



# Sustainability Report 2019

S2S Group

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





## About the Report

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S2S Group are proud to publish this first Sustainability Report. This report has been published in accordance with stakeholder requirements and provides transparency to S2S's sustainable practices, impacts and polices. This report covers a reporting time frame of January 2019 to December 2019.

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

## External Assurance

An external assurance of S2S 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

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The 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”.

**Our ultimate purpose at S2S Group is to maintain the highest standards of data security and environmental protection. We also ensure this reflects our values, culture and how we manage and run our business.**

Our mission at S2S is to protect our clients’ data and reputation at all costs by eliminating information security risks associated with data bearing IT and smart phone assets. Using our new £2,000,000 state-of-art in house facilities it’s our 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 the environment and reducing the amount of e-waste that is illegally deposited in landfills.

With over 30 years’ experience in our field, we’ve spent decades perfecting our services and dedicating ourselves to our processes. As one of the longest-established companies in our sector, we’ve built an enviable reputation delivering the most secure, innovative and environmentally responsible set of asset recovery and disposal services in the industry. This includes investment in research and development with leading universities to further improve data security, asset traceability, WEEE reuse and recycling.

To date we have provided information as required to stakeholders, including customers, industry analysts, socially responsible investors, non-governmental organizations (NGOs) and others. We are proud to publish our first detailed sustainability report to highlight the positive aspects of our business and plans to build on previous success.

We know a responsible and inclusive business continually seeks to innovate which makes our team members proud and builds trust with our customers and partners. Therefore, we continue to invest in research and development activity that benefit WEEE recycling and extended life of IT and mobile device assets through refurbishment and reuse– key tenants of the Circular Economy.



Alan Dukinfield  
Commercial Director S2S Group  
January 2020

## About S2S Group

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**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 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 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 have built an enviable reputation delivering the most secure, innovative and environmentally responsible set of asset recovery and disposal services in the industry.

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

- Secure data destruction;
- Mobile/smart phone recycling;
- IT lifecycle management;
- Data centre relocations; and
- 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 undertake data destruction of all media types including hard drives, tapes and mobile telephones, WEEE recycling and the provision of IT and Mobile Accessories.



*Figure 1: Indicative WEEE managed by S2S Group*

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 to look at the whole lifecycle 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 are considered experts in the circular economy with longstanding participation in UK Government initiatives and research collaborations with Universities.

It's S2S'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.

## S2S 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. 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.



Figure 2: S2S Group Core Values and Principles.

## 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 purchase Bruce RID Recycling and continue with manufacturing and recycling services;
- 2004 - S2S add data destruction and mobile phone recycling to services to become a 'one-stop' solution provider;
- 2012 - S2S move into a 45000 sq. ft secure processing facility in Rotherham, UK;
- Decision taken to and stop manufacturing to focus on recycling and data destruction.
- 2017 - S2S purchase 'Return on IT' and add decommissioning and data centre solutions to service offering, becoming a 'one-stop' ITAD solutions provider;
- November 2017 - S2S celebrated 30 years of trading;
- March 2019 moved into a new £2,000,000 secure processing facility.

#### Accreditations and Membership of Associations

S2S 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 are registered ISO9001 (since 2001), ISO14001 (since 2003) and ISO27001 (since 2011).

S2S 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 have held Safe Contractor status for the past 10 years.

S2S'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 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's quality management system to BS EN ISO 9001:1994. S2S 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:

- 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.

#### Verification of compliance through external audits

Externally verified audits are essential to ensure S2S 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 has never in its history had any environmental incidents or convictions.

S2S provide full audit access to regulatory and client organisations and have passed with flying colours 5 external audits since the beginning of 2019.

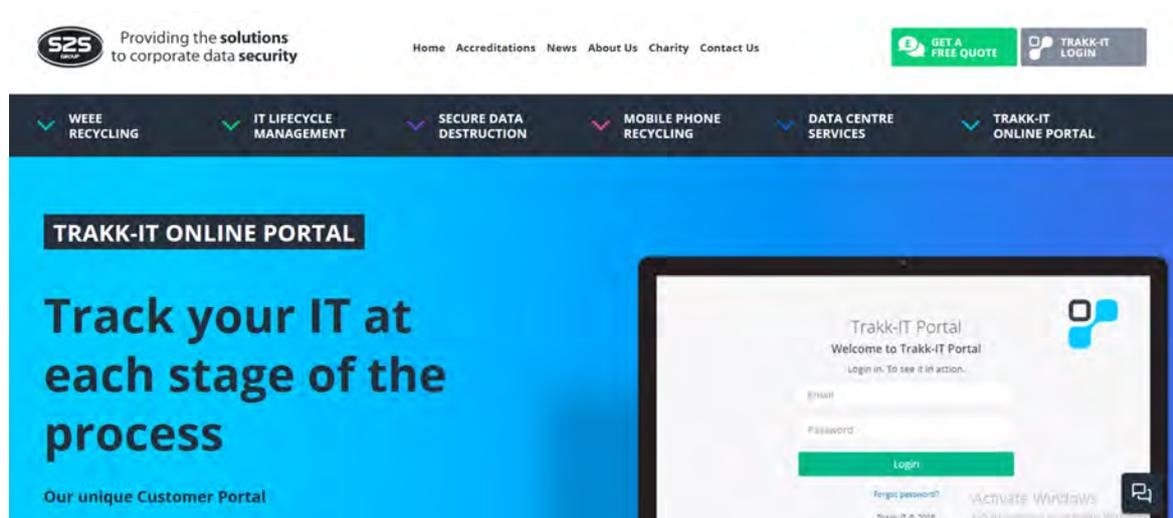
S2S are audited by the UK Environment Agency<sup>1</sup> who validate their processes and overall site, ensuring they meet the standards to be registered as an Approved Authorised Treatment Facility (AATF) and Site Permit for the storage, brokering and transportation of WEEE.

Existing customers have audited S2S's new facility to ensure GDPR compliance for data security on the disposal of data bearing electronic products. In addition, S2S have passed our Cyber Essentials review that encourages cybersecurity 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.*



In collaboration with the Loughborough University, S2S has 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 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/>

**General Disclosure: Grants:** S2S has received a Technology Strategy Board (TSB) research grant worth £25,000 to investigate technical barriers and opportunities for repurposing PC power supplies to extend utility and functionality at end of life.

<sup>1</sup> <https://www.gov.uk/government/organisations/environment-agency>

## Governance

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The S2S 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 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. Employees health and safety;
2. Information security;
3. Environmental and other legal obligations non-conformances;
4. Supply chain management; and
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 Co-ordinator**

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 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 Operations – employees and local communities;
- Product and services – Customers, regulators, trade associations, suppliers of WEEE and IT support services; and
- Non-Governmental Organisations (NGOs).

S2S 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 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'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.

## **Environment – Key Impacts, Risk and Opportunities**

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S2S 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 lifecycle. 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 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 are data cleansing, refurbishing and reselling approximately 3,000 products a month. Of these items around with 60% are smartphones and 40% laptop computers. 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. In 2019 S2S refurbished and sold 36,000 IT products and mobile devices and recycled 1,810 tonnes of WEEE. As part of S2S's secure data destruction programme, over 90,000 hard drives were securely destroyed.

S2S'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 smartphones S2S leading edge technology and expertise will ensure more products will be available for refurbishment and reuse.

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



*Figure 3: Smartphone refurbishment*



*Figure 4: Hard drive destruction*

## Materials - procured, reused, recycled

S2S receive ~500 tonnes of WEEE and re-sale stock per quarter for recycling and reuse. This results in ~150 tonnes of products going for reuse and ~350 tonnes a quarter going for recycling. The current reuse rate for products and materials is approximately 30% which is increasing year on year.

It is S2S'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 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's achieves zero waste to Landfill and is currently achieving an average recycling rate of 99.5%.** For the reporting period a total of 1,810 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 1,031tCO<sub>2</sub>e<sup>3</sup> as opposed to them being landfilled.

Waste	Kg
Waste to Energy	85,779
Lamps	2,358
Monitors	59,526
Fridges	98,485
Cardboard / Paper	100,306
Batteries	49,020
Copper/Aluminium/Mixed Metals	251,095
Steel	464,482
Low grade WEEE	447,713
Printed Circuit Boards	208,587
Plastic	5,729
Toner	940
Miscellaneous	35,720
<b>Total</b>	<b>1,810 tonnes</b>

Table 1: Waste generated (including clients WEEE)

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

Aligned to industry best practice S2S 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's energy supplier contract is based on renewable energy as well as cost consideration data.

Although, the current operations are considered energy efficient, S2S are in the process of setting Scope 1 and 2 Greenhouse Gas (GHG) emission reduction targets for 2020 and beyond including developing targeted measures to reduce this year on year.

<sup>3</sup> Based upon carbon footprint of the material minus recycling impact, assuming 70% of the material is recycled.

The energy consumption for gas and electricity for the 2019 reporting period is given below (Table 2).

	Consumption (kWh)	KgCO <sub>2</sub> e
Electricity	92,280	25,589
Gas	153,274	28,179

Table 2: Energy use in 2019 reporting period

The company vehicle emissions were 24,246kgCO<sub>2</sub>e. The UK Government's Guidance<sup>4</sup> on how to measure and report greenhouse gas (GHG) emissions has been used to report on the Scope 1 and 2 GHG emissions (Table 3). There are no other reportable direct emissions to air, water or land from S2S's facility.

Emissions	tCO <sub>2</sub> e
Scope 1	52.425
Scope 2	25.589

Table 3: 2019 Scope 1 and 2 GHG emissions

### Water consumption

The water consumption for the 2019 reporting period is given below (Table 3).

Consumption m <sup>3</sup>	KgCO <sub>2</sub> e
1,163	1,223

Table 4: Water use 2019 reporting period

### Scope 3 Greenhouse Gas Emissions

The scope 3 GHG emissions are currently being reviewed and will be reported upon in the next sustainability report where the following will be fully analysed:

1. Business travel;
2. Fuel used for owned vehicles;
3. Waste generated from refurbishment; and
4. Water use and treatment.

Initial results show that the WEEE generated, business travel, freighting and water use was 683tCO<sub>2</sub>e. A more detailed analysis is likely to indicate that the majority of the scope 3 impacts will be the shipping of the WEEE from clients to S2S premises WEEE and the treatment of the waste generated after refurbishment. In 2020 S2S will start using electric vehicles for collection of mobile devices, IT and other WEEE to reduce Greenhouse Gas emissions whilst improving security through online tracking of devices. S2S has purchased bicycles for staff to use and this cycle scheme has been popular with employees to reduce related transport impact.

**The Circular Economy benefits of S2S'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 have been working with a leading third-party consultancy to develop a greenhouse gas (GHG)

<sup>4</sup> UK Government GHG Conversion Factors for Company Reporting 2019

calculator to advise clients on carbon benefits of recycling, repair and re-use to assist in their carbon reduction targets.

The refurbishment of 21,600 smartphones and 14,400 laptops that would otherwise be destroyed saves an estimated 2,500 tCO<sub>2</sub>e. S2S will be analysing the comparative data of their business model and environmental benefits throughout 2020.

### Current and Future Environmental initiatives

S2S 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 2020 - Electric Vehicles for collection of mobile devices, IT and other WEEE to reduce Greenhouse Gas (GHG) emissions whilst improving security through online tracking of devices.

#### External facing:

- Introduction of Trakk-IT portal to help with stock, process control, reporting and file upload to ensure visibility and robust data security;
- Use of genuine parts reclaimed from other devices on handsets to assist circularity;
- Introduction of 'Test & Clean' scheme such that handsets and IT are re-deployed within the business;
- Introduction of DP Pool Project for graduate intake each year ensuring reuse of devices;
- Development of App to assist companies with overview and control of repairs and costs on handsets;
- Developed recycled packaging for Apple retail packs. Apple supplied boxes are not 100% recyclable so S2S have worked with major client such that the new retail boxes in receipt centres as well as vending machines are now fully recyclable. Barcoding and labelling of these products reduce time taken in operations;
- Introduction of iPad Loan scheme to ensure circular roadmap for re-use of devices;
- Working with multinational mobile handset manufacturers for the UK police force to improve the design of the products to make them more recyclable at end of life. This involved design days and product tear downs to advise the manufacturer of key impacts and how to improve design for the circular economy; and
- 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.

### Biodiversity

S2S is currently developing 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.

### Our People: Information on Employees and Other Workers

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S2S Group currently has 33 full time employees with 11 female employees, 3 of which are in senior positions within the company. A further 2 employees are registered with disabilities and 3 identify as from ethnic minorities. Employees are paid above the UK minimum wage and a company pension scheme is available to all employees. Currently there is no union representation on site or any collective bargaining agreements. In 2019 S2S employed 7 additional staff with 2 employees leaving.

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

Management reviews of the management systems are reviewed quarterly by the senior management team including S2S 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'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 perform environmental risk assessment on all operational sites annually. S2S strive to keep our employees safe and healthy so they can do enjoy their place of work and maintain quality standards.

S2S's remanufacturing facilities represent the highest health and safety risks due to the use of power tools. Managing and reducing risks remains a focus to ensure our injury rates continue to be low. S2S has never been prosecuted for any health and safety issues. In 2019 there were 6 minor accidents recorded at work, which includes minor cuts/grazes.

## Education training

All new employees receive induction training on health, safety and environment as well as continuous 'on the job' training as required. Heads of departments 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 requires suppliers to complete a self-assessment and sign an agreement acknowledging they are aware of and will abide by S2S health, safety, social and environmental requirements and principles. To ensure that suppliers live up to S2S's 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 and the supplier initiate an action plan to ensure future compliance. S2S 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 is committed to safeguard 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'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;
- Ensure the highest levels of confidentiality of data;
- Ensure that S2S is capable of continuing their 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; and
- Continually improve the information security system.

### **Diversity and Equal Opportunities**

Central to S2S'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 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;
- the Sex Discrimination Act 1986;
- the Race Relations Act 1976 (Amendment) Regulations 2003;
- Employment Equality (Sexual Orientation) Regulations 2003;
- Employment Equality (Religious Belief);
- Regulations 2003, the Disability Discrimination Act 1995; and
- 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 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 to prevent bribery, corruption or other unethical business practices. S2S 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'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'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'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; and
- 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 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'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 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 to implement 'adequate procedures' to prevent bribery and makes it a corporate offence to fail to do so.

S2S does not tolerate any form of bribery or corruption. S2S 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 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's stance on modern slavery and explains how employees can identify any instances of this and where they can go for support. S2S 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 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'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 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); and
5. Agree the contract may be terminated at any time should any instances of modern slavery come to light.

## Child labour

S2S 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's policy also includes an explicit ban on the use of any forced labour or exploitative working conditions.

S2S communicate this policy directly to suppliers, licensees and joint ventures, and S2S include a clear contractual obligation to meet these requirements as an ongoing condition of business relations. S2S 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 fully recognises its employees' rights to freedom of association.

## Public policies

All of S2S'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; and
- Employee Privacy Policy.

## Local Community Engagement



Figure 5: Local community and charitable engagement

Engaging and supporting local communities and charities is an important part of the S2S ethos and central to the company's brand values. S2S sponsor local sports teams at various levels including Sheffield United, Worsborough Bridge AFC, Yorkshire Main RUFC and Sheffield Hatters. S2S have been sponsoring local town Christmas Lights each year for last 4 years as part of a community support programme.

S2S continues to support the Prince of Wales Hospice raising funds throughout year with many events such as Great North Run, Golf Days and donations. This year S2S has initiated 2 specific charitable events:

- Members of Prince of Wales 'Club 5' business group supporting the local hospice; and
- S2S Golf Day each in year in Support of Cash for Kids Charity raising funds for disadvantaged Children in Yorkshire.



Figure 6: Golf day in aid of Cash for Kids

## 'Golfers help to score £5,114 in donations at S2S Group annual Golf Event'

S2S's third annual Charity Golf Day in aid of Hallam FM's Cash for Kids took place on 19th July 2019 at Sheffield's finest Beauchief Golf Club. 13 teams representing businesses across South Yorkshire took to the green to play against each other to help raise funds in aid of Cash for Kids – a local charity that helps disadvantaged children who are disabled or suffering from abuse or neglect across South Yorkshire.

Players took part in a variety of challenges, trick shots and the chance to watch The Open – a televised event featuring a golf major tournament. Golfers helped to raise funds through contactless donations and entering a raffle, which included prizes of gadgets, vouchers and beverages along with a holiday getaway for two. Capita took home the trophy this time after a strong performance. Congratulations to the winning four-ball team! The day was a great success with £5,114 raised for the cause. S2S would like to say a huge thank you to all golfers who took part (even if the weather wasn't up to scratch).

## 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 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.

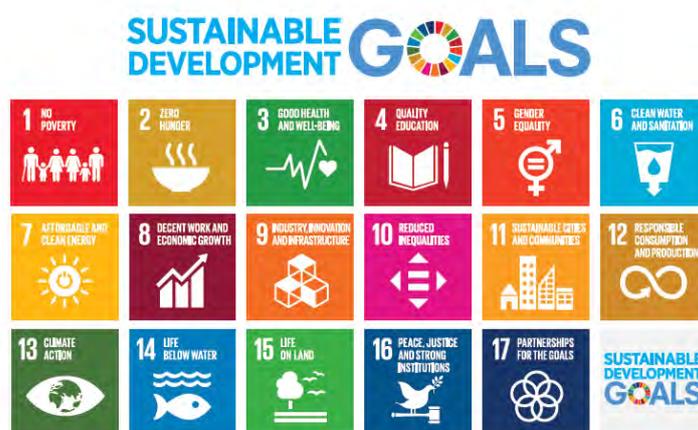


Figure 7: United Nations Sustainable Development Goals

S2S's initial review of the SDGs has identified areas where the business can make a positive contribution. Throughout 2020 S2S will review the business activity and seek more formal alignment to the goals and set priority areas. In this report S2S has identified the following alignment:

- SDG1: No poverty - S2S community giving and volunteering;
- SDG5: Gender equality- through S2S's policies;
- SDG7: Affordable and clean energy - thorough S2S's work on repurposing laptop batteries for new Lithium Ion power packs and repurposing PC power supplies for solar battery packs in developing countries;
- SDG8: Decent work and economic growth. Through S2S's policies on human rights, modern slavery and their supply chain;
- SDG9: Industry innovation and infrastructure in the development of new technology for asset traceability and development of cascade reuse for other applications of end of life products; and

- SDG12: Responsible consumption and production: By advancing the recovery and refurbishment of IT and mobile phones S2S are helping towards these goals. The refurbished products that are resold, thereby extending the functionality and utility of materials have a lower carbon footprint than new items. This also reduces the primary demand for new products containing virgin materials and precious and rare earth metals.

**During 2020 S2S will develop a more formal alignment and prioritised actions and targets to the UNSDGs.**

## Appendix 1: The Facts and Numbers

Reporting period Jan 2019 to December 2019 unless otherwise stated.

<b>Company</b>	S2S
<b>Established</b>	1987
<b>Headquarters</b>	Unit 3, Farfield Park, Manvers Way, Rotherham, South Yorkshire, United Kingdom, S63 5DB
<b>Chairman</b>	Alan Dukinfield
<b>Reporting period</b>	Jan to Dec 2019
<b>Revenue and earnings 2017 &amp; 2018</b>	
Net revenue 2018	£207,186
Net earnings 2018	£164,058
Net revenue 2017	£204,423
Net earnings 2017	£164,199
<b>On site and owned vehicle impacts</b>	
<b>Owned vehicle impacts</b>	24,246kgCO <sub>2</sub> e.
Scope 1	52.425tCO <sub>2</sub> e
Scope 2	25.589tCO <sub>2</sub> e
<b>Electricity consumption</b>	92,280kWh
Gas consumption	153,274kWh
Water consumption	1,163M <sup>3</sup>
<b>Waste generated from clients (t) in 2019</b>	
General mixed waste	85.779
Lighting	2.358
Monitors	59.526
Cardboard / paper	100.306
Batteries	49.020
Copper/aluminium/mixed metals	251.095
Steel	464.482
Low grade WEEE	447.713
Printed Circuit Boards	208.587
<b>Plastics</b>	<b>5.729</b>
<b>Toner</b>	0.940
<b>Misc.</b>	35.720
<b>Products received and refurbished per quarter</b>	
Total weight received	500t per quarter
Total weight refurbished	150t
Number of items refurbished	9,000
<b>Employees</b>	
Total number of employees	33
Total number of new employees in 2018	7
Women team members (as percentage of workforce)	33%
Ethnic minority (as percentage of workforce)	10%
Disable employees (as percentage of workforce)	6%

Table 5: The facts and numbers

## 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
<b>GRI 102: Organizational Profile</b>	102-1: Name of organization; 102-2: Activities brands, products, and services	About S2S	
	102-3: Location of headquarters; 102-4: Location of operations; 102-5: Ownership and legal form; 102-6: Markets served; 102-7: Scale of organization	About S2S	
	102-8: Information on employees and other workers	About S2s and people	
	102-9: Supply chain	Procurement practices and supply chain	
	102-10: Significant changes to the organization and its supply chain		Not reported on due to first published report.
	102-11: Precautionary principle or approach	Precautionary Principle	
	102-12: External initiatives	UNSDGs, Procurement practices and supply chain, scope 1,2, and 3, stakeholders	
	102-13: Membership of associations	Accreditations and membership of associations	
<b>GRI 102: Strategy</b>	102-14: Statement from senior decision-maker	Exec summary	
	102-15: Key impacts, risks, and opportunities	Key impacts, risks, and opportunities	
<b>GRI 102: Ethics and Integrity</b>	102-16: Values, principles, standards and norms of behaviour	Who are S2S, Stakeholder engagement, Procurement practices	
	102-17: Mechanisms for advice and concerns about ethics	Ethics and integrity	
	102-18: Governance structure	Governance	
	102-19: Delegating authority	Governance	
	102-20: Executive-level responsibility for economic, environmental, and social topics	Governance	
	102-21: Consulting stakeholders on economic, environmental, and social topics	Stakeholder engagement, ethics, bribery	

	102-22: Composition of the highest governance body and its committees; 102-23: Chair of the highest governance body; 102-26: Role of highest governance body in setting purpose, values, and strategy; 102-27: Collective knowledge of highest governance body	Governance	
<b>GRI 102: Stakeholder Engagement</b>	102-40: List of stakeholder groups	List of stakeholder groups	
	102-41: Collective bargaining agreements	People	
	102-42: Identifying and selecting stakeholders; 102-43: Approach to stakeholder engagement	Stakeholder engagement	
	102-44: Key topics and concerns raised	Stakeholder engagement	
<b>GRI 102: Reporting Practice</b>	102-45: Entities included in the consolidated financial statements		Not reported on
	102-46: Defining report content and topic boundaries		S2S determined the boundary for each material issue in this report based on input and review from executives and content experts.
	102-47: All material aspects identified in the process for defining report content	About the report	
	102-48: Restatements of information		not reported on due to first published report.
	102-49: Changes in reporting		not reported on due to first published report.
	102-50: Reporting period; 102-51: Date of most recent report; 102-52: Reporting cycle; 102-53: Contact point for questions regarding the report; 102-54: Claims of reporting in accordance with the GRI Standards	About the report Appendix 2	
	102-55: GRI content index	GRI alignment, Appendix 2	
	102-56: External assurance		Certain portions of the report have been externally verified, including the energy and emissions data reported in the Sustainability section.