environmental
policy

Atos

Contents

1 Introduction

1.1 Purpose

The environmental policy describes the path for improving the environmental performance and consciousness of Atos. It describes a course of principles adopted by the company to monitor and reduce the environmental footprint of the organization and operations.

As preliminary principle, Atos commits to comply with the laws and regulations related to environmental protection and sustainability in general.

This policy will help employees and stakeholders to better understand how Atos activities impact the environment and how Atos can reduce or eliminate these impacts. Improving our organization's environmental performance has numerous benefits including creating a healthier, safer workplace and enhancing our organizational performance.

This policy will be used to provide guidance to internal and external stakeholders; however, in certain cases, some items will be considered as mandatory and must be implemented.

1.2 Scope

This policy is applicable to all Atos entities and operations, regardless of their localization.

Given that the level of maturity of countries on these subjects is variable, and that local regulatory pressure being more or less strong, all GBU/service line/marketshall consider this policy as a guideline, and will define a roadmap for progress towards environmental best practices.

With regards to suppliers and sub-contractors, sustainability considerations are managed as set out in section 4.6 hereafter.

1.3 Intended audience

This document is intended to inform and involve:

► The management of each GBU /service line/market where Atos is located
  • CEOs
  • Directors of each entity

► The sustainability community
  • The members of the Corporate Responsibility and Sustainability Office
  • The heads of sustainability of each organizational unit

► The support functions, and in particular:
  • Legal, Compliance and Contract Management
  • Procurement
  • Quality
  • Risk management
  • Housing
  • Human Resources
  • IT & Processes
  • Marketing & Communication

This policy will be freely accessible for all employees. It will be provided on demand to external stakeholders.

1.4 Document maintenance and distribution

This document will be periodically reviewed, according to the evolution of regulations, market requirements and best practices.

This policy will be reviewed at least every 2 years. It is maintained by the person in charge of the environment at global level (Corporate Responsibility and Sustainable Office). The Head of Sustainability of each GBU contributes to its regular update, ensuring it complies with new regulations, market best practices, local requirements and meet external stakeholders' expectations (clients, investor, rating agencies, NGOs).

The document is validated by the Corporate Social Responsibility Officer. It is distributed via the Atos Integrated Management System (AIMS) to all functions mentioned in the chapter 1.3.

1.5 Related documents

Doc Number	Title	Location
N/A	Atos waste management policy	(link)
N/A	Global travel policy	https://sp.myatos.net/organization/gf/hr/Policies/Forms/AllItems.aspx?RootFolder=%2Forganization%2Fgf%2Fhr%2FPolicies%2F9%2E%20Travel&FolderCTID=0x012000AF8652C9F420734389DF26958526221C&View={0B25C433-2967-4672-9C3E-5F0FAE0B362B}
N/A	Global Procurement Policy/Sustainable procurement	https://sp.myatos.net/organization/gf/pu/proc/sustainability/Pages/DispHomePage.aspx
N/A	Global Company Car Scheme policy	https://sp.myatos.net/organization/gf/pu/gcm/indirects/mobility/Pages/DispHomePage.aspx?RootFolder=%2Forganization%2Fgf%2Fpu%2Fgcm%2Findirects%2Fmobility%2FFleet%20documents%2F7%2E%20Car%20policy&FolderCTID=0x0120001154E9BB67E4814B91A41B20E53045B3&View={66DDCB8E-C239-40C7-A29F-57DC73F4F0F5}

1.6 Glossary

▶ CSRCO$_2$: Carbon dioxide or CO$_2$ enters the atmosphere through burning fossil fuels (coal, natural gas and oil), solid waste, trees and wood products, and also as a result of certain chemical reactions (e.g., manufacture of cement). It is part of the Green House Gas list.

▶ CR: Corporate Responsibility; Corporate Responsibility (also known as Corporate Social Responsibility – CSR); according to the European Commission "Corporate social responsibility (CSR) refers to companies taking responsibility for their impact on society". In addition, "[…] CSR is increasingly important to the competitiveness of enterprises. It can bring benefits in terms of risk management, cost savings, access to capital, customer relationships, human resource management, and innovation capacity". The CR strategy of Atos is stipulated in both, the registration document and the CR report disclosed each year.

▶ GHG: Greenhouse Gases (GHG) are gases that trap heat in the atmosphere. The four most important greenhouse gases are: carbon dioxide, methane, nitrous oxide, and fluorinated gases. Each of these gases can remain in the atmosphere for different amounts of time, ranging from a few years to thousands of years

▶ NGO: Non-Governmental Organizations

▶ PUE: Power Usage Effectiveness. The PUE metric is an end-user tool that helps boost energy efficiency in data center operations. The PUE is a metric used to determine the energy efficiency of a datacenter. PUE is defined as the ratio of total facilities energy to IT equipment energy (amount of power entering a data center by the power used to run the computer infrastructure within it).

2 Policy content

2.1 General goals

Atos commits to achieve four main goals as part of our long term commitment to the environmental performance and sustainability.

- ▶ 1) Fully commit to the short and long term effort needed to create positive environmental change within our organization and society at large (in particular with our clients);

- ▶ 2) Set up clear targets allowing countries and operational units to measure the way to go, and identify the actions required to achieve the objective;

- ▶ 3) Evaluate the progress of the environmental policy and action plan, and ensure that updates are communicated as progress is made;

- ▶ 4) Communicate our environmental position and standards with internal and external stakeholders to create positive environmental change beyond our organization.

2.2 High level objectives

The objectives shall be applied to internal operations and shall also be held as a standard for all those with whom we work.
The objectives will guide Atos's actions and planning over the short and long term.

- ▶ Take action to reduce emissions of GHG which could affect climate change.

- ▶ Take action to conserve natural resources, in particular energy.

- ▶ Reduce the dependence on non-renewable resources, and develop the decarbonized energy contribution in the global consumption.

- ▶ Reduce waste output and maximize the recycling of materials.

2.3 Main ambition

- ▶ Carbon: abate by 50% the ratio "ton of CO_2 / million € revenue" (2012 baseline)

- ▶ Decarbonized electricity: develop the decarbonized power supply in data centers and buildings, with the ambition to consume 100% decarbonized electricity in strategic data centers operated by Atos by 2015; wherever possible: switch to renewable energy sourcing.

- ▶ Environment management system: achieve ISO 14001 certification of 100% of strategic Atos data centers (operated by Atos and co-located) and main offices (with more than 500 employees).

2.4 Geographical coverage

The entire Atos organization is covered.

2.5 Role of Atos' functions

The following functions have a role to play in the implementation of the environmental policy. Global Corporate Responsibility Office and GBU/SBU/Worldline Heads of Sustainability must ensure the policy is implemented and monitored in all Atos countries.

- ▶ The CR office: ensures the policy is up-to-date and accessible to all GBUs;

- ▶ The GBU/SBU/Worldline Management ensures the policy is known and implemented locally;

- ▶ The Procurement Managers must integrate the policy principles into the specifications (tenders);

- The Housing Managers have to ensure management of real estate includes the goal of reducing the environmental footprint, streamlining resources; it includes the lifecycle of the products, including waste issues.
- The Human Resources Directors must ensure issues related to environmental Policy are well known by the Atos staff (e.g. training) and encourage smart ways of working (e.g. mobility, remote working)
- The Head of Corporate and Social responsibility will make sure the current policy is implemented and monitored in the organization
- The Risk Management function must ensure that the environmental policy is effectively considered into the business activities
- The IT & Processes Function ensures that the IT department favors in priority the lower electricity consuming solutions.
- The Marketing & Communication Functions ensure that communication material considers the environmentally compliant solutions; making sure environmental policy is well promoted internally and externally;
- Sales & Markets must ensure that the environmental performance of Atos solutions is enhanced
- Service Lines must ensure that business delivery participate in reducing the environmental footprint of their services.

3 Atos' footprint

3.1 The context

Energy and carbon management are two of the key environmental challenges that companies, organizations, governments and citizens cannot ignore anymore. In 2013, the Earth's atmospheric CO_2 level reached 400 ppm and is still rising.

Although Information and Communication Technology (ICT) is deployed as an efficiency tool which makes the world a more efficient and less wasteful place, and is providing benefits of services enabled by ICT, we cannot ignore the impacts that the operation of ICT services entails:

- ▶ a significant cost in energy demand
- ▶ a consumption of nearly 10% of the global electricity production (about 1,500 terawatts)[1] and
- ▶ a continuously increasing volume of CO_2 emissions.

These findings imply a dramatic strengthening of companies' commitments, to mobilize decision makers and managers about energy and carbon matters and also to encourage them to consider them as a lever of performance.

Within Atos, these issues are on the top priorities of the CR agenda. They are reviewed by the top management of the company, monitored through Key Performance Indicators (KPI), with a clear determination to reduce them continuously.

3.2 Objectives

Since 2008, Atos has managed to reverse its own carbon emission trend. Our energy efficiency is improving every year and our CO_2 emissions have significantly reduced.

The objective to abate the carbon footprint by 50% (in volume, 2008 baseline) by 2015 has been reached in 2013. A new target has been set in 2014: abate by 50% (2012 baseline) the carbon footprint (CO2/M€ revenue by 2015. To reach this environmental objective, Atos will use a combination of levers highlighted hereafter.

3.3 Energy footprint

3.3.1 Energy optimization

Atos strives to optimize the use of energy (e.g. gas, fuel, electricity…) in its operations and in the solutions developed for its clients. Atos measures and reports annually the energy consumed using the appropriate units of measure with the permanent objective to reduce energy consumption as much as possible. The performance is monitored through Key Performance Indicators implemented in the Sustainability Performance Management (SuPM) tool (SAP).

All effective and economically feasible initiatives to reduce the energy consumption are encouraged.

With regards to data centers: sustainability criteria are part of the procurement process and basic requirements for data centers. In terms of management, eco-efficiency practices are promoted (e. g. virtualization of servers, free cooling, heat recovery, raised data room temperature) ensuring the PUE (Power Usage Effectiveness) and CUE[2] (Carbon Usage Effectiveness) are as low as possible.

With regards to offices: extend the smart campus concept (working environment based on physical and digital platforms) promoting open spaces and desk sharing, reduce archiving space and promote digitalization, manage facility resources according to multiple parameters (e. g. occupancy rate, weather) and optimize the HVAC (Heating, Ventilation and Air-Conditioning).

In addition, Atos strives to improve the environmental performance of its clients through its solutions and services. In this respect, Atos solutions will provide information relating to the environmental benefits delivered by the implemented solution.

---

[1] Source: Digital Power Group

[2] CUE definition=Total CO2 Emissions caused by the total Datacenter Energy/IT equipment energy

3.3.2 Power generation

In its effort to reduce CO2 emissions and provide energy security, where appropriate Atos may consider self-generation, using the most appropriate technologies available to achieve these aims for the geographic locations

When the location of the site and the climate conditions are favorable, it may be economically affordable or even advantageous to produce electricity on site, in addition to the electricity conveyed by the power network. For example, it might be advantageous to use solar panels to heat the water of a building or to install urban wind turbines to complement power site electricity.

3.4 Carbon footprint

3.4.1 Carbon calculation

Atos calculates its Carbon footprint using the GHG Protocol, the globally most widely adopted standard for this process.

3.4.2 Supply chain

Atos does not include supply chain emissions for energy in its footprint calculations (for instance, Atos does not include production of nuclear fuels, building / decommissioning nuclear power plants, mining coal, refining oil…). Therefore, as in the case of nuclear, we only consider the production emissions which are zero.

3.4.3 Decarbonized energy

Atos intends to gradually migrate from a carbon electricity supply (fossil energies) to a low-carbon electricity supply (including nuclear). The objective is both to reduce CO_2 emissions and to promote the supply of electricity from renewable sources. The ambition is to apply this approach to data centers and offices whenever possible.

Atos shall favor decarbonized energy sources to supply buildings and data centers' infrastructure, whenever possible. Ideally, the choice will be on renewable energy to support both, the objective of CO_2 emission reduction of Atos and the energetic transition toward a more sustainable environment while reducing the risks associated with climate issues (e. g. environmental taxes, increasing costs of fossil fuels).

Upon renewal of electricity supply contracts, Procurement Managers shall systematically consider the supply of electricity from renewable sources as an option. If the change is contractually, technically and economically feasible, the selection of carbon-free energy (renewable or nuclear) shall be prioritized.

3.4.4 Carbon offsetting

To minimize the impacts of Atos operations on the environment, and to complete the efforts to reduce carbon emissions, Atos offsets CO2 emissions by procurement carbon credits.

Since 2010, Atos has been compensating the CO2 emissions produced by its own data centers worldwide, providing carbon neutral hosting to its clients. This initiative allows clients to declare "zero" in their public carbon report for the services hosted by Atos (scope 3, outsourced services).

Atos has chosen to fund the wind turbine technology projects, providing carbon credits. In the procurement process, Atos shall ensure that carbon offsets are certified by the best internationally recognized standards such as VCS (Verified Carbon Standard) or Gold Standard projects.

Atos has chosen to fund the technology of wind power, encouraging the development of renewable electricity production. The wind farms are located in a country where Atos is well established (several offices, more than 10% of Atos employees). As from 2010, the wind power projects selected are located in India.

3.5 Circular economy

Favor the circular economy contributes to reduce the environmental footprint. It limits the pressure on natural resources and avoids generating increasing wastes. It is based on 7 concepts (eco-design, usage versus ownership, resources optimization, reuse- repair-recycle products) allowing to decouple economic growth from the use of natural resources and ecosystems by using those resources more effectively.

By definition it is a driver for innovation in the areas of material component and product reuse, as well as new business models such as solutions and services. It makes sense to consider the circular economy in several Atos areas as procurement (favor leasing instead of buying), manufacturing (eco-design of product) or facilities (encourage waste collection for recycling). A particular attention will be paid to the packaging, in particular, with regards to the material used to elaborate it which will have to integrate sustainability criteria.

3.6 Noise

The noise produced in operational centers (data centers, computer rooms, plant) should be reduced as much as possible. The effects on the Atos staff must be considered (health, safety and security aspects) and the impact to the neighborhood (noise pollution) must be considered too.

3.7 Fret

The environmental footprint of product transportation is producing a significant part of greenhouse gas emission in the world as well as air pollution. As a result, it is strongly recommended to pay special attention to logistics. In this respect, the truck loading rate will be optimized, ressources will be mutualized, and the journey optimized. Any other possible levers will be used to minimize fuel consumption.

3.8 Waste footprint

The production of electrical and electronic devices is the fastest-growing sector of the manufacturing industry in industrialized countries. Every year, million tons of electrical and electronic equipment waste ("e-waste") is generated world-wide, which may cause serious risks for human health and environment when not properly disposed and recycled. Beside e-waste, Atos also considers office wastes such as for instance supplies, furniture, chemical products (refrigerant, cleaning…), bulb, waste water, food... including potential hazardous materials The Atos Waste Management Policy provides guidelines to address wastes produced by the organization and operations of Atos.

Atos entities shall ensure that collection, storage, transportation and disposal of waste are properly managed and waste recycling is facilitated in order to minimize the impact on environment and to mitigate health and safety risks. While all types of waste are considered by the policy, a special focus is taken on IT waste, whose impact is potentially harmful (Waste Electrical and Electronic Equipment).

If local regulations are not in favor of environmental protection, Atos entities shall make every effort to comply with best practices promoted by international regulation.

3.9 Water footprint

3.9.1 The context

Safe, adequate and efficiently managed freshwater resources are essential to the sustenance of basic livelihoods, and to the economic and political stability of countries.
ICT has the potential to enhance water sustainability, efficiency and accessibility (for example, ICT can be used to increase efficiency in irrigation).
On the other hand, a significant amount of water is used from chip fabrication to server manufacture to data center operation. In addition, energy system depends on water. A large part of water withdrawals every day is used to cool power plants. Data centers are high consumers just by virtue of the energy they consume. As a result, any reduction in power consumption is also a reduction in external water consumption. This makes ICT vulnerable to droughts and other constraints, with a risk of water shortage-driven price increases.

3.9.2 Water consumption

In this respect, Atos will reduce the water footprint of its data center operations when possible. For instance, the need for evaporative cooling through higher operating temperatures and use of outside air (free air cooling) are two techniques to reduce internal water consumption used by Atos with a direct impact on water.

Considering this issue, regarding data centers, the Green Grid provides guidance and offers a new data center metric called Water Usage Effectiveness (WUE) to monitor the water used in data centers. Atos will be able to report on it, in addition of PUE[3] and CUE[4].

With regards to its offices, Atos will encourage initiatives to reduce water consumption through water saving appliances (e. g. water dispenser with motion sensors, water saving toilet, utilization of rain water for irrigation of outdoor facilities). The water usage (including tap water) will be part of the KPIs to monitor.

3.9.3   Virtual water

Virtual water refers to the sum of the water used in the various steps of the production chain (e. g. energy production, manufacturing of IT devices). Constraints of access to water or water scarcity in certain areas may impact the manufacturing process and the price of resources in the production of IT products.

That is why, beside the Carbon footprint of IT device, Atos entities will pay attention to the embodied water in the procurement process. Ideally, procurement department will ask the supplier to provide the information, or will alert on this question.

3.10   Biodiversity

The activity of Atos is to deliver services (intellectual services, information technology). There is no manufacturing process.

We locate our buildings in industrial areas and not in conservation areas or areas of special scientific interest, therefore we consider our direct impacts on biodiversity to be minimal. As such any impacts are only through our supply chain and these are considered during our supplier vetting processes.

---

[3] PUE: Power Usage Effectiveness

[4] CUE: Carbon Usage Effectiveness

4 Levers of action

4.1 Data-centers

4.1.1 Data-center requirements

Sustainability criteria shall be embedded into the datacenter requirements, as following:

- ▶ PUE ranges for existing DCs average downwards to below 1.7 at 80% load
- ▶ For new built DCs, PUE max. is 1.2 at >80% load
- ▶ Green electricity from renewable sources and/or Carbon offsets certified
- ▶ Carbon Footprint measurement and offsetting available to customers
- ▶ The Green Grid membership

4.1.2 Power Usage Effectiveness

Atos Data-centers shall pay a particular attention to PUE. The target PUE for existing datacenters is below 1.7 in average, at> 80% IT load. The target for a new datacenter is 1.2, at >80% IT load.

4.1.3 Data-centers renewal

The datacenter renewal program shall integrate environmental dimensions such as energy efficiency, free cooling, or low PUE for instance. It will encourage locations minimizing environmental stress (e.g. near a water point) or near buildings able to reuse the heat produced by servers. In addition, Atos will support the adoption of "green" innovations designed for optimizing the energy efficiency such as ways of cooling like air-to-air cooling or adiabatic cooling (by vaporization).

4.1.4 Heat recovery

In some cases, when the public infrastructure for city heating allows it, data center heat can be recovered to heat the nearby buildings (e.g. Suvilahti datacenters, near Helsinki in Finland). The heat from hot aisles of datacenters could be redirected to nearby offices, greenhouses and even swimming pools. The ability to re-use excess heat from servers can be considered at a very early stage of the design and contracting process, helping to improve the energy efficiency profile of these facilities. This allows achieving significant energy savings while avoiding the production of additional CO_2 emissions for Atos and surrounding entities.

4.1.5 Cloud

When possible, the data-center will rely on a cloud infrastructure (Canopy) helping to reduce the overall energy consumption for data management.

4.2 IT consumption

IT devices consume around 10% of the electricity consumed in office buildings and up to 83% (at a PUE of 1.2) in data centers. A good selection of IT equipment contributes significantly to the reduction of environmental pressure and energy costs.

From a procurement perspective, Atos purchasers shall be familiar with these challenges and select the most efficient equipment according to the QCDIMS procurement guidelines (Quality-Cost-Delivery-Innovation- Management-Sustainability) considering the full Total Cost of Ownership (TCO) of the IT equipment. The Atos IT catalogue will contain electronic equipment that meet highly reputable third-party standards like ENERGY STAR, EPEAT® and the 80 PLUS®"), enabling to minimize the energy consumption of equipment used.

From a citizenship perspective, employees shall be mobilized to adopt best practices when using IT equipment, printers and other devices (e. g. adapt power saving features, reduce monitor brightness, switch off or activate standby mode of devices).

In addition, hardware like printers or scanners that are connected to a computer system, use also electricity. Atos shall promote centrally located printers and scanners instead of desktop systems.

4.3 Travel and ways of working

4.3.1 The context

Travel is a significant and increasing part of the carbon footprint of Atos (35% in 2012, 37% in 2013). Despite being time consuming, costly and environmentally detrimental, travelling is necessary to provide services to clients and for business development.

4.3.2 Travel policy

Aligned with the ambition of Atos to abate its carbon footprint, the travel policy will integrate processes and practices to moderate the number of journeys, and to always encourage low carbon modes of transport.

In this respect, remote collaboration, conference calls and video-conferencing have to be firstly considered as effective alternatives to travel. They represent an opportunity to significantly reduce travel costs, improve productivity as well as the impact on the environment. Furthermore, encouraging smart way of commuting (e.g. tramway, bicycle, and metro) contributes also to lower the environmental footprint. Last, but not least, limiting travels can participate to a better work-life balance, promoted in the Wellbeing at Work Program, and while also contributing to limit pollution produced by transport.

Atos employees and their travel authorizing managers will consider the carbon footprint when travelling and will balance the factors time, cost and environmental impact in their decision making and should favor the train travels over flights when possible.

4.3.3 Atos fleet

A. The European context

European Union legislation sets mandatory emission reduction targets for new cars. This legislation is the cornerstone of the EU's strategy to improve the fuel economy of cars sold on the European market. The fleet average to be achieved by all new cars is 130 grams of CO_2 per kilometer (g/km) by 2015 and 95g/km by 2021.

In continuation of European and other regulations, Atos has designed a policy to reduce the environmental footprint of the vehicles allocated to its employees.

In the Directive 2008/50/EC on ambient air quality and cleaner air for Europe, European Commission set air quality objectives for PM2.5 (fine particles) including the limit value and exposure related objectives.

To meet these ambitious objectives, Atos decided in April 2010 that all company cars ordered should be below 120g CO_2 emissions. The regular renewal of the fleet ensures that our company vehicles are up to the new technology and standards related to lowering pollution.

More generally speaking, Atos will inform its employees about the benefits of hybrid and plug-in electric vehicles instead of conventional vehicles (see for example Atos Electric Fleet below).

B. Atos carbon policy for company car

Atos actively encourages drivers to select low polluting vehicles

Cars with emissions below 120g/km CO_2 : The Global Car Policy clearly stipulates that no car with emission above 120g/km CO_2 is allowed since 1st April 2010. Legislation on CO_2 emissions and associated tax charges is indirectly reflected in the car menu offered to employees. Based on consideration related to car menu (i.e. list of vehicles available in our price range) Atos may progressively reconsider the threshold of 120g.

Electric cars are already available to employees, based on the respect of the car policy.

Hybrid cars are also offered to employees. An electric motor together with a gas powered engine make a vehicle that has lower emissions and better gas mileage. It conserves energy while having the power of a standard engine.

C. Carbon policy for private car (car allowance)

In some cases, a car allowance is provided to employees. It consists of a payment of a monthly allowance to help them to purchase a vehicle for business and private purposes.

D. Drivers training

When possible, trainings will be supported by Atos to help employees to become environmentally responsible drivers.

E. Utility vehicle

Drivers of utility vehicle (van and commercial vehicle) are encouraged to lower their fuel consumptions by using ecologically responsible ways of driving.

4.3.4 Atos electric fleet

Promoting green transport also implies facilitating access to electric vehicles. Atos entities are encouraged to make available to their employee's, offers based on international and local partnerships.

A. Encourage electric transports

To favour the use of electric vehicles, Atos will install electric charge points at its offices when possible. For example, at Atos Headquarter located in Bezons (France), it is already possible to charge electric cars.

B. Develop practice of car sharing

Car sharing is based on a fleet of cars jointly-owned by a community of users and used according to the needs of traveling. Rather than having a personal car, users have access to a service (pay as you drive). GBUs are encouraged to propose car-sharing services to their employees. If possible, GBUs will negotiate discount prices with companies providing this type of service. Carsharing services are available in over a thousand cities in many nations. Operating a range of low-emissions vehicles, offering include for instance Autolib' (France), City Car Club (United Kingdom), Greenwheels (The Netherlands, Germany), Stadtmobil (Germany), Avancar (Spain) or Zipcar (United States).

C. Atos's electric fleet car

Initiative such as MyCar[5] (fleet of electric vehicles available to employees for their business travel) is intended to be deployed to other Atos sites. The MyCar scheme, consisting in a car-sharing service, is provided for free to employees. This service delivered on premises, is expected to gradually replace the use of taxis, or even more polluting private vehicles used for business purposes. The first site equipped with this kind of service is the Headquarter of Atos in Bezons, France.

F. Access to low carbon cars

GBUs tries to facilitate the access of employees to electric vehicles, either by facilitating access to rental services at discount rates, or through partnerships with automotive constructors for the purchase of a hybrid or electric vehicles.

G. Encourage car-pooling

Car-pooling intends to maximize the usage of a car during a journey: drivers allow passengers to use the empty car seats on their private car. Carpooling is considered by Atos as an environmentally friendly and sustainable way to travel as sharing journeys reduces carbon emissions, traffic congestion on the roads, and the need for parking spaces. By having more employees using one vehicle, carpooling reduces also commuting costs.
The GBUs are encouraged to propose internal car-pooling solutions to their employees, or to suggest them using this type of service.

4.3.5 Smart commuting

Encouraging smart ways of commuting (e.g. tramway, bicycle, metro and train) also contribute to lower the environmental footprint. In this respect, GBU will dedicate specific spaces to park employees' bicycles or electric motorbikes. When possible, grants to public transport will be

---

[5] MyCar service is composed of BlueCars delivered by Bolloré group. This car-sharing service provides access to the entire Autolib' charging points and parking infrastructure, in Paris and its suburb.

offered to employees. In addition, a dedicated space near Atos's offices will made available for employees to facilitate their access to the office.

4.3.6   Home working

The new way of working promoted by Atos is intensively using information and communication technologies, allowing employees to be more flexible in regard to their work place. Home is part of the possible physical places to be used by Atos's employees. Beyond flexibility, homeworking contributes to improve performance, reduce stress, decrease the environmental footprint linked to commuting (km travelled and relating CO_2).

In this respect, as part of the Wellbeing@work program, GBUs shall promote homeworking as an alternative place to work and suggest their employees to use this option of work organization when appropriate.

4.3.7   Remote collaboration

Atos has developed a range of solutions, using Information and Communication Technologies, enhancing remote collaboration. Social Collaboration (blueKiwi ZEN), Lync, SharePoint, Telephone, video or conference call, e-mails etc. are considered as a certain extent, as an alternative to face-to-face communication and a means to substitute the need to travel.

GBUs shall promote this new way of working as an enabler to develop collaboration and competences, while contributing to reduce environmental footprint of employees and operational costs.

The benefits can be quantified as number of connected hours, km travelled avoided and reduced office space or travel costs.

4.4   Building – Physical workplace

4.4.1   Environmental Management System

ISO 14001: this standard provides framework for organizations that need to systematize and improve their environmental management efforts. The ISO 14000 standards are not designed to aid the enforcement of environmental laws and do not regulate the environmental activities of organizations. Adherence to these standards is voluntary.

The implementation of Environmental Management Systems (ISO 14001) within our major sites is a key track of our CR program. This initiative not only contributes to the environmental performance but also improves competitiveness, ensures compliance with national environmental regulations, meet business requirements in several countries, reduces risks and costs, develops citizenship engagement, and consequently, globally increases the performance of the company.

Atos has defined on a global level the target for Environmental Management System implementation and ISO14001 certification until 2015 as:

▶   All strategic Atos' data centers

▶   All main office sites with more than 500 employees

All GBUs shall support the implementation of this program, making sure the roadmap is implemented as planned.

4.4.2   Other environmental management systems

A.   Quality, Security, Environment

When required, an integrated QSE (Quality, security at work and environment) management system will be implemented. This initiative is based on 3 key references:

▶   **ISO 9001**: It is a standard that specifies requirements for the implementation of a System of Quality Management (QMS). Its main purpose is the continuous improvement of business performance and customer satisfaction

▶   **ISO 14001**: see section n°4.4.1 page n°14

- **OHSAS 18001** (OHSAS 18000 is an international occupational health and safety management system specification; it is intended to help an organizations to control occupational health and safety risks)

This is particularly meaningful for data-centers and plants (former Bull centers for integration of components and logistic)

ILO-OSH 2001 can also be considered as a tool for managing health and safety at work, developed by the International Labor Office (ILO). It provides guidelines contributing to the protection of workers from hazards and to the elimination of work-related injuries, ill health, diseases, incidents and deaths.

B. Energy management system

When required, an energy management system will be implemented (**ISO 50001**). ISO 50001 supports organizations in all sectors to use energy more efficiently, through the development of an energy management system. ISO 50001 is based on the management system model of continual improvement also used for ISO 9001 or ISO 14001. It provides a framework of requirements for organizations to: Develop a policy for more efficient use of energy, Fix targets and objectives to meet the policy, Use data to better understand and make decisions about energy use, Measure the results, Review how well the policy works, and Continually improve energy management.

4.4.3 Real Estate management

The Smart Campus concept promoting new ways of working is implemented in all Atos geographies.

This concept is including new physical environment, a digital platform, customized services on site, is also designed to lower the environmental impact of offices.

Smart Campus, as part of the wellbeing@ work program, combines home working, mobile connectivity, new collaborative tooling, clean desk policy, shared and secure printing practices, waste recycling, energy monitoring of the building are levers used to reduce the environmental impact.

In addition, the consolidation of offices and datacenters should also contribute to reduce the need of lighting, heating and cooling resources for instance.

4.4.4 Desk sharing

The desk sharing is part of the new ways of working implemented within Atos. It enables to reduce and optimize the office space, and related resources consumed (energy for instance...). Combined with the open space concept, it provides flexibility to employee (e.g. find a workstation where needed) and favor collaboration between employees (e.g. find a place near the right competences). Desk sharing allows saving spaces in the office, leveraging on the mobility provided by Atos tooling and connectivity.

4.4.5 Clean Desk

Beside the higher flexibility of spaces, the implementation of a Clean Desk Policy is mainly motivated by information security compliance, regulations, certifications such as ISO 27001 and the data protection regulations.

In addition to keep the offices free of clutter and to present outsiders with an impression of professionalism and competence, it helps to protect sensitive corporate and client data assets by limiting exposure to external parties (clients, partners, cleaning staff…). It allows also reducing the volume of paper and documents stored, encouraging the digitalization of document.

4.4.6 Printing

A. Shared and secure printing

Shared and Secure Printing is a service which enables Atos' employees to print documents from anywhere to any printing device in any Atos locations. This solution enables to manage secure printing, reduce paper consumption, and provide functions to tracking, monitoring, and report printing activities of users.

The key benefits are:

- ▶ Share print devices (1 printer for 50 people)
- ▶ A secure printing environment: no loss of privacy and security (private identification before getting document)
- ▶ Enables restriction of printing resources to save toner and paper usage
- ▶ Reduction of document printed (only on demand): -26%

The Shared and Secure Printing is part of the Smart Campus concept, and will be implemented in all Atos sites and can be optionally upgraded to Follow-me Printing that's enable you to select the printer after the printing has been submitted.

B. Default settings

In addition, all printers are configured by default with the following features: printing front / back, black and white color, one page per sheet.

4.5 Company catering

When canteens exist on Atos's campus, catering providers should adopt sustainable practices (local supply, organic food or coming from sustainable farming, seasonal products ...) and communicate to consumers about these ecofriendly practices to encourage their adoption and behavior food change.

Catering providers will optimize the use of resources (water, electricity...), will minimize wastes and will implement recovery practices or, waste recycling when possible.

4.6 Procurement policy

Sustainability is fully integrated into the Global Procurement Policy from the risk management process of the supply chain to the contract with suppliers.

- ▶ Risk management: Since 2008, Atos has developed a strong relationship with EcoVadis to mitigate the CR risk on the supply chain. Each year, a panel of companies is selected according to the level of spends, the category risk level and the geographic risk, to be assessed by an external partner (Ecovadis).

- ▶ Process of selection: the suppliers' selection process and evaluation criteria (QCDIMS) include 10 percent rating on sustainability.

- ▶ Contract with supplier: The Atos Sustainable Supplier Charter, reviewed on a regular basis with Global Legal, Compliance and Contract Management Department to adapt it to current Atos organization and international environmental laws, is distributed to all suppliers participating to a request for proposal and is attached to all contracts. This Charter stipulates Atos' suppliers will follow the principles of the UN Global Compact in the areas of human rights, labor, the environment and anti-corruption.

- ▶ Knowledge: purchasers are regularly informed about sustainability challenges of procurement. When needed, sustainability performance is included in the Bonus Score Card of managers.

- ▶ Atos Zero email™ purchase policy: The supplier must demonstrate how they have incorporated Zero email™ logic into account their concept design with a written example of how their proposed scenarios, solutions and services will run without email. This will avoid additional emails, storage and CO2 emissions.

5 Enablers

5.1 Regulation monitoring

Environmental regulatory monitoring helps identify and anticipate local national or international regulations that may affect the operations or business strategy. It also allows detecting emergent phenomena, which have or will have an impact on environmental factors that may affect the business. The regulatory watch will help detecting opportunities but also potential risks.

5.2 Stakeholders expectations

The stakeholder requirements for good environmental practices tend to harden. The corporate responsibility is extending beyond company boundaries to a network of partners; securing the supply chain while sharing similar values becomes important in the clients' value chain. Consequently access to certain market is now correlated to certain levels of performance; many questionnaires included in customers' tenders, devote several questions about it; the extra-financial ratings reflect the growing interest of investors on these issues. It is now crucial to understand environmental challenges of Atos' clients to be able to answer them in our offerings like in Atos organization.

Organizing regular local stakeholder dialogues can be a way to check if environmental strategy and targets of Atos are aligned with their expectations.

5.3 Business requirements

Environmental issues must be integrated into:

► The products and services proposed and delivered by Atos to its customers (How does the solution concretely help to address environmental issues?)

► The mode of delivery (How does the project management inegrate the environmental dimension and contribute to minimize the impact?).

Echoing the efforts conducted internally by Atos to minimize its environmental footprint, the offers designed for our customers also need to integrate this dimension. As such, all bids must include a reference to our CSR program (highlighting the environment), our commitments and achievements, and making clear the contribution of Atos proposition to the environmental and business challenges of customers.

5.4 Innovative ideas

As part of the Wellbeing@Work spirit, the company becomes a place to express the potential of employees and to innovate. As a wide field of expression, the Atos Social Network encourages new ideas to improve the sustainability performance of Atos.

These ideas, internally posted, are shared within a dedicated community opened to all employees. The suggestions are assessed, rated and then selected or rejected. The best of them are subject to a business case before being deployed.

All GBUs will encourage this initiative.

5.5 Risk assessment

Environmental risk is part of the categories addressed by the Enterprise Risk Management process.

The approach of ERM is to qualify and quantify potential risks that may impact the achievement of business objectives in order to understand and manage them. The following categories are addressed when assessing inherent and residual risks:

► Operational risks, related to IT systems, employees or processes

► Environmental risks, related to natural disaster, country crisis, clients, suppliers, competitors

► Transformation risks: organization, culture, innovation

► Information and compliance risks: fraud, reputation, climate change, regulation, operational and financial information

Environmental risks considered are:

- ▶ Industrial and technological risks generated by the company (internal risks) affecting the environment (e.g. air, soil, water, ...)
- ▶ The risk of external threats (external risks) such as natural hazards and external accidents causing environmental damage, may impact the company's business.

Risk mapping allows evaluating (severity, likelihood, costs…), hierarchizing and managing each risk identified. A mitigation plan is designed to put the risks under control or at least minimize the possible impacts.

5.6 Awareness development

Involvement of employees is a key success factor in the implementation of environmental program, both in the organization and the operations.
In this respect, Atos will develop the stakeholders' awareness and consciousness about environmental challenges and best practices.
To meet this requirement, Atos has developed several materials through different channels:

- ▶ A dedicated e-learning module, helping everyone to understand more about Sustainability at large, main challenges of the IT sectors, the Atos CR program, and the main achievements of our company. This module includes environmental issues. It is available in English, Spanish, French and German versions to facilitate the implementation.
- ▶ Several communities dedicated to Sustainability are available on the Atos Social Network (BlueKiwi) with specific focus on environment.
- ▶ Information available on the local and global websites, including Atos solutions improving the sustainable performance of clients
- ▶ An annual internal event being part of the Well Being@work week to engage employees in CR activities at local level across Atos and to demonstrate how core competences of Atos can power society at large
- ▶ Some documentation to encourage individual responsibility at home and at work in view of saving energy, reducing carbon footprint and improving green IT
- ▶ The annual publication of the Corporate Responsibility Report outlining achievements and commitments to reducing our global footprint

5.7 Internal communication

Environmental policy allows acting on the priorities. It relies on employees' mobilization to implement and adhere to best practices. As a result, it is essential the policy (at least its main aspects) is communicated internally, and understood by all employees.
Internal communications about local initiatives and achievements will be helpful to share best practices and returns on experience between GBUs, but also to encourage the implementation of the policy in all geographies and to accelerate the achievements.

5.8 Monitoring and reporting

5.8.1 External public reporting

The Environmental program of Atos is described into the Registration Document and the CR report[6]. Publicly disclosed on a yearly basis, the environmental performance (including objective, achievements and perspectives) are detailed.

5.8.2 Materiality

Atos performs a regular materiality assessment, in order to identify the essential challenges or aspects that the market considers. In 2013, Atos identified five top challenges across four main categories.

---

[6] Documents are available on : http://atos.net/content/dam/global/reports-2013/en/download.html

These have been prioritized according to their impacts on stakeholders and their likelihood of occurring. Environmental challenges are identified as the 3rd priority, behind Employer responsibility and, data security and customer satisfaction.
The challenge is: reduce the environmental impact of datacenter, offices and transportation to strive for carbon neutrality and contribute to the sustainability excellence with customers through Atos solutions.

5.8.3 List of environmental KPIs tracked

The below list of environmental KPI is based on the G4 GRI guidelines. They are implemented in all GBUs, measured, monitored and reported yearly. These indicators are used internally to drive environmental performance. Some of them are subject to a public disclosure to be shared with all stakeholders Atos. In this case, they are mentioned into the registration document, publicly disclosed annually.
List of environmental KPIs listed in the G4 guidelines. According to the material assessment, some KPIs are considered as not material and will not be reported accordingly.

KPI #	Description
G4-EN1	MATERIALS USED BY WEIGHT OR VOLUME
G4-EN2	PERCENTAGE OF MATERIALS USED THAT ARE RECYCLED INPUT MATERIALS
G4-EN3	ENERGY CONSUMPTION WITHIN THE ORGANIZATION
G4-EN4	ENERGY CONSUMPTION OUTSIDE OF THE ORGANIZATION
G4-EN5	ENERGY INTENSITY
G4-EN6	REDUCTION OF ENERGY CONSUMPTION
G4-EN7	REDUCTIONS IN ENERGY REQUIREMENTS OF PRODUCTS AND SERVICES
G4-EN8	Total water withdrawal by source
G4-EN9	Water sources significantly affected by withdrawal of water
G4-EN10	Percentage and total volume of water recycled and reused
G4-EN11	Operational sites owned, leased, managed in, or adjacent to, protected areas and areas of high biodiversity value outside protected areas
G4-EN12	Description of significant impacts of activities, products, and services on biodiversity in protected areas and areas of high biodiversity value outside protected areas
G4-EN13	Habitats protected or restored
G4-EN14	Total number of IUCN Red List species and national conservation list species with habitats in areas affected by operations, by level of extinction risk
G4-EN15	Direct greenhouse gas (GHG) emissions (Scope 1)
G4-EN16	Energy indirect greenhouse gas (GHG) emissions (Scope 2)
G4-EN17	Other indirect greenhouse gas (GHG) emissions (Scope 3)
G4-EN18	Greenhouse gas (GHG) emissions intensity
G4-EN19	Reduction of greenhouse gas (GHG) emissions
G4-EN20	Emissions of ozone-depleting substances (ODS)
G4-EN21	NOX, SOX, and other significant air emissions
G4-EN22	Total water discharge by quality and destination
G4-EN23	Total weight of waste by type and disposal method
G4-EN24	Total number and volume of significant spills
G4-EN25	Weight of transported, imported, exported, or treated waste deemed hazardous under the terms of the Basel Convention2 Annex I, II, III, and VIII, and percentage of transported waste shipped internationally
G4-EN26	Identity, size, protected status, and biodiversity value of water bodies and related habitats significantly affected

KPI #	Description
	by the organization's discharges of water and runoff
G4-EN27	Extent of impact mitigation of environmental impacts of products and services
G4-EN28	Percentage of products sold and their packaging materials that are reclaimed by category
G4-EN29	Monetary value of significant fines and total number of non-monetary sanctions for non-compliance with environmental laws and regulations
G4-EN30	Significant environmental impacts of transporting products and other goods and materials for the organization's operations, and transporting members of the workforce
G4-EN31	Total environmental protection expenditures and investments by type

5.8.4 CEO's sign-off

The CR performance (including environmental aspects) is reviewed and validated by the CEO of each GBU on a yearly basis. The detailed results are presented per domain (governance, HR, environment, economic, business, compliance….) and compared to those of the previous year. An analysis if the progress made is performed and compared with other countries. A corrective action plan is proposed and committed by the CEO.

5.9 Audit

5.9.1 External audit

To improve the performance and the data quality, environmental indicators are subjected to an external audit, in particular in the context of the publication of the annual report. The approval or rejection of an indicator is considered a vector of credibility and a lever for improving the reporting process. As such, audit results are disclosed annually in the report.

5.9.2 Internal audit

The internal audit helps Atos organization to accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes. The purpose is to provide objective assurance to the board on the effectiveness of risk management.
CR reporting is part of Audit universe and shall be considered when building the yearly risk-based audit plan.

5.10 Sustainability indexes

CR indexes allow stakeholders to measure the real commitment of the company and its operational effects. The environmental performance of Atos should be reflected in its membership to non-financial indicators developed by rating agencies.
In this respect, Atos shall strive to be part of the most famous index integrating environmental matters as:

- DJSI (Dow Jones Sustainability Index)
- FTSE4Good
- Eurozone (Vigeo)
- CDP (Carbon Disclosure Project)
- Ecovadis

6 RACI

RACI: R: Responsible   A: Accountable   C: Consulted   I: Informed

Task/Activities	Policy owner	Executive committee	SL GBU Management	Head of sustainability	Procurement	IT & proesses	Risk management	Human Resources	Housing	Legal, Compliance and Contract Management	Communication
Validation of the policy											
Review the draft of the Policy according to feedback	A/R	C		C	C	C	C	C	C	C	C
Approval of the environmental policy	R	A	I								
Deployment of the policy											
Implementation of the policy	C	I	A/R	R	R	R	R	R	R	R	I
Publication of the policy on LawNet	I	I	I	I	I	I	I	I	I	A/R	I
Presentation in Local Board	I		A	R							
Presentation in work council if it is required			A	I				R			
COMMUNICATION OF THE POLICY/AWARNESS											
Promote the policy	I		A/R	C	I	I	I	I	I	I	R
Local communication			C	I							A/R
Global communication			C	I							A/R
Ensure employees are informed			C					A			R
GUARANTEE IMPLANTATION OF THE POLICY											
Ensure policy is monitored			A	C	R	R	R	R	R	I	
Monitor the performance of the policy			A/R	I	C	C	C	C	C	I	
MAINTENANCE OF THE POLICY											
Revision and update of the policy	R	A	C	C	C	C	C	C	C	C	I

About Atos

Atos SE (Societas Europaea) is a Global digital services leader with 2014 pro forma annual revenue of circa € 10 billion and 86,000 employees in 66 countries. Serving a global client base, the Group provides Consulting & Systems Integration services, Managed Services & BPO, Cloud operations, Big Data & Cybersecurity solutions, as well as transactional services through Worldline, the European leader in the payments and transactional services industry. With its deep technology expertise and industry knowledge, the Group works with clients across different business sectors: Defense, Financial Services, Health, Manufacturing, Media, Utilities, Public sector, Retail, Telecommunications, and Transportation.

Atos is focused on business technology that powers progress and helps organizations to create their firm of the future. The Group is the Worldwide Information Technology Partner for the Olympic & Paralympic Games and is listed on the Euronext Paris market. Atos operates under the brands Atos, Atos Consulting, Atos Worldgrid, Bull, Canopy, and Worldline.

For further information or questions, please contact **sustainabletopics@atos.net**