Sustainability Report 2020
S2S Group

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

www.s2s.uk.com  info@s2s.uk.com  01709 878 878
About the Report

S2S Group are proud to publish their second Sustainability Report. This report has been published in accordance with stakeholder requirements and provides transparency to S2S's sustainable practices, impacts and policies. This report covers a reporting time frame of January 2020 to December 2020.

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
Contents

About the Report ........................................................................................................................................... 3

External Assurance ........................................................................................................................................... 3

Statement from S2S Group Commercial Director ......................................................................................... 6

About S2S Group ............................................................................................................................................... 7

S2S Company Values ....................................................................................................................................... 8

S2S Group History .......................................................................................................................................... 8

Accreditations and Membership of Associations ............................................................................................ 9

Verification of compliance through external audits .......................................................................................... 10

Enhancing Data Security - Investment in Research and Development ............................................................. 10

Recovery of gallium from WEEE .................................................................................................................... 11

Governance ....................................................................................................................................................... 11

Stakeholder engagement .................................................................................................................................. 11

Precautionary Principle .................................................................................................................................... 12

Supply Chain ..................................................................................................................................................... 12

Environment – Key Impacts, Risk and Opportunities ....................................................................................... 12

Materials - procured, reused, recycled ................................................................................................................ 14

Energy Use: Scope 1, 2 and 3 Greenhouse Gas Emissions ................................................................................ 15

Water consumption ........................................................................................................................................... 15

Scope 3 Greenhouse Gas Emissions ................................................................................................................ 16

Improving the accuracy of transport impacts. .................................................................................................... 16

Vehicle emissions .............................................................................................................................................. 16

Circular benefit of repair and reuse ................................................................................................................ 16

Current and Future Environmental initiatives ................................................................................................ 17

Biodiversity ......................................................................................................................................................... 17

Our People: Information on Employees and Other Workers ............................................................................. 17

Environmental Health and Safety (E&HS) Management ................................................................................ 17

Education training ............................................................................................................................................ 18

Procurement practices ...................................................................................................................................... 18

Client privacy ..................................................................................................................................................... 18

Diversity and Equal Opportunities .................................................................................................................. 19

Ethics and integrity .......................................................................................................................................... 19

Bribery and corruption .................................................................................................................................... 20

Compliance with UK Modern Slavery Act ....................................................................................................... 20

Child labour ....................................................................................................................................................... 21

Parental leave .................................................................................................................................................... 21

Labour management relations ........................................................................................................................ 21

Freedom of Association .................................................................................................................................. 21

Public policies ................................................................................................................................................... 22

Local Community Engagement ........................................................................................................................ 22

Relationship with United Nations Sustainable Development Goals (UNSDGs) ....................................................... 23

Taskforce on Climate-related Financial Disclosure (TCFD) ............................................................................ 24

Appendix 1: The Facts and Numbers .................................................................................................................. 25

Appendix 2: Global Reporting Initiative (GRI) Alignment .................................................................................. 26
Tables
Table 1: Waste generated (including clients WEEE)................................................................. 15
Table 2: Energy use in 2020 reporting period........................................................................ 15
Table 3: Water use 2020 reporting period........................................................................... 15
Table 4: 2020 Scopes 1,2 and 3 GHG emissions................................................................. 16
Table 5: 2019 scopes 1,2 and 3 GHG emissions ..................................................................... 16
Table 6: The facts and numbers.......................................................................................... 25

Figures
Figure 1: Indicative WEEE managed by S2S Group......................................................... 7
Figure 2: S2S Group Core Values and Principles ............................................................... 8
Figure 3: Smartphone refurbishment.................................................................................. 13
Figure 4: Hard drive destruction ....................................................................................... 14
Figure 5: Local community and charitable engagement ...................................................... 22
Figure 6: S2S Virtual Golf Day raises £1,002.56 for Cash for Kids ...................................... 23
Figure 7: United Nations Sustainable Development Goals ................................................. 24
Statement from S2S Group Commercial Director

The second 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”.

Whilst this has not changed throughout 2020 the environment we all worked in certainly did. The COVID-19 pandemic and national lockdown proved a challenge for not just the ITAD sector but the wider IT sector, the economy and indeed the whole country.

Due to our committed and highly professional team, S2S are proud that we remained open throughout lockdown to safely provide essential services to our clients both existing and new as they moved to a new model of working from home with the logistic and security challenges this had. S2S were able to provide a number of new services to clients including IT sanitisation and home worker deliveries and collections.

The additional demand for both Laptops and Mobile phones meant a short term surge in demand which certainly improved re-use uptake reinforcing our circular economy business model. Users who perhaps would not have considered refurbished stock before were able to experience the quality and functionality these products provide instead of buying new equipment. We anticipate this model will continue as the economy starts to grow in 2021 and beyond.

Another change we have seen during 2020 is the reduction in face to face meetings and indeed audits, which of course has its own positive impact on both individuals and business carbon footprint. Whilst face to face meetings will resume, it has made everyone think twice about jumping into a car, train or plane when a virtual meeting is a viable alternative.

Whilst the safety of our staff, supply chain and customers has been a top priority during the pandemic, we have taken this opportunity to evaluate our own systems. Whilst part of the business continuity plans was always to ensure employees could work from anywhere, investment was accelerated during 2020 such that all systems and even telephony was switched online to ensure customers got the best service wherever staff happened to be.

Certainly, a challenging year but at S2S we feel we have risen to the challenge and diversified our service offerings, systems and operations to adapt and continue to offer secure and circular services to our clients old and new.

Alan Dukinfield
Commercial Director S2S Group July 2021
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 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 is 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.

**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 stop manufacturing and 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.
- March 2020 – Home worker Services including IT sanitisation services added to portfolio
- July 2020 - First sustainability report published for 2019

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 upmost 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 7 virtual audits, due to covid since the beginning of 2020.

S2S are audited by the UK Environment Agency[1] 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/

---

1 https://www.gov.uk/government/organisations/environment-agency
Recovery of gallium from WEEE

S2S are one of 6 partners participation in ReGaIL an Innovate UK funded project. The project at has successfully demonstrated the feasibility of recovering gallium and other metals from WEEE sourced LEDs using “Green Chemistry” by way of Deep Eutectic Solvents (aka Ionic Liquids). More excitingly, the developed technology is not limited to just gallium and could be applicable to a wide range of other metals.

Governance

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. Employee’s 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;
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\textsuperscript{2} 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 complaint 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**

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 90,000 products a year and this includes 15,000 personal computers, 11,000 smartphones, 10,000 laptop computers, 25,000 hard drives and recycled 1,467 tonnes of WEEE. 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 grows. 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

---

\textsuperscript{2} Political, Economic, Social, Technological
demand for new IT and smartphones S2S leading edge technology and expertise will ensure more products will be available for refurbishment and reuse.

Figure 3: Smartphone refurbishment
Materials - procured, reused, recycled

2020 with Covid saw a reduction in incoming weights in Q2 and Q3 but this ramped up massively in Q4. As a result, S2S took in around 1500T of material and shipped out the same in secondary material for recycling. The current reuse rate for products and materials is approximately 47%.

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 1,467 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 1,205tCO₂e\(^3\) as opposed to them being landfilled.

\(^3\) Based upon carbon footprint of the material minus recycling impact, assuming 70% of the material is recycled.
### Waste

<table>
<thead>
<tr>
<th>Waste</th>
<th>Kg</th>
</tr>
</thead>
<tbody>
<tr>
<td>Waste to Energy</td>
<td>90,840</td>
</tr>
<tr>
<td>Lamps</td>
<td>440</td>
</tr>
<tr>
<td>Monitors</td>
<td>58,873</td>
</tr>
<tr>
<td>Cardboard / Paper</td>
<td>25,430</td>
</tr>
<tr>
<td>Batteries</td>
<td>80,145</td>
</tr>
<tr>
<td>Copper/Aluminium/Mixed Metals</td>
<td>68,200</td>
</tr>
<tr>
<td>Steel</td>
<td>359,886</td>
</tr>
<tr>
<td>Low grade WEEE</td>
<td>487,221</td>
</tr>
<tr>
<td>Printed Circuit Boards</td>
<td>295,349</td>
</tr>
<tr>
<td>Toner</td>
<td>1,488</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>1,467,872</strong></td>
</tr>
</tbody>
</table>

*Table 1: Waste generated (including clients WEEE)*

### Energy Use: Scope 1, 2 and 3 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 2021 and beyond including developing targeted measures to reduce this year on year.

The energy consumption for gas and electricity for the 2020 reporting period is given below (Table 2).

<table>
<thead>
<tr>
<th>Consumption (kWh)</th>
<th>KgCO₂e</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electricity</td>
<td>107038</td>
</tr>
<tr>
<td>Gas</td>
<td>137510</td>
</tr>
</tbody>
</table>

*Table 2: Energy use in 2020 reporting period*

### Water consumption

The water consumption for the 2020 reporting period is given below (Table 3).

<table>
<thead>
<tr>
<th>Consumption m³</th>
<th>KgCO₂e</th>
</tr>
</thead>
<tbody>
<tr>
<td>2,460</td>
<td>1501</td>
</tr>
</tbody>
</table>

*Table 3: Water use 2020 reporting period*

The UK Government’s Guidance⁴ 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 S2S’s facility.

---

⁴ UK Government GHG Conversion Factors for Company Reporting 2019
Table 4: 2020 Scopes 1, 2 and 3 GHG emissions

<table>
<thead>
<tr>
<th>Emissions</th>
<th>tCO₂e</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scope 1</td>
<td>91.848</td>
</tr>
<tr>
<td>Scope 2</td>
<td>29.682</td>
</tr>
<tr>
<td>Scope 3</td>
<td>58.438</td>
</tr>
</tbody>
</table>

This gives a total of 179.968tCO₂e

**Scope 3 Greenhouse Gas Emissions**

S2S has extended the coverage of its scope 3 emissions to include business travel, waste disposal, freighting goods, employee commuting and water use, and this accounts for the significant rise in the Scope 3 emissions. A more detailed analysis shows that over 60% of the scope 3 impacts is disposal of WEEE waste generated after refurbishment.

**Improving the accuracy of transport impacts.**

To improve the accuracy of the scopes 1 and 3 emissions for 2020 the litres of fuel used for company owned vehicles was used, rather than calculating based upon km or distance travelled, as used in the previous report. The figures for the 2019 scopes 1 and 3 have therefore also been updated and are given below.

Table 5: 2019 scopes 1, 2 and 3 GHG emissions

<table>
<thead>
<tr>
<th>Emissions</th>
<th>tCO₂e</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scope 1</td>
<td>85.882</td>
</tr>
<tr>
<td>Scope 2</td>
<td>25.589</td>
</tr>
<tr>
<td>Scope 3</td>
<td>6.384</td>
</tr>
</tbody>
</table>

This gives a total of 117.796tCO₂e. In 2019 Scope 3 only reported on business travel.

**Vehicle emissions**

The company vehicle emissions were 66,547kgCO₂e. In 2020 S2S started 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.

**Circular benefit of repair and reuse**

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

The refurbishment of 15,000 PCs, 11,000 smartphones and 10,000 laptops that would otherwise be destroyed saves an estimated 4,000 tCO₂e. 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 – Purchase of an 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.
- Q1 2020 – Change over to Bulb Energy providing 100% renewable electricity supply to S2S and Carbon Neutral Gas supply

**External facing:**
- Introduction of Home Worker services in response to COVID
- Introduction of Environmentally friendly Sanitisation services for clients in response to COVID
- Introduction of Storage Tape Erasure services with partner to ensure LTO tapes can be erased instead of shredded and incinerated to ensure better environmental option is available
- Developed of Trakk-IT system such that NEW assets can be managed as well as refurbished assets such that a whole lifecycle service can be offered to manage assets
- Starting development work on Workbench 3.0 to improve efficiency in processing of assets for clients
- Continue 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.
- Plans to commit to Science Based Target Initiative (SBTI) for reduction in emissions based on 2019 figures

**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. S2S are also reviewing the biodiversity of the green space around the site and will seek expert advice on its management.

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

S2S Group currently has 30 full time employees with 9 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. 2 employees are form ethnic minorities and 2 employees are registered as disabled.

**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 2020 there were 4 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 polices 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

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.
- Modern Slavery Policy
- Whistleblowing Policy

**Local Community 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 and Worsborough Bridge AFC. S2S have been sponsoring local town Christmas Lights each year for last 4 years as part of a community support programme.

---

**Figure 5: Local Community and Charitable Engagement**

- **The Prince of Wales Hospice**
  - As Club 5 members, we kindly offer free IT Collection for The Prince Of Wales Hospice to generate revenue for the charity.

- **Sheffield United Football Club**
  - We are working in partnership with Sheffield United Football Club by offering Match Day tickets to good causes.

- **Hallam FM’s Cash for Kids**
  - We hold an annual corporate Golf Day with Hallam FM in aid of Cash for Kids.

- **Worsborough Bridge AFC**
  - We’ve sponsored Worsborough Bridge AFC’s U10’s football kit for 2019.
S2S continues to support the Prince of Wales Hospice but with Covid the event has been on hold.

Our annual Charity Golf Day was compromised this year due to the COVID-19 pandemic. But still determined to make a difference, S2S decided to adapt with a virtual variation which raised £1002.56.

How? This year the S2S team encouraged participants to swap their golf clubs for computer mice to make donations and fill out an interactive scorecard.

![Figure 6: S2S Virtual Golf Day raises £1,002.56 for Cash for Kids](image)

Participants chose which of the 4 players they thought would perform best on each of the 18 holes in the Virtual Golf Game. After the scorecards were completed and collected, the person with the most correct guesses won a bottle of Taittinger champagne. The concept for the game was simple, fun, and most importantly, raised money for a worthwhile charity.

To support households struggling with the impact of COVID-19 in South Yorkshire, S2S made two donations to Cash for Kids – Hallam FM’s appeal. The donation of £665 helped to fund an application for Thybergh Primary School and provide basic essentials for 19 children living in poverty.

S2S also donated funds of £260 towards Cash for Kids’ 2.6 Challenge. This was a national appeal for all charities to raise vital funds to replace money lost through cancelled events and suspended fundraising. S2S has also donated electronic equipment to good use as part of the initiative. S2S believes tech should be available to everyone. So, on behalf of Cash for Kids, S2S are providing children in poorer areas the technology they need to succeed.

As schools close across the UK due to the COVID-19 pandemic, most children are learning from home. With our help, families who cannot afford to buy high-end devices for their children now have access to online learning platforms.

S2S has already made a kind donation of laptops to a home learning school in South Yorkshire.

**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 2021 S2S will develop a more formal alignment and prioritised actions and targets to the UNSDGs.

**Taskforce on Climate-related Financial Disclosure (TCFD)**

The Taskforce 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 relook at this each year to monitor applicability. Furthermore, climate change risk assessments are part of our general risk assessment package anyway.
**Appendix 1: The Facts and Numbers**

Reporting period Jan 2020 to December 2020 unless otherwise stated.

<table>
<thead>
<tr>
<th>Company</th>
<th>S2S</th>
</tr>
</thead>
<tbody>
<tr>
<td>Established</td>
<td>1987</td>
</tr>
<tr>
<td>Headquarters</td>
<td>Unit 3, Farfield Park, Manvers Way, Rotherham, South Yorkshire, United Kingdom, S63 5DB</td>
</tr>
<tr>
<td>Chairman</td>
<td>Alan Dukinfield</td>
</tr>
<tr>
<td>Reporting period</td>
<td>Jan to Dec 2020</td>
</tr>
</tbody>
</table>

**Revenue and earnings 2020**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Net revenue 2020</td>
<td>£3.6M</td>
</tr>
<tr>
<td>Net earnings 2020</td>
<td>£368K</td>
</tr>
</tbody>
</table>

**On site and owned vehicle impacts**

<table>
<thead>
<tr>
<th>Owned vehicle impacts</th>
<th>6,659kgCO₂e.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scope 1</td>
<td>91.848tCO₂e</td>
</tr>
<tr>
<td>Scope 2</td>
<td>29.682tCO₂e</td>
</tr>
<tr>
<td>Scope 3</td>
<td>58.438tCO₂e</td>
</tr>
</tbody>
</table>

**Electricity consumption**

| Gas consumption                | 107038 kWh  |
| Water consumption              | 137510 kWh  |

**Waste generated from clients (t) in 2020**

| Waste to Energy                | 90,840     |
| Lamps                          | 440        |
| Monitors                       | 58,873     |
| Cardboard / Paper              | 25,430     |
| Batteries                      | 80,145     |
| Copper/Aluminium/Mixed Metals  | 68200.00   |
| Steel                          | 359,886    |
| Low grade WEEE                 | 487,221    |
| Printed Circuit Boards         | 295,349    |
| Toner                          | 1488.00    |
| **Total**                      | **1,467,872** |

**Products received and refurbished per quarter**

| Total number of items refurbished | 90,000s  |
| Reuse rate                        | 47%      |

**Employees**

| Total number of employees         | 30       |
| Total number of new employees in 2020 | 0       |
| Women team members (as percentage of workforce) | 30% |
| Ethnic minority (as percentage of workforce) | 6% |
| Disable employees (as percentage of workforce) | 6% |

*Table 6: 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 complaint with GRI.

<table>
<thead>
<tr>
<th>GRI Standard</th>
<th>Disclosure</th>
<th>Section/URL</th>
<th>Omission / Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRI 102: Organizational Profile</td>
<td>102-1: Name of organization; 102-2: Activities brands, products, and services</td>
<td>About S2S</td>
<td></td>
</tr>
<tr>
<td></td>
<td>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</td>
<td>About S2S</td>
<td></td>
</tr>
<tr>
<td></td>
<td>102-8: Information on employees and other workers</td>
<td>About S2S and people</td>
<td></td>
</tr>
<tr>
<td></td>
<td>102-9: Supply chain</td>
<td>Procurement practices and supply chain</td>
<td></td>
</tr>
<tr>
<td></td>
<td>102-10: Significant changes to the organization and its supply chain</td>
<td></td>
<td>Not reported on as there has been no significant changes.</td>
</tr>
<tr>
<td></td>
<td>102-11: Precautionary principle or approach</td>
<td>Precautionary Principle</td>
<td></td>
</tr>
<tr>
<td></td>
<td>102-12: External initiatives</td>
<td>UNSDGs, Procurement practices and supply chain, scope 1, 2, and 3, stakeholders</td>
<td></td>
</tr>
<tr>
<td></td>
<td>102-13: Membership of associations</td>
<td>Accreditations and membership of associations</td>
<td></td>
</tr>
<tr>
<td>GRI 102: Strategy</td>
<td>102-14: Statement from senior decision-maker</td>
<td>Exec summary</td>
<td></td>
</tr>
<tr>
<td></td>
<td>102-15: Key impacts, risks, and opportunities</td>
<td>Key impacts, risks, and opportunities</td>
<td></td>
</tr>
<tr>
<td>GRI 102: Ethics and Integrity</td>
<td>102-16: Values, principles, standards and norms of behaviour</td>
<td>Who are S2S, Stakeholder engagement, Procurement practices</td>
<td></td>
</tr>
<tr>
<td></td>
<td>102-17: Mechanisms for advice and concerns about ethics</td>
<td>Ethics and integrity</td>
<td></td>
</tr>
<tr>
<td></td>
<td>102-18: Governance structure</td>
<td>Governance</td>
<td></td>
</tr>
<tr>
<td></td>
<td>102-19: Delegating authority</td>
<td>Governance</td>
<td></td>
</tr>
<tr>
<td></td>
<td>102-20: Executive-level responsibility for economic, environmental, and social topics</td>
<td>Governance</td>
<td></td>
</tr>
<tr>
<td>102-21: Consulting stakeholders on economic, environmental, and social topics</td>
<td>Stakeholder engagement, ethics, bribery</td>
<td></td>
<td></td>
</tr>
<tr>
<td>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</td>
<td>Governance</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**GRI 102: Stakeholder Engagement**

| 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 |

**GRI 102: Reporting Practice**

| 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 |
| 102-49: Changes in reporting | No changes. |
| 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 |
Certain portions of the report have been externally verified, including the energy and emissions data reported in the Sustainability section.