a business and S2S Group have tried to improve communication and working conditions throughout 2022.

A further exciting development in 2022 for S2S Group was the acquisition of Glasgow Computer Recycling (GCR). This now gives S2S Group a local depot in the heart of Glasgow for both new and existing customers.

I would like once again to thank, customers, suppliers and staff for helping S2S Group achieve another successful year.

# About S2S Group

**Data security of IT and mobile telephony products is S2S Group's number one priority.**

S2S Group is a private limited company, established for over 30 years and now one of the UK's leading IT and mobile telephony asset recovery companies. S2S Group assist clients from all industries with their IT asset disposal; from SMEs to large Blue-Chip companies across financial, legal, retail and non-for-profit sectors – providing one complete solution that meets customers organisational, legislative and environmental needs. S2S Group protect clients' data and reputation at all costs by eliminating information security risks associated with data bearing IT assets and data theft.

As one of the longest-established IT asset disposition (ITAD) companies in the sector, S2S Group have built an enviable reputation delivering the most secure, innovative and environmentally responsible set of asset recovery and disposal services in the industry.

**S2S Group covers the entire spectrum of IT Asset Management and Disposal (ITAM/ITAD)**

- **Secure data destruction;**
- **Mobile/smart phone recycling;**
- **IT life-cycle management;**
- **Data centre relocations;**
- **Waste electrical and electronic equipment (WEEE) recycling.**

The range of services offered by S2S Group includes imaging/asset tagging of IT, collection, processing and repair of IT and mobile telephony for redeployment back into business or re-sale. S2S Group undertake data destruction of all media types including hard drives, tapes and mobile telephones, WEEE recycling and the provision of IT and mobile accessories.

S2S Group are one of the only companies in the sector to have all services in-house meaning they can handle everything from refurbishment through to recycling with the absolute minimum-security risk and to the highest environmental standards. This unique approach allows S2S Group to look at the whole life-cycle of products. This includes advising product manufactures and brand owners on design issues that facilitate better product design, data security and end of life environmental performance. S2S Group are considered experts in the circular economy with long-standing participation in UK Government initiatives and research collaborations with universities.

It is S2S Group's responsibility to handle the management and disposal of IT and mobile equipment in a safe, secure and professional manner, whilst making a positive impact on our environment and reducing the amount of e-waste that is illegally deposited in landfills.



*Figure 1: Indicative WEEE managed by S2S Group*

## S2S Group - Company Values

S2S Group mission is 'Providing secure, innovative and sustainable solutions for electronic recycling that protects the environment and eliminates reputational risk'. This mission is underpinned by explicit core values and principles.

Sustainable business practices, social corporate responsibility, responsible governance, equal opportunity, a high level of security and integrity are all expected values within S2S Group. Co-operation and collaboration are core principles within the management team and recognition across all our valued team members is provided through regular appraisals aligned to core values.



## S2S Group History

The origins of S2S Group date back to 1987 in Huddersfield, UK. The company was originally founded to manufacture electronic products and recycle waste electrical and electronic equipment. A new company, RID was formed in 2002 to specifically focus on WEEE recycling.

### Key Dates:

- **1987** - S2S Group formed;
- **1987** - Bruce Electronics in Sheffield formed to recycle computers and IT as part of Bruce Metals;
- **2002** - RID formed;
- **2003** - Joint venture between Bruce Electronics and RID to create one entity for recycling WEEE & IT;
- S2S Group purchase Bruce RID Recycling and continue with manufacturing and recycling services;
- **2004** - S2S Group add data destruction and mobile phone recycling to services to become a 'one-stop' solution provider;
- **2012** - S2S Group move into a 45,000 sq. ft secure processing facility in Rotherham, UK;
- Decision taken to stop manufacturing and to focus on recycling and data destruction;
- **2017** - S2S Group purchase 'Return on IT' and add decommissioning and data centre solutions to service offering, becoming a 'one-stop' ITAD solutions provider;
- **November 2017** - S2S Group celebrated 30 years of trading;
- **March 2019** - Moved into a new £2,000,000 secure processing facility.
- **March 2020** - Home-worker services including It sanitisation added to portfolio
- **July 2020** - First sustainability report published for 2019
- **March 2021** - Deal with Data Eliminate to take over their business in London
- **March 2021** - Commitment to UN Net Zero by 2025
- **April 2021** - Setting targets through SBTi to limit Global Warming to 1.5°C
- **September 2021** - Partnership with YDMT to plant 500 trees per year for 3 years
- **November 2021** - Commitment to being living wage employer by end of 2022
- **March 2022** - Fitments of solar panels at S2S Group
- **April 2022** - Fitments of new LED workshop lights
- **May 2022** - Replacement of gas forklift with electric forklift
- **June 2022** - Joined DHL 'Go Green' scheme to offset courier CO<sub>2</sub>
- **November 2022** - Accredited to ADISA standard 8.0 with distinction Dial Level 3
- **December 2022** - Acquisition of Glasgow Computer Recycling





## Accreditations and Membership of Associations

S2S Group are a registered Approved Authorised Treatment Facility (AATF) for the recycling of WEEE, hold an environmental permit for the storage and treatment of WEEE and a registered waste carrier/broker. S2S Group are registered ISO9001 (since 2001), ISO14001 (since 2003) and ISO27001 (since 2011).

S2S Group are a founding member of the ADISA trade association for IT asset recovery and are Centre for the Protection of National Infrastructure (CPNI) approved for the destruction of material up to Top Secret level and DIPCOG for destruction for the Ministry of Defence (MOD). S2S Group have held Safe Contractor status for the past 10 years.

S2S Group's core objective is to offer a data eradication re-use and recycling service which satisfies customer needs for quality, cost, performance and safety whilst offering an end-of-life solution that meets the requirement of both the EU & UK legislation and Environment Agency & DEFRA guidelines.

At S2S Group it is acknowledged that customers place the utmost importance on the reliability and quality of the services provided. In 1995 the British Standards Institute (BSI) approved S2S Group's quality management system to BS EN ISO 9001:1994. S2S Group continually strive to improve internal systems within the framework of this standard and its' latest successor - BS EN ISO 9001:2015 and deliver the products and services customers expect.

### To achieve this, S2S Group:

- Establish strong relationships with their customers and suppliers to improve the quality of product purchased and sold;
- Provide all employees with environment and training that supports the delivery of high-quality products and services and encourages everyone to realise their full potential;
- Hold regular management meetings to determine and review measurable quality objectives;
- Ensure that resources are available to meet those objectives;
- Regularly review the quality policy to confirm its' continuing suitability; and
- Communicate the quality policy throughout the company to promote a full understanding of quality aims.

2022 saw the new ADISA standard 8.0 approved by the ICO. This means that any ITAD company like S2S Group working to and audited to this standard are able to ensure the whole process from collection through to treatment is in accordance with the UK GDPR laws. S2S Group were audited to standard 8.0 and were accredited to DIAL level 3 with distinction. This is the highest risk level available under the standard.



## **Verification of compliance through external audits**

Externally verified audits are essential to ensure S2S Group maintain the highest standards when it comes to quality assurance and compliance as well as reassuring clients and internal stakeholders the latest regulations are maintained to the highest order. S2S Group has never in its history had any environmental incidents or convictions.

2022 has seen external customer audits and audits by ADISA to the new standard 8.0 and the normal external audits for our Quality, Security and Environmental management system. All audits were very successful

S2S Group are audited by the UK Environment Agency who validate their processes and overall site, ensuring they meet the standards to be registered as an Approved Authorised Treatment Facility (AATF) and Site Permit for the storage, brokering and transportation of WEEE.

Existing customers have audited S2S Group's new facility to ensure GDPR compliance for data security on the disposal of data bearing electronic products. In addition, S2S Group have passed a Cyber Essentials review that encourages cyber-security resilience within the business.

## Enhancing Data Security - Investment in Research and Development

### Live IT Asset Tracking and Customer Portal

*"To deliver a step change in UK recycling and asset tracking business effectiveness by integrating state of the art technologies from leading industrial and academic organisations into recycling and asset tracking processes."*

S2S Group developed the innovative Trakk-IT which uses RFID technology to assist clients with greater security, traceability and sustainability. Trakk-IT uses the latest technology to offer 'live' updates to clients on the whereabouts of each specific asset in real-time, providing accurate location data that is stored against each asset for a complete audit trail.

Each product is first individually RFID tagged on-site, either on receipt at S2S Group or at the customer's premises, for reading by both fixed and portable RFID readers. Clients can then log in to the system to monitor their IT assets from each stage of the process; from collection, receipt and testing to final resale.

To find out more about how Trakk-IT can support your data security and environmental protection of IT please visit <https://s2s.uk.com/>

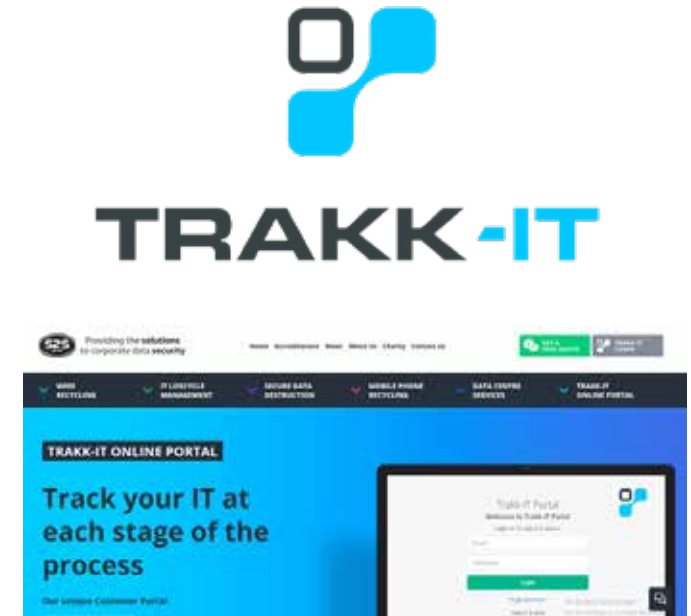


Figure 2: Trakk-IT online customer portal

# Governance

The S2S Group board of directors oversees the company's policies and programs relating to corporate social responsibility and regulatory compliance matters relating to political, environmental and social responsibility. At all levels of the company, S2S Group has embedded sustainable impact throughout strategy, policy and programs programme development as well as within the entire value chain.

**Utilising integrated management processes, any risks are monitored and mitigated as part of our ongoing risk assessments and development of improvement targets:**

1. Employee's health and safety;
2. Information security;
3. Environmental and other legal obligations non-conformances;
4. Supply chain management;
5. Emergency preparedness & response.

**Sustainability goals are central to the company's core business model as well as internal processes and operations implemented through an action plan and key targets. This is reviewed quarterly by the board of directors.**

- **Managing Director/CEO** - The Managing Director/CEO has ultimate responsibility for the business.
- **Business Development Director** - Responsible for Sales and Marketing within the business.
- **Commercial Director** - The Commercial Director ultimate financial responsibility and provides the necessary management authority to those responsible for the implementation and achievement of for the company's quality, environmental, security and social, and quality of service provided to customers.
- **Operations Manager** - Responsible for administration and day to day operations and quality of service provided to customers.
- **Operations Assistants** - Responsible for the day to day running of the product disassembly operation, refurbishment and destruction process.
- **Marketing Manager** - Responsible along with the Business Development Director for setting up the Marketing and Sales plan and the day-to-day delivery of the plan both internally and with external sub-contractors.
- **Company Accountant** - Responsible for day-to-day financial management of business and providing financial key performance indicators to Management team and working with team to provide longer term financial plans for the business.

## Stakeholder engagement

As part of the Governance process S2S Group engages with a variety of stakeholders in order to ensure the effective implementation and oversight of its supplier principles:

- **Supply Chain** – suppliers and supply chain workers;
- **S2S Group Operations** – employees and local communities;
- **Product and Services** – Customers, regulators, trade associations, suppliers of WEEE and IT support services;
- **Non-Governmental Organisations (NGOs).**

S2S Group developed this procedure to ensure that all interested parties and issues are considered in the development of the Integrated Management System, risk assessments and Business Continuity plan. The responsibility lies with the directors, and it is reviewed every quarter.

For the external context of the organisation, S2S Group maintain a PEST<sup>2</sup> analysis looking at all issues that are relevant and that may affect S2S ability to achieve its intended outcome/result from the management systems.

## Precautionary Principle

A precautionary principle is taken towards S2S Group's environmental challenges. The company is therefore fully compliant with all relevant legislation. Key 'Environmental Aspects & Impacts' are identified, reviewed annually and targets in place to reduce and mitigate these as part of ISO14001 accreditation requirements. A supplier assessment process is also in place to ensure compliance with Health, Safety and Environmental (H&SE) requirements.

## Supply Chain

S2S Group's inbound supply chain predominantly consists of WEEE recovered for refurbishment from within the UK. The wastes generated from the refurbishment of products is supplied to registered processors within the UK. New component parts are sourced from within the UK or direct from the Original Equipment Manufacturers (OEMs). Refurbished products are sold within the UK and European markets.

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<sup>2</sup>Political, Economic, Social, Technological

# Environment – Key Impacts, Risk and Opportunities

S2S Group are committed to the circular economy which seeks to maintain the functionality as well as extend the utility of components and materials of products throughout their life-cycle. Reducing waste and maximising recycling rates in-line with the waste minimisation hierarchy is at the heart of the operational aspects of the business.

S2S Group reuse as many assets as possible (within client's data security constraints) and recycle the rest through a manual disassembly process that optimises recycling rates and reduces the need for a large processing plant.

Currently S2S Group are data cleansing, refurbishing and reselling approximately 200,000 products a year, an increase of 71% on the previous year. This includes 17,000 laptops, 35,000 personal computers, 25,000 smart-phones, 1,500 tablets and 60,000 hard drives.

As part of S2S Group's secure data destruction programme, over 90,000 hard drives are securely destroyed. The vibrant market for refurbished products as well as the general awareness of the environmental benefits of reuse within industry and consumers will see this side of the market grow.

S2S Group's main environmental impact comes from the waste generated from the processing and refurbishment of WEEE as well as the use of utilities - energy and water within operations. All waste by-products are recovered and recycled in accordance with the required legislation. With the growing demand for new IT and smart-phones S2S Groups leading edge technology and expertise will ensure more products will be available for refurbishment and reuse.

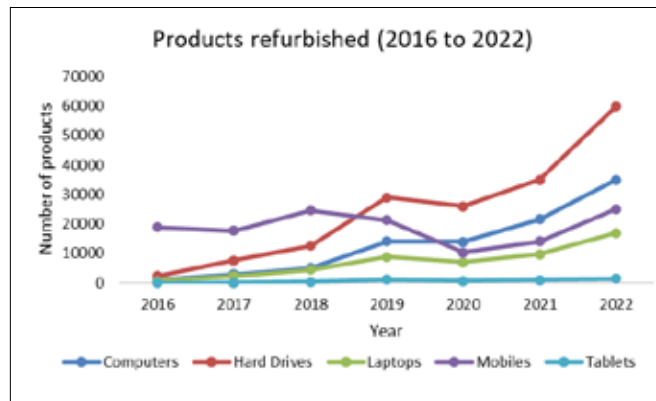


Figure 3: Numbers of products refurbished (2016 to 2022)



Figure 4: Smart-phone refurbishment



Figure 5: Hard drive destruction

## Materials - procured, reused, recycled

In 2022 S2S Group took in over 1,837 tonnes of materials and shipped out 1,760 tonnes in secondary material for recycling. S2S Group always have a mix of input material, both equipment that has to be destroyed and recycled and that which can be reused so there will always be an amount of secondary material generated. 2022 saw another increase in the amount of equipment being re-used, up by 83,000 items. Where equipment comes in specifically for re-use, the 2021 re-use rate for products and materials is approximately 60%.

It is S2S Group's policy that it does not dispose of any products, waste materials, raw materials and packaging directly or indirectly into a landfill facility, landfill feeding facility or discharging to land. S2S Group ensure that all waste materials recovered at their facility are recycled using methods which achieve the highest possible recycling rate, be it via sending for further processing at another recycling facility, or to an energy recovery facility (efw).

S2S Group achieves zero waste to landfill and is currently achieving an average recycling rate of 99.5%. For the reporting period a total of 1,760 tonnes of materials were separated and sent to secondary processors (Table 1). All of the WEEE and metal bearing material is sent for metal recovery at UK authorised treatment facilities. The recovered printed circuit boards are smelted/processed to maximise recovery of precious and rare earth metals. Furthermore, there is a measurable environmental benefit associated with recycling these materials calculated at 1,477tCO<sub>2</sub>e<sup>3</sup> as opposed to them being landfilled.

Waste	Kg
Waste to energy	91,850
Monitors	178,704
Cardboard/paper	31,388
Batteries	34,992
Mixed metals	216,628
Steel	793,600
Low grade WEEE	346,147
Circuit board	51,212
Toner	5,888
Other	9,748
<b>Total</b>	<b>1,760,157</b>

Table 1: Waste generated (including clients WEEE)

## Energy Use: Scope 1, 2 and 3 Greenhouse Gas Emissions

Aligned to industry best practice, S2S Group seeks to reduce the business impact on the environment within internal operations by monitoring energy use. The company's new facility was specified to include LED lighting as well as energy efficient heaters. S2S Group's energy supplier contract is based on renewable energy as well as cost consideration data.

Although, the current operations are considered energy efficient, S2S Group are in the process of setting Scope 1 and 2 Greenhouse Gas (GHG) emission reduction targets for 2022 and beyond including developing targeted measures to reduce this year on year.

The energy consumption for gas and electricity for the 2022 reporting period is given below (Table 2).

Consumption (kWh)		kgCO <sub>2</sub> e
Electricity	102,691	26,000
Gas	193,121	35,509

Table 2: Energy use in 2022 reporting period

## Water consumption

The water consumption and treatment for the 2022 reporting period is given below (Table 3).

Consumption m <sup>3</sup>	kgCO <sub>2</sub> e
1,107	164.9

Table 3: Water use 2022 reporting period

The UK Government's Guidance on how to measure and report greenhouse gas (GHG) emissions has been used to report on the Scopes 1, 2 and 3 GHG emissions (Table 4). There are no other reportable direct emissions to air, water or land from the S2S Group's facility.

Emissions	tCO <sub>2</sub> e
Scope 1	175.2
Scope 2	26.0
Scope 3	74.6

Table 4: 2022 Scopes 1, 2 and 3 GHG emissions

This gives a total carbon footprint for 2022 of 275.87tCO<sub>2</sub>e

Emissions	tCO <sub>2</sub> eq	Products refurbished	Average tCO <sub>2</sub> eq per refurbished product
2019	117.96	32,000	0.0036
2020	179.968	90,000	0.0020
2021	203.957	117,000	0.0017
2022	275.87	200,000	0.0014

Table 5:GHG emissions per refurbished product (2019 to 2022)

### Vehicle emissions

The company vehicle emissions were 139.71tCO<sub>2</sub>e. This increase in impact is due to the significant increase in tonnes of products collected, treated and resold.

The main issues found electric vehicles was with range and these tests are ongoing and alternative fuel sources may be needed to reduce the footprint in the future, unless the range of commercial vehicles improves.

### Circular benefit of repair and reuse

The Circular Economy benefits of S2S Group's core business model of data security, reuse and repair have significant environmental benefits. The next sustainability report will review in detail the net benefit of the refurbished products versus the impact of the waste generated. For the last 5 years S2S Group have been working with a leading third-party consultancy to develop a greenhouse gas (GHG) calculator to advise clients on carbon benefits of recycling, repair and re-use to assist in their carbon reduction targets.

The refurbishment of 7,000 laptops, 35,000 personal computers, 25,000 smart-phones, 1,500 tablets and 60,000 hard drives that would otherwise be destroyed saves an estimated 13,390tCO<sub>2</sub>e.

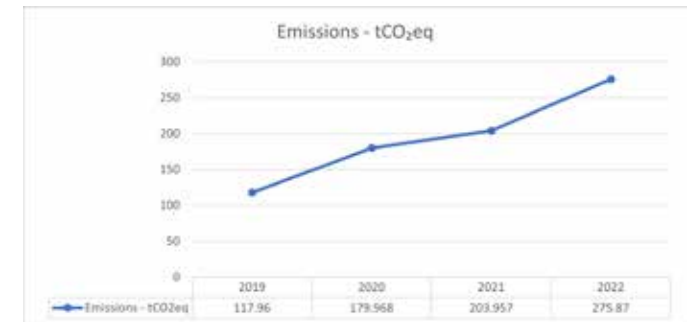


Table 5.1:GHG emissions (2019 to 2022)



Table 5.2:GHG products refurbished (2019 to 2022)

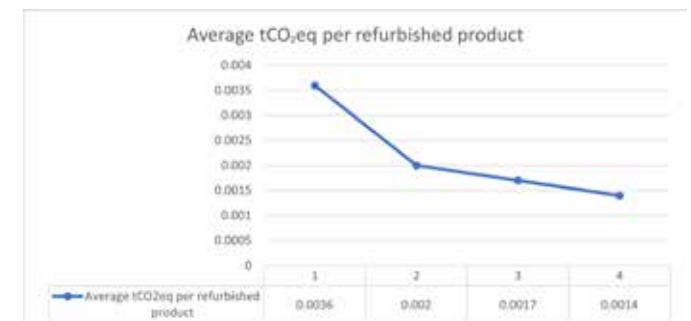


Table 5.3:GHG emissions per refurbished product (2019 to 2022)



## Current and Future Environmental initiatives

S2S Group continually search for new ways to enhance environmental performance consistent with data security and environmental strategies. Several recent and current initiatives are listed below:

### Internal facing:

- **Q1 2022** - Solar panels installed
- **Q2 2022** - Workshop lights updated to LEDs & Electric Forklifts purchased

### External facing:

- **Q2 2022** - DHL Go Green scheme offsetting carbon for third party emissions of courier service. Certificate shows 38,293kg offset in 2022
- **Q2 2022** - Continued partnership with Yorkshire Dales Millennium Trust (YDMT) with 500 trees planted in 2022
- **Q3 2022** - External engagement with suppliers to raise awareness of UNSDG (UN Sustainable Development Goals)

## Biodiversity

S2S Group has developed its policy on biodiversity. The relative interest of stakeholders is not rated as high, but elements that are directly and indirectly related to various aspects of the business are currently being reviewed. S2S Group has reviewed the biodiversity of the green space around the site and has found expert advice on its management.



# Our People: Information on Employees and Other Workers

S2S Group currently has 45 full time employees with 13 female employees, 3 of which are in senior positions within the company. A further 4 employees are registered with disabilities. Employees are paid above the UK minimum wage and a company pension scheme is available to all employees. We have a Medcash scheme as an added incentive for staff, which includes access to Mental Health professionals. Currently there is no union representation on site or any collective bargaining agreements.

## Environmental Health and Safety (E&HS) Management

Management reviews of the management systems are reviewed quarterly by the Senior Management team including the S2S Group Commercial Director, in order to assess any opportunities for improvement and ensure the continuing effectiveness and suitability of the company's policies and objectives for environmental and health and safety.

S2S Group's Environmental, Health, and Safety (EHS) Policy and management system help limit environmental impact, improve worker safety, meet internal standards, and comply with all applicable laws and regulations. S2S Group perform environmental risk assessments on all operational sites annually. S2S Group strive to keep employees safe and healthy so they can do enjoy their place of work and maintain quality standards.

S2S Group's re-manufacturing facilities represent the highest health and safety risks due to the use of power tools. Managing and reducing risks remains a focus to ensure injury rates continue to be low. S2S Group has never been prosecuted for any health and safety issues. Over the last 12 months, S2S has seen an increase in workplace accidents, S2S had 8 First aid injuries in 2021 increasing to 12 First aid injuries in 2022. However, the staff levels had increased more than 100% from 22 Staff at the end of 2021 to 49 staff by the end of 2022, based on the figures it indicates the effectiveness of safety protocols and employee awareness.

## Education training

All new employees receive induction training on health, safety and environment as well as continuous 'on the job' training as required. Department heads are responsible for identifying training requirements which may be necessary for specific areas of work. These, including any necessary qualifications, are discussed with the appropriate manager before any training arrangements are made.



## Procurement practices

As part of every new supplier contracting process, S2S Group requires suppliers to complete a self-assessment and sign an agreement acknowledging they are aware of and will abide by S2S Group health, safety, social and environmental requirements and principles. To ensure that suppliers live up to S2S Group expectations, the company provides training in a variety of relevant areas such as environmental practices. In addition, the behaviour of suppliers is closely monitored using a combination of business reviews, self-audits and executive oversight and review.

If suppliers fail to comply with this process, S2S Group and the supplier initiate an action plan to ensure future compliance. S2S Group work collaboratively with suppliers to find solutions to address non-conformances, however, if suppliers fail to comply with critical requirements this results in termination of their contract. This process has been effectively deployed with zero contracts terminated as a result of non-compliance.

## Client privacy

S2S Group is committed to safeguarding the confidentiality, integrity and availability of all physical and electronic information assets of the organisation and its customers to ensure that regulatory, operational and contractual requirements are fulfilled. The directors and all employees are committed to an effective Information Security Management System in accordance with strategic business objectives. The overall goals for information security are

- Develop, implement and review policies and processes;
- Ensure compliance with current laws, regulations and guidelines;
- Identify and review all risks and impacts of breaches and develop objectives for risk reduction;
- Comply with requirements for confidentiality, integrity and availability for S2S Group's stakeholders;
- Establish controls for protecting information and information systems against theft, abuse and other forms of harm and loss;
- Provide a safe and secure environment for client's equipment;
- Ensure the availability and reliability of the network infrastructure and the services supplied by S2S Group;
- Ensure the highest levels of data confidentiality;
- Ensure that S2S Group is capable of continuing services even if an incident occurred;
- Work with employees to maintain the responsibility for, ownership of and knowledge of information security, such that the risk of security incidents is reduced;
- Communicate all policies and working instructions to customers, employees and all other interested parties;
- Continually improve the information security system.

## Diversity and Equal Opportunities

Central to S2S Group's equal opportunities policy is the recognition that any form of discrimination in the workplace in any form, is unacceptable and in certain cases unlawful. The enforcement of the policy ensures all job applicants and employees are treated fairly and without favour or prejudice. S2S Group are committed to applying this policy throughout all areas of employment; recruitment and selection, training, development and promotion where in all situations, people will be judged solely on merit or ability.

All employees are trained on equal opportunities policy and any breach will lead to disciplinary action, which may include dismissal. Each and every employee has a duty to observe and apply the policy at all times. The policy is implemented in accordance with the requirements of:

- Rehabilitation of Offenders Act 1974;
- Sex Discrimination Act 1986;
- Race Relations Act 1976 (Amendment) Regulations 2003;
- Employment Equality (Sexual Orientation) Regulations 2003;
- Employment Equality (Religious Belief);
- Regulations 2003, the Disability Discrimination Act 1995;
- Employment Equality (Age) Regulations 2006.

The enactment of this policy means no employee or job applicant is treated less favourably on the grounds of his or her sex, sexual orientation, race, religious belief, marital status, membership or non-membership of a trade union, political opinion/affiliation or on the grounds of disability or age without justification.

This policy applies, but without limitation, to the following: promotion, training, placement, transfer, dismissal as well as remuneration, grievance and disciplinary procedures and decisions. This policy also applies to recruitment of persons from outside the workplace and the treatment of contract workers. The company recruits' employees and make other employment decisions concerning promotion and training on the basis of objective criteria.

To ensure that S2S Group reach the widest cross section of the community, all vacancies are advertised through the appropriate agencies, or independent media, as well as being advertised internally.

## Ethics and integrity

It is a priority of S2S Group to prevent bribery, corruption or other unethical business practices. S2S Group regularly and methodically identify bribery and corruption risk in its business and implement adequate risk-based procedures aimed at preventing bribery and corruption occurring.

S2S Group's ethical policies are communicated to all employees across the Group, through established internal communication channels as well as all suppliers, contractors, business partners and wider stakeholders. Internal training is undertaken for all employees within the scope of the policies and are informed of the mechanisms for advice and concerns about ethics. Potential conflicts of interest and the risk created by gifts and hospitality are identified through the implementation of the company policies. S2S Group's policy is to enable employees of the company to raise concerns internally and at a high level and to disclose information which the individual believes shows malpractice or impropriety. S2S Group's policy process is intended to cover concerns which are in the public interest and may at least initially be investigated separately but might then lead to the invocation of disciplinary procedures.

### The policy covers:

- Financial malpractice or impropriety or fraud;
- Failure to comply with a legal obligation or Statutes;
- Dangers to Health & Safety or the environment;
- Criminal activity;
- Improper conduct or unethical behaviour;
- Attempts to conceal any of these.

On receipt of a complaint of malpractice, the member of staff who receives and takes note of the complaint, must pass this information as soon as is reasonably possible, to a director.

If there is evidence of criminal activity, then the investigating officer should inform the police. S2S Group will ensure that any internal investigation does not hinder a formal police investigation. This process has been effectively deployed with zero incidents as a result of non-compliance with S2S Group's ethics and integrity procedure.

## **Bribery and corruption**

Bribery occurs when one person offers, pays, seeks or accepts a payment, gift favour, or any other financial or other advantage from another in order to influence a business outcome, or to induce or reward improper conduct.

Bribery and corruption can be direct or indirect through third parties like agents, brokers and joint venture partners. It involves facilitation payments even though this is legal in some countries. S2S Group appreciates the importance of ethical behaviour and are proud of their high ethical standards, and therefore will not be complacent about the threat of bribery and corruption in their business. The UK Bribery Act 2012 creates offences and penalties for bribery and corruption. It requires S2S Group to implement 'adequate procedures' to prevent bribery and makes it a corporate offence to fail to do so.

S2S Group does not tolerate any form of bribery or corruption. S2S Group regularly and methodically identify bribery and corruption risk in its business and implement adequate risk-based procedures aimed at preventing bribery and corruption occurring.

The company has communicated its policy on bribery and corruption and relevant guidance to all employees across the Group, through established internal communication channels. The company has communicated this policy to all suppliers, contractors, business partners and wider stakeholders.

## **Compliance with UK Modern Slavery Act**

The Modern Slavery Act 2015 enacted in the United Kingdom mandates that enterprises of a certain scale operating in the UK publish annual statements detailing the risk of forced labour, human trafficking and child labour within their own operations and supply chain.

S2S Group have a set policy of right to work in the UK, references and security checks for all full-time permanent staff as well as agency staff to fill low skilled and temporary roles. The anti-slavery policy sets out S2S Group's stance on modern slavery and explains how employees can identify any instances of this and where they can go for support. S2S Group operate a robust recruitment policy, including conducting eligibility to work in the UK checks for all employees to safeguard against human trafficking or individuals being forced to work against their will and child labour.

S2S Group operates a preferred supplier list with due diligence conducted on all suppliers before allowing preferred supplier status. This due diligence includes an online search to ensure that particular organisation has never been convicted of offenses relating to modern slavery and on-site audits which include a review of working conditions. S2S Group's anti-slavery policy forms part of contractual agreements with all suppliers and they are required to confirm that no part of their business operations contradicts this policy.

**In addition, S2S Group contractually require suppliers to confirm and evidence:**

1. They have taken steps to eradicate modern slavery within their business;
2. They hold their own suppliers to account over modern slavery;
3. They pay their employees at least the national minimum wage and preferably the living wage (UK based suppliers);
4. They pay their employees any prevailing minimum wage applicable within their country of operations (EU/international suppliers);
5. Agree the contract may be terminated at any time should any instances of modern slavery come to light.

### **Child labour**

S2S Group is committed to employment of those age 16 or older, or the local minimum employment age, or the mandatory school age, whichever is higher. S2S Group's policy also includes an explicit ban on the use of any forced labour or exploitative working conditions.

S2S Group communicate this policy directly to suppliers, licensees and joint ventures, and S2S Group include a clear contractual obligation to meet these requirements as an ongoing condition of business relations. S2S Group believe that promoting fair and appropriate employment internally and within the supply chains is a critical part of the commitments made to clients, employees and local communities.

### **Parental leave**

The Company's policy is to comply with both the letter and spirit of the law on maternity, adoption and paternity rights. To this end its aim is to inform all employees of their entitlement to statutory rights and to ensure that those rights are understood by employees who qualify. All employee's, regardless of their length of service, are entitled to Maternity Leave of up to 52 weeks.

At the time of informing the company that she is pregnant and/or wanting to commence maternity leave, the employee is given all relevant information pertaining to statutory maternity pay, maternity leave and all other rights.

### **Labour management relations**

The minimum number of weeks' notice typically provided to employees and their representatives prior to the implementation of significant operational changes that could substantially affect them is 90 days.

## **Freedom of Association**

Freedom of association is a right to associate with any group employees wish, including joining or leaving the group, and for the group to take collective action on behalf of its individual members.

Both an individual and a collective right, freedom of association is considered extremely important in industrial relations and is enshrined in practically all modern legal systems - Article 11 of the European Convention on Human Rights. S2S Group fully recognises its employees' rights to freedom of association.

## **Public policies**

All of S2S Group's policies will be made available upon request:

- Quality Policy;
- Data Security Policy;
- Supplier Security Policy;
- Information Risk Policy;
- Security Policies;
- Environmental Policy;
- Recycling Policy;
- IT policy;
- Health and Safety Policy;
- Anti-Bribery Policy;
- Equal Opportunities Policy;
- Employee Privacy Policy.



## Local Community Engagement

Engaging and supporting local communities and charities is an important part of the S2S Group ethos and central to the company's brand values. S2S Group have sponsored local sports teams at various levels including Sheffield United, and Worsborough Bridge AFC. S2S Group also currently sponsor Handsworth FC U15's girls team in Sheffield and Kinsley Boys Football Club.

S2S Group continues to support the Prince of Wales buy offering free IT Collection, to generate revenue for the charity.

S2S Group has donated £5,000 in partnership with Yorkshire Dales Millennium Trust (YDMT), which will be used to restore woodland in Ormsgill Wood, near Airton. The donation will be used to help fund the planting of 500 broad-leaf trees, ensuring that Yorkshire Dales Millennium Trust can continue to support the people, landscape and wildlife of this special area.

S2S Group are proud supporters of Paces, a specialist centre, charity, and school based in South Yorkshire. S2S Group have raised £7,265 in 2022 for the charity from a Christmas Jumper Day, Chocolate Bouquet Competition, Steps Challenge and Charity Golf Day.

S2S Group hold an annual corporate Golf Day in partnership with IMH Recruitment in aid of Paces. The 2022 event, held at Lees Hall Golf Club on September 30<sup>th</sup>, was able to raise £4475.

In addition to these activities S2S Group during 2022 were regular donators to the Rotherham YWCA and Archer Project charity food banks.



Figure 6: Local community and charitable engagement

# Relationship with United Nations Sustainable Development Goals (UNSDGs)

The Sustainable Development Goals (UNSDGs), adopted by the United Nations (U.N.) General Assembly in September 2015, are a set of 17 ambitious, interrelated objectives, along with associated targets (169 total) and indicators (244), established to advance the U.N. 2030 Agenda for Sustainable Development.

S2S Group supports the 2030 Agenda and have sought to better understand how the business can contribute to the SDGs' achievement and measure impact in a meaningful way.

S2S Group's initial review of the SDGs has identified areas where the business can make a positive contribution. Throughout 2021 S2S Group reviewed the business activity, and three SDGs are highlighted as the business 'Priority Goals'. In essence, these are the goals that S2S Group feels that it can provide the most direct positive impact, and they are:

- **SDG 8: Commitment to decent work and economic growth;**
- **SDG 12: Commitment to responsible consumption and production;**
- **SDG 13: Commitment to tackle climate change.**

These goals will be achieved through S2S Group's policies on human rights, modern slavery and their supply chain and by advancing the recovery and refurbishment of IT and mobile phones. Listed below are out high level commitments and measurable targets for each of the three priority goals.



Figure 6: United Nations Sustainable Development Goals

## SDG8: Commitment to decent work and economic growth;

**High Level Commitment – S2S Group will generate employment, pay the national living wage and boost the local economy.**

### S2S Group's measurable targets are:

- S2S Group will. Ensure that the business is a national **living wage employer** by the end of **2022**;
- By **2025** S2S Group will help create **career opportunities for 50 people**;
- **25%** The percentage of annual spend with **local businesses**.

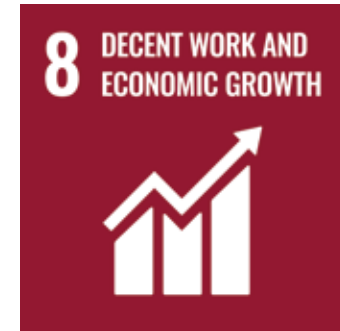
## SDG12: Commitment to responsible consumption and production

**High Level Commitment – To reduce the amount of waste we produce as a business and encourage users to look at second user IT equipment.**

It is S2S Group policy to not dispose of any products, waste materials, raw materials, and packaging directly into a landfill facility, or discharging to land. S2S Group ensures that all waste materials recovered at their facility are recycled using methods that achieve the highest possible recycling rate, be it via sending for further processing at another recycling facility, or to an energy recovery facility (efw).

### S2S Group's measurable targets are:

- The S2S Group will maintain the **recycling rate at 99%** or above by 2025;
- By 2025 S2S Group will increase the **resale percentage of** incoming equipment to **75%**;
- By **2025** S2S Group will engage with **all suppliers to reduce consumption and waste**.



### Goal 8 - 2022 Update

National Living Wage Employer – **100% on target**  
Career Ops for 50 people – **80% on target**  
Spend with local suppliers – **75% on target**



### Goal 12 - 2022 Update

Recycling Rate – **100% on target**  
Increase Reuse rate – **80% on target**  
Supplier Engagement – **50% on target**

## SDG 13: Commitment to tackle climate change

### High Level Commitment – To be a Net Zero Business by 2050

Aligned to industry best practice S2S Group seeks to reduce the business impact on the environment within internal operations by monitoring energy use. The company's new facility was specified to include LED lighting as well as energy efficient heaters. S2S Group's energy supplier contract is based on renewable energy as well as cost consideration data. Although, the current operations are considered energy efficient, S2S Group are in the process of setting Scope 1 and 2 Greenhouse Gas (GHG) emission reduction targets for 2021 and beyond including developing targeted measures to reduce this year on year.

#### S2S Group's measurable targets are:

- S2S Group will be **carbon neutral as a business by 2030**;
- By **2025** S2S Group will use at least **50% self-generated electricity**;
- **50%**. The percentage of **environmentally friendly vehicles** in the S2S Group fleet by 2030.

More details on S2S's commitment to the other SDGs can be found at:  
<https://s2s.uk.com/sustainable-development/>

### Task-force on Climate-related Financial Disclosure (TCFD)

The Task-force on Climate-related Financial Disclosure (TCFD), reporting only applies to companies over 500 employees and as such it does not apply to S2S, but we will look at this each year to monitor applicability.

Furthermore, climate change risk assessments are part of our general risk assessment package anyway.



#### Goal 13 - 2022 Update

Carbon Neutral – **0% on target**

Self Generated Electricity – **50% on target** for year 1 with solar panels (part year)

Environmentally Friendly Vehicles – **0% on target**

# Appendix 1: The Facts and Numbers

Reporting period January 2022 to December 2022 unless otherwise stated

<b>Company</b>	S2S Group
<b>Established</b>	1987
<b>Headquarters</b>	Unit 3, Farfield Park, Manvers Way, Rotherham, South Yorkshire, United Kingdom, S63 5DB
<b>Director</b>	Alan Dukinfield
<b>Reporting period</b>	Jan to Dec 2022

Revenue and earnings 2021	
Net revenue 2021	£3.6m
Net earnings 2021	£450k

On site and owned vehicle impacts, included in scope 1	91,648kgCO <sub>2</sub> e
Scopes 1, 2 and 3 emissions	
Scope 1	175.2tCO <sub>2</sub> e
Scope 2	26.0tCO <sub>2</sub> e
Scope 3	74.6tCO <sub>2</sub> e

Energy and water consumption	
Electricity consumption	102,691kWh
Gas consumption	193,121kWh
Water consumption/treatment	1107m <sup>3</sup>

Waste generated from clients (kg) in 2021	
Waste to energy	91,850
Monitors	178,704
Cardboard/paper	31,388
Batteries	34,992
Mixed metals	216,628
Steel	793,600
Low grade WEEE	346,147
Circuit board	51,212
Toner	5,888
Other	9748
<b>Total</b>	<b>1,760,157</b>

Products refurbished	
Total number of products refurbished	200,000
Reuse rate	50%

Employees	
Total number of employees	45
Total number of new employees in 2021	3
Women team members (as percentage of work-force)	30%
Ethnic minority (as percentage of workforce)	0%
Disable employees (as percentage of workforce)	10%

# Appendix 2: Global Reporting Initiative (GRI) Alignment

This report was designed to align with the requirements of Global Reporting Initiative (GRI), but it does not claim to be compliant with GRI.

GRI Standard	Disclosure	Section/URL	Omission / Explanation
GRI 2: General Disclosures 2021e	2-1: Name of organisation; : Location of headquarters; : Location of operations; : Ownership and legal form	About S2S Group	
	2-3:: Reporting period.; Reporting cycle, Contact point for questions regarding the report;	About the report Appendix 1	
	2-5:External assurance		Certain portions of the report have been externally verified, including the energy and emissions data reported in the Sustainability section
	2-6: Supply chain	Procurement practices and supply chain	
	2-7: Information on employees and other workers	About S2S Group and people	
	2-9: Governance structure, composition of the highest governance body and its committees;	Governance	
	2-11: Chair of the highest governance body;	Governance	
	2-12: Consulting stakeholders on economic, environmental, and social topics	Stakeholder engagement, ethics, bribery	
	2-12: Role of highest governance body in setting purpose, values, and strategy;	Governance	
	2-13: Delegating authority	Governance	
	2-13: Executive-level responsibility for economic, environmental, and social topics	Governance	
	2-17: Collective knowledge of highest governance body	Governance	
	2-22: Membership of associations	Accreditations and membership of associations	
	2-22: Statement from senior decision-maker	Exec summary	
	2-23: Precautionary principle or approach	Precautionary Principle	

GRI Standard	Disclosure	Section/URL	Omission / Explanation
	2-23: Values, principles, standards and norms of behaviour	Who are S2S Group, Stakeholder engagement, Procurement practices	
	2-26 Mechanisms for advice and concerns about ethics	Ethics and integrity	
	2-29: List of stakeholder groups	List of stakeholder groups	
	2-30: Collective bargaining agreements	People	
	2-29 Identifying and selecting stakeholders; 102-43: Approach to stakeholder engagement	Stakeholder engagement	
	3-1: Entities included in the consolidated financial statements		Not reported on
	3-1: Defining report content and topic boundaries		S2S determined the boundary for each material issue in this report is based on input and review from executives and content experts
	3-2: All material aspects identified in the process for defining report content	About the report	
	3-2: : Restatements of information		Not reported
	3-2:: Changes in reporting		No changes
GRI 302: Energy 2016	Disclosure 302-1 Energy consumption within the organization	Materials - procured, reused, recycled	
GRI 303: Water and Effluents 2018	Disclosure 303-5 Water consumption	Materials - procured, reused, recycled	
GRI 305: Emissions 2016	305-1 Direct (Scope 1) GHG emissions	Materials - procured, reused, recycled	
	305-2 Energy indirect (Scope 2) GHG emission		
	305-3 Other indirect (Scope 3) GHG emissions		
	305-4 GHG emissions intensity Environment		
GRI 301: Materials 2016	Disclosure 301-3 Reclaimed products and their packaging materials		Packaging materials not included
GRI 403: Occupational Health and Safety 2018	403-1 Occupational health and safety management system.	Environmental Health and Safety (E&HS) Management	

## S2S Group Services



### WEEE Recycling and Scrap Disposal

Recycle redundant electronics



### IT Refurbishment and Reuse

Refurbish and redeploy your IT Assets



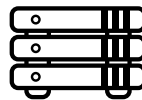
### Mobile Refurbishment and Reuse

Refurbish and redeploy corporate smart-phones



### Secure Data Destruction

Complete, certified data erasure



### Data Centre Services

Deployment and decommissioning



### Technical Services

Imaging installation, asset deployment, IT sanitisation and more..

## Get in touch with S2S Group



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