

SUSTAINABILITY POLICY

INTRODUCTION

At Roq, we believe sustainability in the workplace means acting responsibly - socially, environmentally, and economically. Guided by equity, thoughtfulness, and impact, we strive to create positive change within our team and in the wider world. It goes beyond just reducing energy consumption and aims to positively affect the environment and our society.

We have developed our sustainability policy in order to highlight the impact we already make and to demonstrate the positive changes we plan to continue making. Aligned with the [United Nations sustainable development goals](#), we have homed in our focus area's to three pillars...

ENVIRONMENTAL, ECONOMIC, AND SOCIAL.

Our environmental objectives are designed to ensure we make a positive contribution to combating climate action, supporting life on land, and preserving life below water.

Our economic promises incorporate community and charitable initiatives to help achieve the goal of eradicating hunger, while also promoting good health, well-being, and advancing industry, innovation, and infrastructure.

Our social commitments are focused on reducing inequalities, ensuring gender equality, and providing quality education for everyone.





ENVIRONMENTAL

POLLUTION

At Roq, we are dedicated to minimising our environmental footprint by preventing and controlling pollution across all operations. We reduce emissions and waste through best practices and continuous improvement such as Roq Bytes, internal knowledge sharing and encouraging sustainable behaviours. Our initiatives include energy-efficient processes, sustainable materials, and effective waste management and recycling.

BIODIVERSITY AND ECOSYSTEMS

We are committed to supporting and preserving biodiversity and healthy ecosystems. We achieve this by sourcing eco-friendly products and partnering with suppliers who prioritise sustainable practices that protect natural habitats. Our remote-first approach reduces the need for physical resources, minimising our overall environmental impact. Additionally, we actively support conservation initiatives and encourage our employees to engage in biodiversity-friendly activities, such as tree planting and wildlife preservation projects. By promoting sustainable practices within our virtual workspace and beyond, we contribute to the resilience and diversity of ecosystems, ensuring a healthier planet for future generations.

WATER AND MARINE RESOURCES

We minimise water consumption by encouraging efficient practices among our employees. Additionally, we promote the proper disposal and recycling of electronic waste to safeguard water bodies, such as partnering with businesses who dispose of our old laptops with a zero-landfill policy. By integrating these practices into our operations, we contribute to the conservation of water and marine environments.

ENERGY USE

We are committed to optimising energy consumption and reducing our carbon footprint. We encourage our remote employees to adopt energy-efficient practices in their home offices, such as using energy-saving devices and managing power usage responsibly. Additionally, the data centres we use, use renewable energy sources.

WASTE - REDUCING LANDFILL AND SINGLE USE PLASTICS

We strive to minimise waste and reduce reliance on single-use plastics. We implement digital solutions to decrease paper usage and encourage the recycling of electronic devices through take-back programs with local schools. Employees are provided with reusable equipment such as water bottles. We collaborate with suppliers to eliminate single-use plastics and invest in eco-friendly alternatives. By adopting these evidence-based practices, we aim to divert waste from landfills, promote a circular economy, and support a more sustainable environment.

OFFICE AND CONTROLLABLES

We manage our office and controllable resources by promoting energy-efficient home office setups and providing employees with the appropriate equipment they need to do their job. By encouraging the use of LED lighting, energy-saving devices, and minimising non-essential resource consumption, we ensure our operations remain environmentally responsible. Through these measures, we're consistently empowering our team to make eco-friendly choices in their daily workflows.



STRAIGHT TALKING



PASSIONATE



EXCELLENCE



COMMITMENT

Making careful considerations around what we need as a business, to meet our needs, is an ongoing effort - for example, in 2025, we made a business decision to downsize our Roq office space to a more practical size, positively impacting our carbon emission usage.

ECONOMIC

FAIR PAY AND FINANCIAL SUPPORT

The financial support that is offered by Roq, as an employer, and our fair pay policy is outlined in our Employee Handbook. It is imperative to us that we're able to support our employees in all aspects, including financial.

ETHICAL CODES AND HUMAN RIGHTS

We always adhere to strong ethical standards, which is also defined in our Modern Slavery Policy and Whistleblowing Policy, ensuring fair labour practices, transparency, and accountability in all our operations.

By fostering a culture of integrity and encouraging the responsible reporting of concerns, we support social sustainability and uphold our commitment to ethical business practices. These codes guide our actions and decisions, promoting a respectful and inclusive work environment.

GOOD HEALTH AND WELLBEING

Our remote first approach is one of the many ways that we prioritise the health and wellbeing of our team. This strategy reduces commuting stress, offers flexible work schedules where possible, and allows employees to create comfortable and personalised work environments. We provide resources for mental health support, promote regular breaks, and encourage a healthy work-life balance.

Additionally, we offer ergonomic equipment and wellness programs to ensure our employees maintain their physical and mental health while working remotely. By focusing on wellbeing, we foster a productive, happy, and sustainable workforce.

HEALTH AND SAFETY

As outlined in the Employee Handbook, employees working at home on a regular basis have the same health and safety duties as other employees, in line with our Health and Safety Policy. Roq retains the right to check home working areas for health and safety purposes such as maintenance checks and electrical testing.

Our employees are responsible for taking reasonable care, and following our employee handbook regulations, they must report any health and safety concerns to the appropriate Roq employee.

CYBER SECURITY

High data protection standards must be adhered to at all times, ensuring that all company policies, particularly the Privacy and Data Protection Policy, are followed with specific attention to handling sensitive data. Employees must also comply with client data protection and cyber security policies as required. Cyber security is a top priority, and we provide guidance and standards for all employees and contractors accessing our systems.



These best practices should also be applied to client or third-party systems, though separate policies may supersede them. Additionally, our policy includes guidelines on user IDs, password creation, non-compliance, and internet usage to maintain a secure and responsible work environment. To support the compliance of our cyber security policies and to increase our employee's knowledge, we roll out annual mandatory cyber security training.

CODE OF CONDUCT

At Roq, we promote integrity, respect, and accountability in all interactions, both within the company and with clients and all external partners. Everyone is expected to comply with all applicable laws, company policies, and sustainability initiatives, fostering a culture of trust and transparency. By upholding these principles, we ensure a positive, inclusive, and responsible workplace that supports our commitment to sustainability and the well-being of our community.

SOCIAL

CHARITY INITIATIVES

We consistently support local, national, and global charities by encouraging employees to participate in fundraising and volunteer activities, such as quiz nights, step challenges, art competitions and gaming challenges. Our charity matching initiative incentivises engagement with recognised organisations, and each Christmas, we donate a set fee to a local charity instead of sending Christmas cards. Throughout the year, we provide regular donations and sponsorships to various charities, reinforcing our commitment to social responsibility. Additionally, our annual walking event, "Roq Ramble" promotes team participation and community involvement, enhancing our positive social impact.

COMMUNITY WORK

To foster idea generation and encourage employee engagement, we have established a team of Community Ambassadors. These ambassadors regularly meet to brainstorm fundraising and volunteering initiatives, as well as creative strategies to boost participation. Experienced in community projects, they provide support and guidance to employees who share suggestions, before coordinating the execution of these activities. All funds raised are deposited into the Roq Community bank account, ensuring our contributions effectively support our community efforts.

The collaborative team environment we have created is the core reason for the success of our community work.

DIVERSITY AND INCLUSION

We value and respect individual differences, ensuring equal opportunities for everyone through fair and consistent policies. Committed to the Equality Act 2010, we provide equal chances regardless of age, disability, ethnicity, gender, religion, or sexual orientation. We celebrate our diverse team, respect their perspectives, and invest in their growth. As one unified organisation, we promote diversity and equality in all aspects of our work, including mandatory training for every employee which covers inclusion, diversity, inclusivity, harassment and sexual harassment.

INVESTING IN AND DEVELOPING TALENT

We are dedicated to investing in and developing our team by providing continuous learning opportunities, remote training programs, and career advancement resources. Each person has their own Career Support Manager and through mentorship, online workshops, and access to the latest



industry tools, we empower our employees to enhance their skills and grow professionally. By fostering a supportive and sustainable environment for talent development, we ensure our workforce remains innovative, engaged, and equipped to contribute to our long-term success. Further information is clearly defined within Roq's employee handbook.

SOCIAL IMPACT

We strive to make a meaningful social impact by supporting community initiatives, promoting diversity and inclusion, and ensuring the well-being of our remote workforce. Through partnerships with local and global organisations, volunteer opportunities, and sustainable business practices, we contribute to the betterment of society. We prioritise creating a supportive and equitable environment for all employees, fostering positive relationships, and driving initiatives that enhance the communities we serve. Our commitment to social responsibility ensures that our operations benefit not only our team but also the broader society.

LOOKING AFTER OUR PEOPLE (WELLBEING)

We recognise the challenges life can bring and are committed to supporting our employees' wellbeing- defined as being comfortable, healthy, and happy. Our approach is built on four pillars: mental, physical, financial, and social wellbeing. By informing, providing resources, and engaging with our team, we create a dynamic and supportive work environment that fosters continuous growth and overall happiness for everyone.

EDUCATION

We are proud to collaborate with schools, colleges, and universities to support children's development and expand their future opportunities. Committed to improving lives locally, nationally, and globally, we partner with the Lancashire Skills and Employment Hub and the Lancashire Digital Skills Partnership to enhance digital skills for Lancashire's growing economy. Our initiatives include conducting mock interviews, hosting school visits to our offices, participating in career fairs, delivering guest lectures, and promoting careers in software testing to individuals of all ages and genders. By fostering these educational opportunities, we aim to empower the next generation and drive inclusive growth in the tech industry.

LEADERSHIP VIEWS

Stephen Johnson, Roq's CEO and Co-Founder is equally passionate about the difference we make in the community:

"From the very start of the company, we wanted to make a positive impact on the community we operate in, whether that be the experts within our industry, the next generation of talent we put through our academy, or the wider community of schools, universities and good causes across the UK. It comes from a passion of doing the right thing. And alongside that, over the last 10 years, we have taken great strides in looking after the wider geological environment, and encourage our employees and partners to adopt pragmatic and effective policies to make the world a more sustainable place."



MEASURING OUR IMPACT

At Roq, we have always prioritised making a meaningful impact. We believe that the key to driving change, including in terms of sustainability, is through measurement. Here are some methods we use to evaluate our influence:

COMMUNITY DAYS

Roq grants each employee one day per financial year (October to September inclusive) to volunteer with a charitable organisation or support a community initiative of their choice. More information on this is reflected within our Employee Handbook.

Our objective is to dedicate 160 combined hours each year to community work through our community day initiative, reflecting our commitment across the entire business.

VOLUNTEERING

We believe the impact we can make doesn't just come from one person or any one team - it's a collective effort. Therefore, we are targeting 80% of our employees to get involved in volunteer work every year, no matter how small – it's about the impact.

COMPUTER EQUIPMENT

Reducing our waste, along with supporting schools and communities, will continue to be at the forefront of our mind. We're proud to donate or recycle our used laptops to local schools and communities. The laptops that cannot be used again get sent to a business who dispose of them with a zero-landfill policy. Therefore 100% of our used laptops are disposed of in the most environmentally friendly way possible.

CHARITY FUNDING

We encourage all employees to engage in fundraising activities and volunteer work within the community. To support this, Roq operates a charity matching initiative to incentivise all employees to engage and volunteer with recognised charities. We pledge to support our charity initiatives (led by our Community Ambassadors) by contributing a minimum of £4,000 per annum.

FAIR PAY

At Roq, we commit to reviewing all employees' salary's every year, each March. Alongside this, we also commit to undertake market analysis of employee salaries every 6 months, to ensure that we are consistently paying fairly. It's imperative to us that we pay our employees based on skills and aptitude and will always ensure that everyone is treated fairly.

CARBON EMISSIONS

As of 2026, Roq will commit to measure, track and reduce our carbon emissions.