

Environmental Policy

Purpose

Environmental stewardship is a shared responsibility for protecting the environment and minimizing the impact of our daily decisions. Trace3 is committed to reducing our impact and ensuring environmental sustainability by improving the performance of daily business operations. This document describes Trace3 policies and procedures for conducting our operations and activities in an environmentally responsible and sustainable manner.

Policy

Trace3 teammates should attempt to **recycle** and **reuse** whenever possible through the adoption of the following:

- Utilize recycling bins throughout the office, conference rooms, and warehouse for paper, plastic, and other recyclable materials.
- Coordinate with your local Business Services & Sustainability Specialist to schedule an e-waste pick-up for decommissioned electronic equipment.
- Encourage the reuse of office supplies, especially during staff transitions, to minimize waste.
- Donate surplus event SWAG and unneeded office items to local donation centers to support community reuse efforts.

Trace3 teammates should attempt to **manage waste** through the adoption of the following:

- Reduce toner usage by adjusting printer settings and using grayscale printing when hard copies are necessary.
- Reduce paper waste by using smaller font sizes and narrow page margins.
- Enable and promote default double-sided printing and copying.
- Use digital editing tools and store documents electronically to minimize paper consumption.
- Distribute meeting agendas and materials electronically to avoid unnecessary printing.
- Conserve paper and reduce costs by sharing documents via email.
- Establish procurement contracts with vendors that offer environmentally preferable products.
- Prioritize the purchase of office paper containing at least 30% post-consumer recycled content whenever feasible.
- Commit to purchasing recycled or biodegradable products such as paper plates, napkins, paper towels, and other kitchen supplies.
- Reduce the use of toxic chemicals by selecting less harmful cleaning alternatives whenever possible, either through internal procurement or by coordinating with janitorial service providers.
- Reuse shipping boxes whenever possible to minimize the need for new packaging and reduce the environmental impact of production and transportation.
- Place all food scraps in the designated food-waste recycling bins in offices equipped with them.

Trace3 will make every effort to **conserve water** through the adoption of the following:

- Promote the use of filtered water and discourage single-use bottled water.
- Use the kitchen dishwasher instead of handwashing to avoid the overuse of running water.
- Install water-efficient fixtures in all applicable real estate projects.

Trace3 will attempt to **conserve energy** through the adoption of the following strategies:

- Enable and set eco-friendly modes as the default on all copiers, printers, and electronic equipment.
- Regularly inspect lab equipment to ensure unused devices are powered down.
- Use automated timers on office printers to activate energy-saving modes after periods of inactivity.
- Install automatic light sensors to ensure lights are turned off when rooms are unoccupied.
- Power down all personal office equipment at the end of each workday.
- Limit the use of space heaters to reduce unnecessary energy consumption.

Trace3 will make every effort to **minimize the environmental impact** of day-to-day business operations by encouraging the following:

- Continue to support bulk purchasing of breakroom snacks, beverages, and office supplies to reduce the frequency of re-stocking and minimize energy use in transportation.
- Utilize videoconferencing as alternatives to business travel whenever feasible.
- Continue to offer remote work, hybrid office arrangements, and flexible schedules to reduce commuting and decrease fuel-related emissions.
- Limit travel requirements for company events and conferences by implementing virtual attendance and remote access solutions.

Partnering for a Sustainable Future

Trace3 is proud to support and collaborate with the following third-party programs and initiatives that advance our efforts to reduce environmental impact and promote sustainability:

- **Persefoni:** Trace3 is proud to partner with Persefoni as our carbon accounting platform.
- **Mill:** Trace3 partners with Mill to convert office food scraps into nutrient-rich feed and reduce landfill waste.
- **K-Cycle:** Keurig's K-Cycle program recovers K-Cup pods and converts them into usable alternatives, such as compost and energy.
- **Comprenew:** Trace3 partners with Comprenew via our IT and Warehouse departments to refurbish and reuse retired electronic devices whenever possible, and to ensure their safe and ethical disposal when necessary.

- **Robin:** Robin's desk booking platform supports hybrid work models and enables Trace3 to track desk utilization and identify unused spaces, allowing for more efficient use of resources and potentially downsizing or repurposing areas. By enabling teammates to reserve desks in advance, Robin helps to avoid unnecessary space consumption and wasted resources.
- **Earth Day:** Each year, Trace3 encourages teammates to take part in local Earth Day initiatives such as volunteer events, community cleanups, park restoration projects, and tree planting activities.

GHG Emission Reduction Goal

Advance our decarbonization commitment by achieving a 3% reduction in Scope 1 and Scope 2 emissions intensity (tCO₂e per \$M in revenue) in 2026, measured against the 2025 baseline, as part of a six-year roadmap to reach a cumulative ≥18% reduction by 2031.

Communication and Review

This policy will be:

- Clearly communicated to all employees.
- Made publicly available upon request.
- Reviewed annually and updated to reflect changes in technology, environmental regulations and company practices.

Revision History

Date of Last Review/Revisions	Version	Summary of Change	Author
05/15/2023	1.0	Document creation and review	Erica Broderick
08/19/2024	1.1	Annual Review	Erica Broderick
05/20/2025	1.2	Annual Review, format edits	Erica Broderick, Andrea Brown
6/3/2026	1.3	Annual Review, Mill partnership update	Erica Broderick
7/17/2026	1.4	Addition of GHG Emission Reduction Goal	Erica Broderick