**Sustainability Action Plan**

**House of Control AS**

**2024**

A close-up of a plant in a glass room

Description automatically generated

**Table of Contents**

[***Introduction 3***](#_heading=h.1fob9te)

[**2.Tools for reporting 4**](#_heading=h.3znysh7)

[**3.Stakeholders 5**](#_heading=h.tyjcwt)

[**4.Goals for transitioning to a more sustainable organization. 6**](#_heading=h.4d34og8)

[**5.Health, safety and environmental protection 7**](#_heading=h.2s8eyo1)

[**5.4 Information about ESG and Eco-Lighthouse 9**](#_heading=h.17dp8vu)

[**6. Upcoming actions 10**](#_heading=h.3rdcrjn)

[***Status per 31 December 2023 12***](#_heading=h.26in1rg)

[**Conclusion 13**](#_heading=h.lnxbz9)

# Introduction

The background to our restructuring process is to adapt to a market with an increasing focus on sustainability. This is reflected in our customers' demands for documentation of our sustainable practices.To meet these demands, House of Control has established a dedicated project group that systematically collects data and prepares new internal routines for operational reorganization.

Our focus on becoming more sustainable applies to all our companies and departments.

We have focused on improving internal routines to ensure sustainable operation of office premises, with particular emphasis on electricity and water consumption and our employees' working environment.

In addition, we have focused our attention on our suppliers. We have drawn up supplier requirements that require confirmation of their commitment to sustainability and safeguarding human rights and the working environment. This report includes both measures already completed but also planned activities, with specific deadlines and responsible parties for each target.

## 

## 

## 

## 

## 

## **2.Tools for reporting**

House of Control AS uses Complete Control 5 ́s ESG module, which is a proprietary module for calculation basis. The chosen standard is GRI (Global Reporting Initiative), it is emphasised that House of Control does not report according to GRI reporting requirements, but only uses the method in Complete Control.

The report is documented in Eco Lighthouse and Visma's ESG reporting system Smart Trackers.

A screenshot of a graph

Description automatically generated

**2.1 Sources**

* Travelin.AI - Travel agency
* Visma lønnssystem - wage system
* Centra Eiendom AS - property owner
* House of Control HR Adviser

## **3.Stakeholders**

|  |  |  |
| --- | --- | --- |
| **Accountable for the implementation and preparation of the Sustainability plan** | Title/Role | E-mail |
| Lasse Sten | CEO | sten@houseofcontrol.no |
| Cathrine Eckhoff | Head of  Sustainability | eckhoff@houseofcontrol.no |
| **Contributors** |  |  |
| Trond Strengelsrud | CTO | trond@houseofcontrol.no |
| Emilie Larsen | HR Adviser | emilie.larsen@visma.com |

## 

## 

## **4.Goals for transitioning to a more sustainable organization.**

House of Control works to achieve the UN Sustainable Development Goals:

A red square with white text and a symbol

Description automatically generatedA red background with white text and a graph

Description automatically generatedA yellow rectangular sign with white text

Description automatically generated

5. **Gender equality**

Target 5.1.1:

Whether legal frameworks are in place to promote, enforce and monitor equality and non‑discrimination based on sex.

8.**Decent work and economic growth**

Target 8.5:

Promote development-oriented policies that support productive activities, decent job creation, entrepreneurship, creativity and innovation, and encourage the formalization and growth of micro-, small- and medium-sized enterprises, including through access to financial services.

12. **Responsible consumption and production**

Target 12.5:

By 2030, substantially reduce waste generation through prevention, reduction, recycling and reuse.

## 

## **5.Health, safety and environmental protection**

For the House of Control, health, safety and environment (HSE) is of paramount importance. We place great emphasis on creating a workplace that is safe and secure, while promoting a positive working environment for our employees. We also expect our suppliers to facilitate safe and secure workplaces, where the requirements of health, safety and environmental legislation are strictly adhered to.

**5.1 Initiated measures:**

The following measures have been implemented and are in progress in the House of Control Norway.

Under the headings: Energy/electricity, waste sorting and health and environment.

Procedures for the return of coffee capsules have been implemented.

Procedures have been drawn up for purchasing goods and services to ensure that purchases are made in accordance with the company's values.

Supplier requirements have been sent to our most important suppliers to map their environmental status.

HSE: A safety round has been conducted and the Laboure and Environment Committee has been established, and representatives have been elected and introduced to the expectations and tasks associated with this office in the form of courses.

Written documentation has been prepared for routines for the annual safety audit, and the safety audit was carried out in 2023.

The staff handbook has been revised and updated.

Regular pulse measurements of the working environment are to be carried out to map employees' well-being at work.

Climate quotas: We have purchased climate certificates that compensate for our emissions.

**5.2 Pulse measurement of the working environment**

House of Control shall ensure continuous improvement of the working environment through regular pulse measurements for all employees.

Regular, and at least quarterly, anonymous pulse measurements are carried out in the company via House of People. This is to identify working environment challenges and to ensure continuous improvement of the working environment. The results will be available on an ongoing basis, so that those responsible can act and implement measures where necessary. Areas that will be included in the survey will include questions related to the psychosocial working environment, leadership, organisation, home office, collaboration, etc.

**5.3 Employee appraisal interviews**

The purpose is to ensure that each employee has a meaningful job and thrives in their working environment by identifying motivation, development wishes and opportunities, co-operation, communication and clarification of expectations. The dialogues shall develop trust and openness and shall be a safe arena for feedback between employees and managers.

This section covers the implementation of performance appraisals and applies to all employees.

Annual performance reviews shall be conducted for all employees in the House of Control. All appraisals must be completed by the end of April each year.

The system used is Peakon, which contains a template that will facilitate a good dialogue. The questions that form the basis for the dialogues must be known by both parties prior to the dialogue and sent from the system well in advance of execution. Communication and information about how the dialogues are conducted will be sent from the system and supported by the HR department.

HR will evaluate the performance of the interviews to adjust for next year's employee appraisal interviews.

In addition, a 6-month evaluation will be carried out via "check-in" from House of People, to ensure that points from the first interview have been followed up, or if it is in the plan. All employees must have completed this by the end of October each year.

## **5.4 Information about ESG and Eco-Lighthouse**

All new employees must be informed about what it means to be an Eco-Lighthouse organization.

**5.5 Travel policy**

Information about House of Control's travel policy is implemented in the company's onboarding programme.

The onboarding programme informs employees that the company's travel policy applies to all employees, and employees are informed about the importance of choosing environmentally friendly alternatives in terms of both accommodation and transport.

**5.6 House of Control Sweden**

Has introduced routines for sorting cardboard, paper, newspapers, plastic, glass and food waste.

**5.7 ESG reporting**

House of Control has completed the first environmental reporting of HOC Norway, HOC Sweden and HOC Denmark as well as Business Analyze

The first report was completed in December 2023 as a test report of figures for 2022, before the House of Control submitted a report for the year 2023 in January 2024.

**5.8 The Transparency Act**

Procedures and policies must be prepared to fulfil the requirements of the Transparency Act. The report in connection to the Norwegian Transparency Act is available on our website: https://www.houseofcontrol.com/corporate-responsibility.

## **6. Upcoming actions**

**6.1 ESG**

The next ESG reporting to Visma will be in September 2024.

Total overview of the above targets for our additional departments

Efforts to continue to reduce the number of business trips continue, as this is a part of our business that has a major impact on the external environment (scope 3).

In the future, the number of journeys will also be further decreased and only be made when travelling is considered necessary.

**6.2 ESG Høvik Office**

**6.2.1 Recycling of food waste**

Mapping of source separation of food waste

Efforts are being made to put in place the possibility of sorting food waste at source.

**6.2.2 Charging of electric cars**

A dialogue has been initiated with the owner of property about the possibility of installing chargers for electric cars.

**6.2.3 Improving the data basis from property owner**

House of Control AS aims to create a template that will be used as a basis between the landlord and House of Control AS to receive the data the company needs to be able to provide figures on consumption in premises. House of Control AS aims to develop a standardized template that will be used as a basis between the property owner and House of Control AS to receive the data the company needs to provide figures for electricity, water and waste consumption.

**7. ESG Denmark**

Overview of the status of waste sorting at the HOC Denmark office and implement a routine for collecting data for ESG reporting.

Focus will be on energy consumption in office premises, employee working conditions, local suppliers and employee business travel.

**8. ESG Sweden**

Overview of the status of waste sorting at the HOC Sweden and implement a routine for collecting data for ESG reporting.

Focus will be on energy consumption in office premises, employee working conditions, local suppliers and employee business travel.

**9.ESG Lillehammer Office**

Overview of the status of waste sorting at the Business Analyze office at Lillehammer and implement a routine for collecting data for ESG reporting.

Focus will be on energy consumption in office premises, employee working conditions, local suppliers and employee business travel.

**10. ESG Trondheim Office**

Overview of the status of waste sorting at the Trondheim office and implement a routine for collecting data for ESG reporting.

Focus will be on energy consumption in office premises, employee working conditions, local suppliers and employee business travel.

# Status per 31 December 2023

The House of Control has made significant progress in becoming a more sustainable organisation. We have reduced the number of business trips by air and car, and our travel policy now encourages employees to participate in digital meetings. To ensure complete insight into our travel activity, we have gathered data on all travel activity, including the use of travelling by air, train and other modes of public transport during the reporting period.

We have conducted a thorough assessment of the sustainability status of our key suppliers and made demands to them regarding their commitment to sustainability. In addition, we have confirmed that our cloud services are delivered from servers from a supplier that guarantees 100% renewable energy by 2040.

House of Control is proud to be recognised as an Eco-Lighthouse company. We have also taken specific initiatives to reduce plastic waste in the cafeteria by eliminating the use of plastic disposable items such as cutlery, condiments and food in plastic packaging.

In addition, we are in dialogue with the property owner about introducing source separation of food waste, and have established schemes for source separation of plastic, paper, other waste and even coffee capsules.

Here are some examples of data we have collected as of 31 December 2023:

**Business travels in House of Control 2023**

There has been a three per cent increase in scope three emissions from 2023 to 2024.

This is explained as a stabilization of travel routines after two years of working from home in connection with Covid-19



**IT operations and equipment**

House of Control has outsourced the services for internal IT operations. This includes the supplier's "Life Cycle" programme, which securely deletes data from used devices before assessing whether a device should be destroyed or reused. This programme is important for House of Control's disposal of equipment, so that this is carried out in a safe and environmentally friendly manner.

**Carbon Offset**

House of Control Norway has purchased carbon credits for emissions of 50.67 tonnes of CO2, which is an increase of 3% from 2023.

We do not have emission figures for Hose of Control Denmark, House of Control Sweden or Business Analyze.

**Eco-lighthouse**

House of Control's certification runs until 24 March 2025.

Recertification must start 6 months before the certification expires. The new certification process must be initiated in August 2024 aligning with our ongoing commitment to sustainability.

## **Conclusion**

House of Control aims to provide a service that is sustainable in the delivery of our product. This includes all our departments and companies by 2025.

We are striving to become an organisation with a linear operation, to become a company with a circular one where sustainability is implemented and is a natural part of all the company's procurements in the future.

As a member of the Visma family, we have undertaken a continuous process to work towards our predefined goals: To become an organisation that contributes through our actions to creating a more sustainable community, both locally and nationwide. This process is time-consuming and demands dedicated people who are committed to fulfilling the responsibilities of the organisation to both employees and our customers. The leadership team have clearly established this commitment and assure that it will be prioritised.

Our strategy includes a focus on recruitment, career development and salary, regardless of gender or other personal characteristics that are not relevant to a person's ability to perform their job excellently.

Høvik 26.03.2024

Cathrine Eckhoff

Head of Sustainability