
Environmental, Social, and Governance Report

2022

Table of Contents

- 1 Statement of Use
- 2 Statements by CEO & CSO
- 3 Our History
- 4 Our People
- 5 Our Responsibility
- 6 Our Carbon Footprint
- 7 Our Projects
- 8 UN Global Compact
 - Corporate Governance
 - Human Rights
 - Labour
 - Environment
 - Anti-Corruption
- 9 Our Road to 2023



Statement of Use

The Loop co. is concerned with the **impact** on the **environment**, **people**, and **communities**. This report represents one more step in demonstrating our **commitment** to **corporate responsibility** and **corporate sustainability**, in alignment with the **ten principles of the United Nations Global Compact**.

Sustainability is part of our DNA.

We are taking action to meet our commitment to operate in ways that strengthen society. From now on, we will report our progress through an annual **Communication on Progress**.

The information cited in this report corresponds to the data between the 1st January and the 31st December 2022, with reference to the GRI Standards.

Statement by the Chief Executive Officer

I am pleased to present The Loop Co.'s ESG report. At The Loop Co., we recognize the critical role we play in shaping a sustainable future for our planet, our people, and our business. We are committed to creating a positive impact through our operations, and we believe that by focusing on ESG, we can create long-term value for our stakeholders. Our efforts are a journey and we are taking steps to continuously improving our practices and performance.



- João Bernardo Parreira

Statement by the Chief Sustainability Officer



As Chief Sustainability Officer of The Loop Co., I am proud to present our ESG report. At The Loop Co., sustainability is at the core of our business, and we are committed to creating a positive impact on the environment and society. We understand that we cannot achieve our sustainability goals alone, and we are committed to collaborating with our stakeholders to drive positive change.

- Ricardo Morgado



Our History

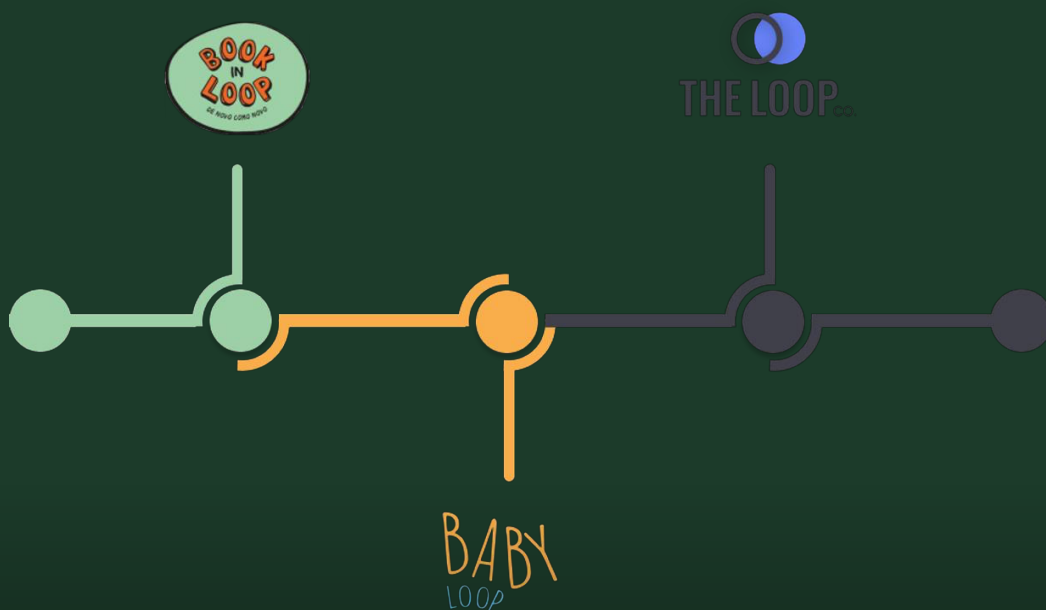
Our Company, Our History

Our history is short but full of lessons to share.

We were born in 2016, with **Book in Loop**, a project with the purpose of relieving families of the heavy burden of buying school textbooks. It helped to prove that the **circular economy** can have great adoption, being **resource efficient**, and **sustainable** both **financially** and for the **environment**. With the success of the Book in Loop, we launched **BabyLoop**, an **e-commerce** store that allows to sell and buy childcare equipment.

Thanks to the **technological solutions** we have developed, we have built a team with **technical skills** in software and hardware. In 2019, the group **The Loop co.** is created, and we identify as a **technological company**. We work together with multinational companies to meet the **challenges of disruption** on traditional markets.

Our history is created by the succession of people who have entered The Loop co. and built the company we are today.







Our People

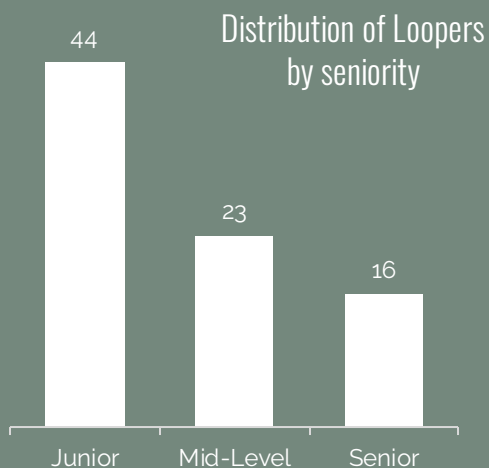
Our People

83
Employees

 22% Women
 78% Men

29,2%
Annual growth rate

We have been growing a lot as a team. In 2022, **43** people joined us. The majority of our employees are **male**, but we are making efforts to increase the percentage of **women in tech**.

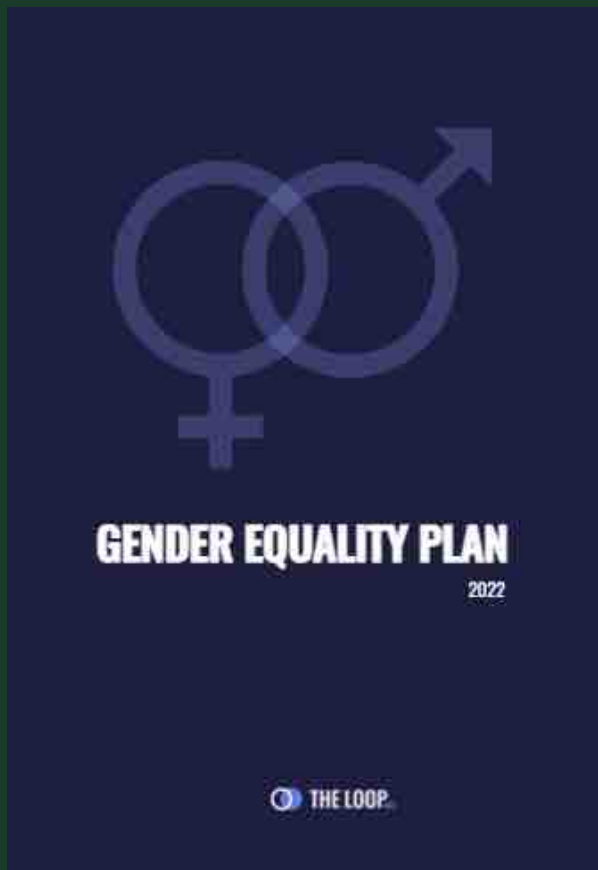


Average age

26
Years

We are characterized by a **young workforce**. Most of our employees have recently finished their studies. We invest in **training young talent**, but we also hire for **senior positions**, ensuring our **sustainable** and **feasible growth**.

Our People



« Our history is created by the succession of people who have entered The Loop co. and built the company we are today. »

- Board of Directors

We can proudly say we provide a unique experience to our staff, with a **diversified, flexible and young culture** and our growth is driven by the **diversity of identities** - gender, language, culture, religion, age, academic and professional background.

In that sense, in 2022, we developed our first **Gender Equality Plan**. In this booklet, we have gathered a set of **measures** to create a more **equalitarian workplace**, that reflect our commitment to build a **healthy and equal working environment** that promotes opportunities based on merit.

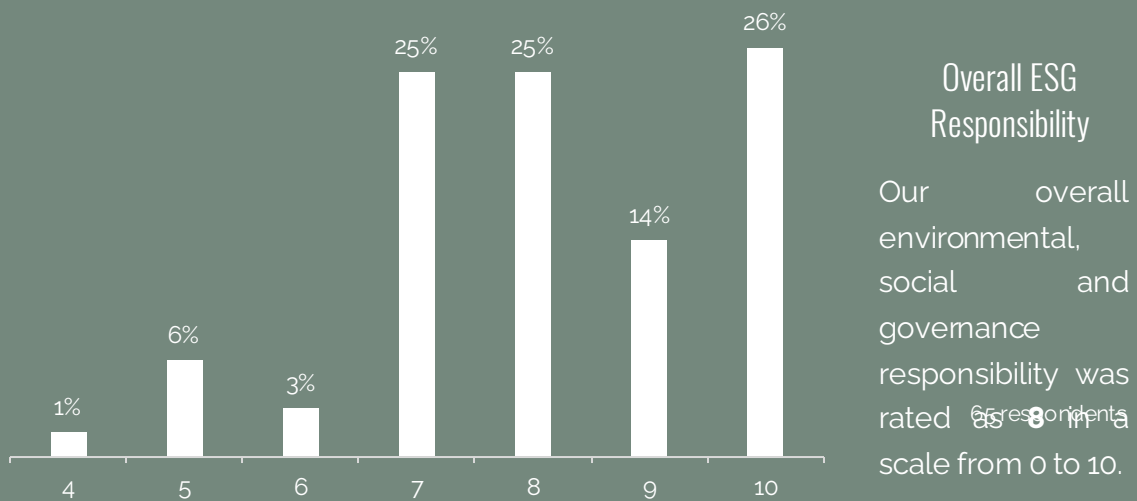


Our Responsibility

Our Responsibility

To further understand **our responsibility**, we conducted an **internal analysis**, which consisted of two phases. First, we measured our **objective impact** through the available data. After that, we **surveyed our employees** about their environmental actions and beliefs, collecting answers from **65** Loopers.

We will proceed to detail the **results** of the survey in more **specific areas**.






This is a **positive evaluation**, denoting that our collaborators acknowledge the efforts made by the company to act in a **socially and environmentally responsible** way.

But there is still room for **improvement**, and our Loopers contributed with very useful suggestions of possible to actions to take, to help **The Loop co.** becoming **even more sustainable**.

Our Responsibility

Working Flexibility

In 2022, we established **three working models** for our employees to choose for the following year.

	 Remote	 Flex	 Resident
Office days	Only if summoned	2	4
Mobility solutions	-	Bolt	Parking Public transport
Personal Days	1	3	4
Work stations	-	Hot desk	Priority exclusive desk
Equipment	-	Office equipment	Exclusive equipment
Remote weeks Per year	-	1	2

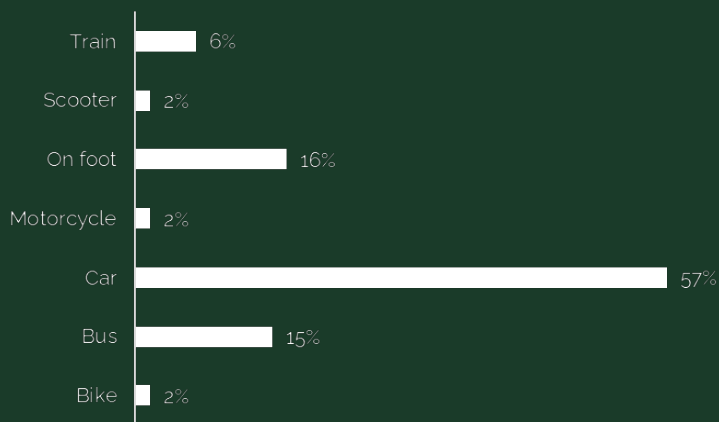
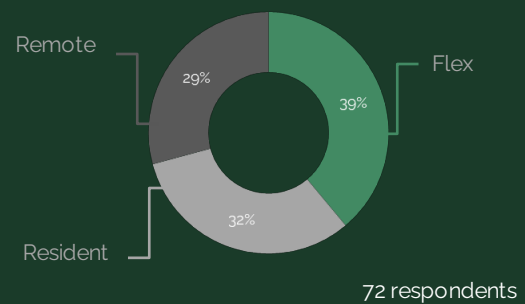
Each working model have **different and personalized benefits**, adjusted to the needs of the employees adopting them. Those benefits will be clearly defined and fully implemented in the year of 2023.

Our Responsibility

Transportation

Working Models

Most of our employees chose a **flexible working model** for 2023. This way, we can **reduce fuel use**, and **commuting-related emissions**. Simultaneously, we are maintaining the **culture of union and closeness** that characterizes us.



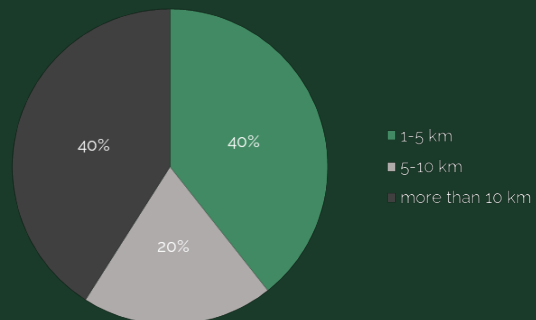
Means of Transport

The car is the most used means of transport, followed by going **on foot** and **by bus**.

61 respondents

Commuting Distance

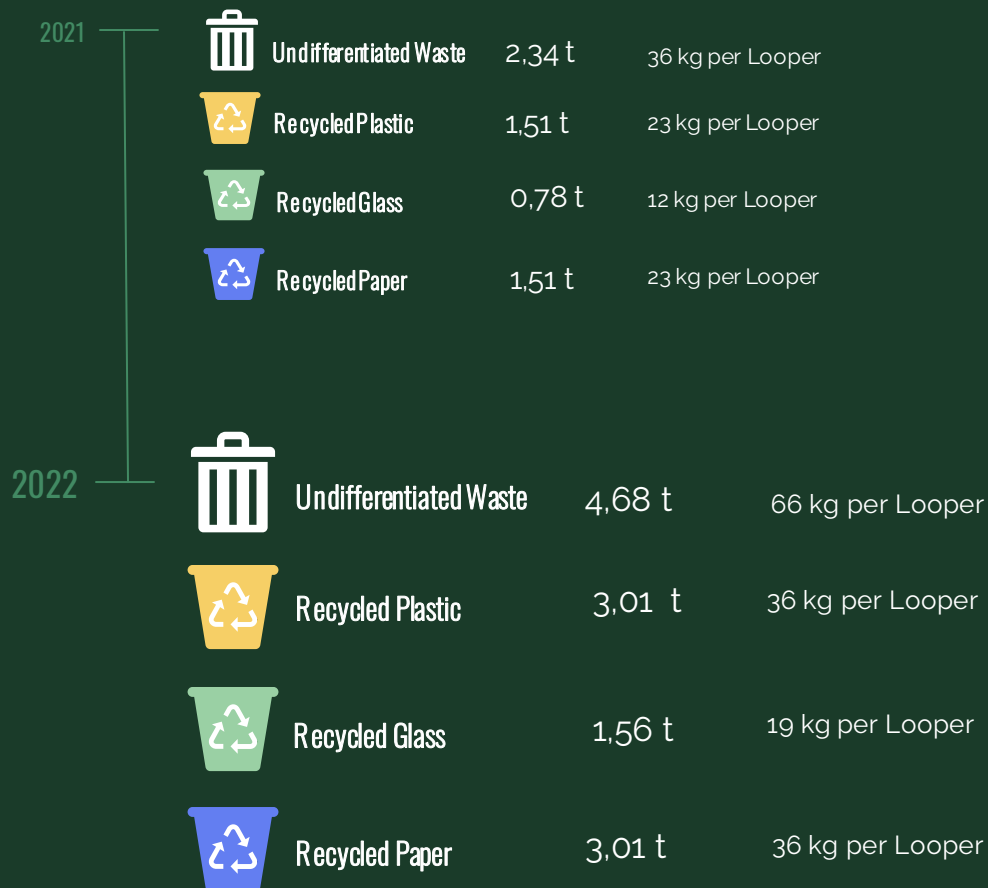
Our team is **geographically distributed** in a heterogeneous way. There are almost as many employees travelling **up to 5 km** to work as the ones travelling **more than 10 km**.



Our Responsibility

Recycling

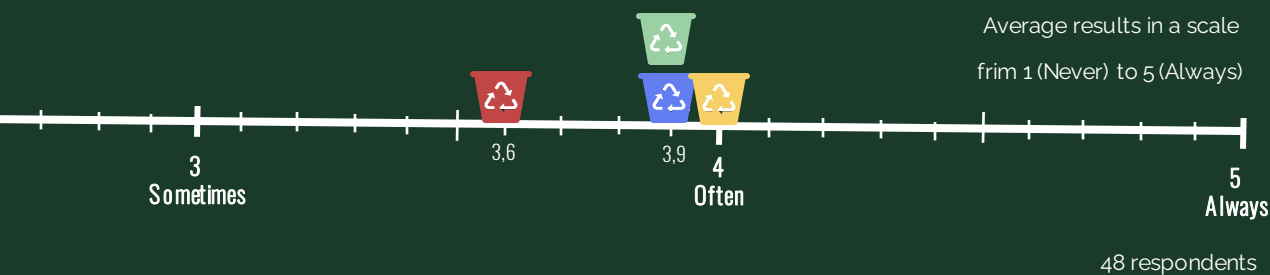
We **encourage recycling practices** at our office, and we provide the **recycling containers** for that. The following results are achieved considering the number of bags with a capacity of 15 liters used per year.



The **waste per Looper increased** in 2022, which is justified by the **growth of the team** and the **opening of a second building**. In a post-pandemic scenario, our employees started gradually to **work more frequently at the office**, which also contributes to these results.

Our Responsibility

Recycling



33% of our collaborators always recycle plastic and 42% often do it.

31% of our collaborators always recycle paper and 40% often do it.

48% of our collaborators always recycle glass.

42% of our collaborators always recycle batteries.

For this question, we took into account the **Loopers' behaviours** in and outside the office. In 2023, our goal is to **improve our recycling system**, so recycling fully integrates our Loopers' **daily routine**.



Our Responsibility

Water Use



Our **water consumption** has **increased** in 2022, comparing with 2021's consumption. This is easily explained by the fact that we now have **two buildings** as well as **more people** in our team. What is more, after the pandemic, our collaborators are **coming to the office more often**.

Our Responsibility

Water Use



Only 12% of our collaborators always take a new plastic or carton cup for each time having coffee and/or tea, and 21% often do it.



36% of our employees always use a mug for drinking coffee and/or tea.



45% of Loopers always wash their mugs in a sustainable way.



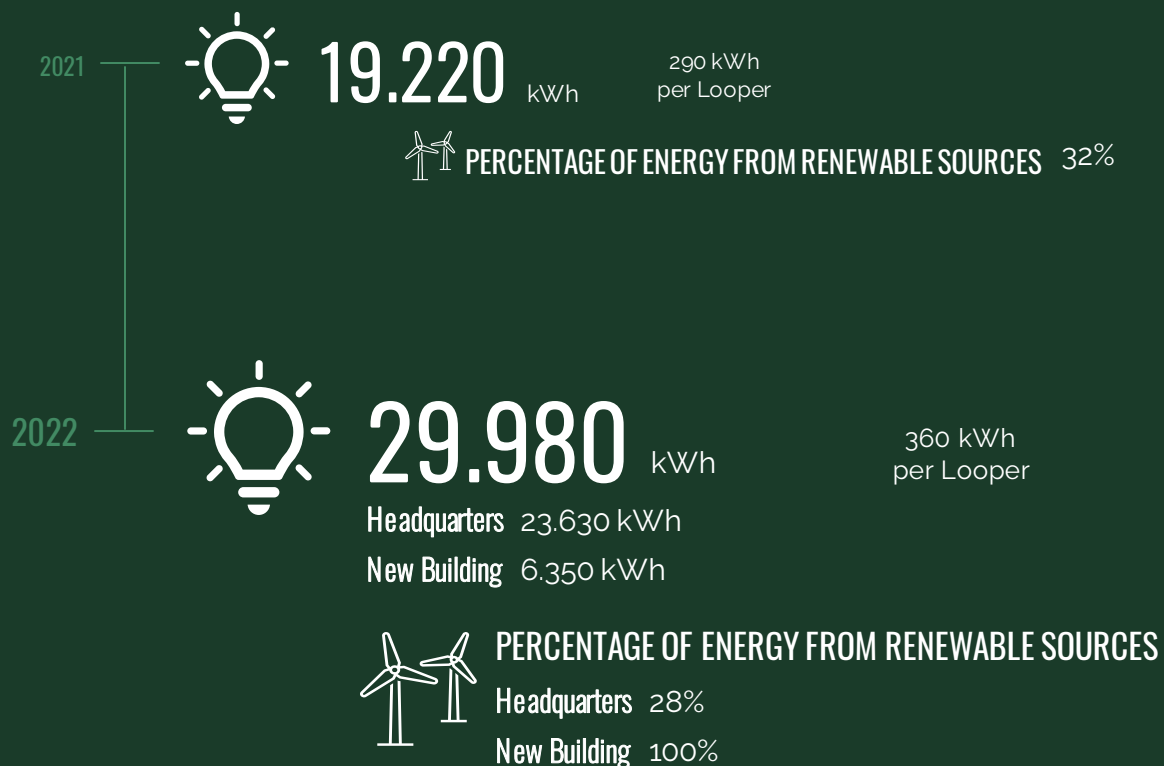
70% of them always use a reusable water bottle.

Average results in a scale
from 1 (Never) to 5 (Always)

42 respondents

Our Responsibility

Light Use



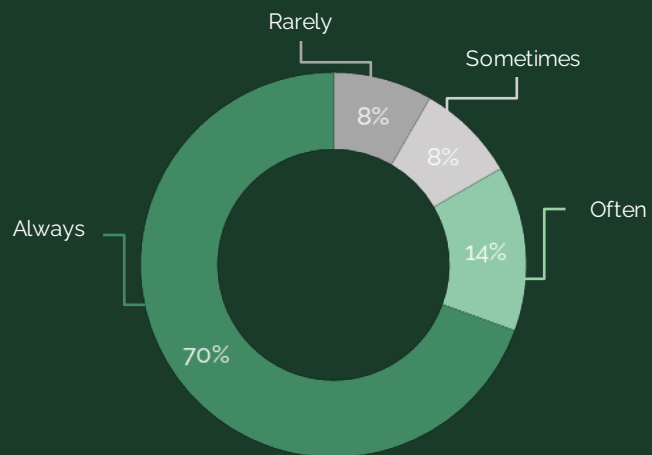
In 2022, our **electricity consumption** was clearly **higher** than in the previous year, due to our **dimensional growth**, our **second building**, and our **investment in new office equipment**. However, the energy contracted to our new building derives totally from **renewable sources**.

Our Responsibility

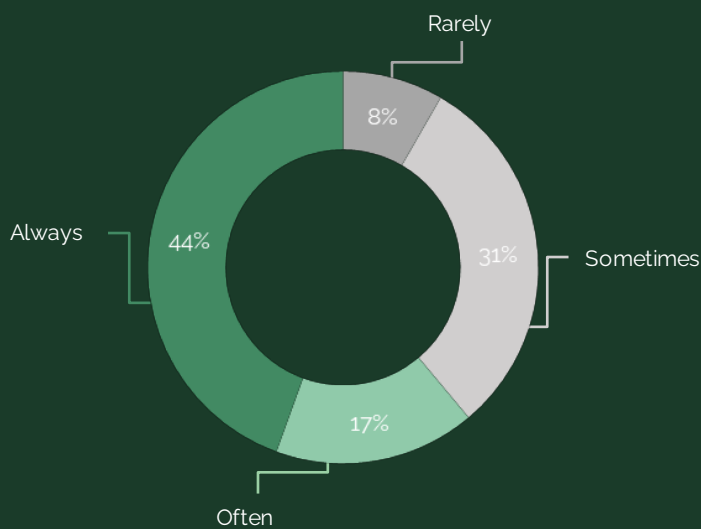
Light Use

Switch Off Lights

Most of our collaborators always switch on the lights when they come to the office in the morning and switch them off when leaving.



36 respondents



Choose Natural Light

The majority always turns off the lights during the day if there is enough natural light or they are not necessary.

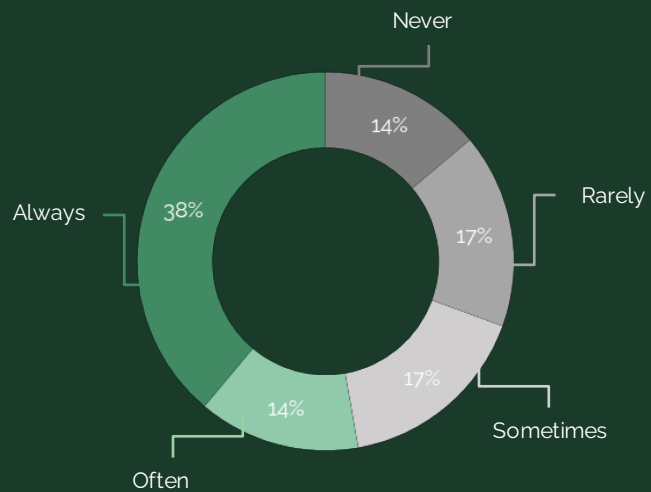
Our Responsibility

Light Use

Shut Off Panel

Our employees tend to always switch off the electrical panel when leaving the office for a considerable period of time and there is no one else.

36 respondents

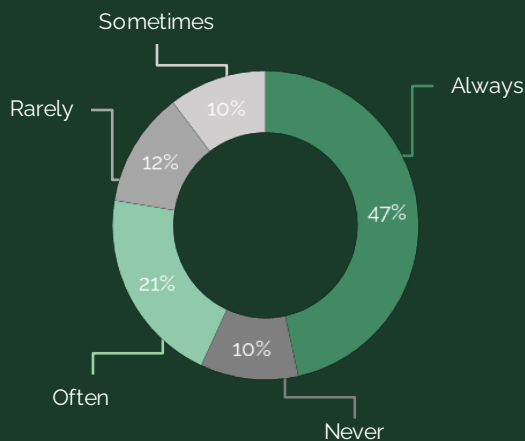


Our Responsibility

Technological Equipment Use

Our team is aware of the impact caused while using technological devices. This is especially important given that we are a technological company.

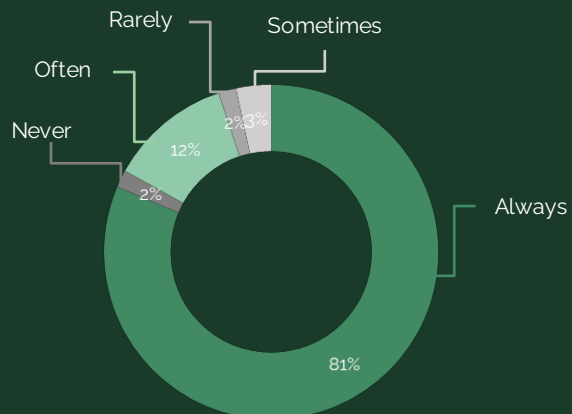
Switch Off Tech Devices



Most of our collaborators switch off technological equipment when leaving the office for a considerable period, 47% always do it, and 20% do it often.

58 respondents

81% always switch off technological equipment when going home at the end of the day.



Our Responsibility

Heating

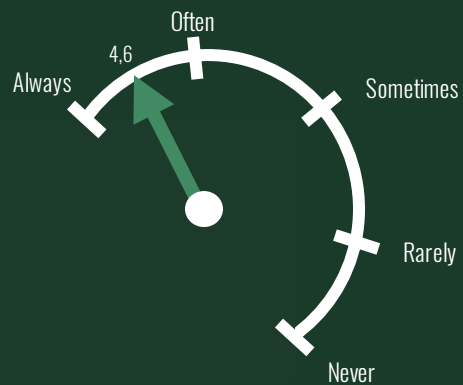
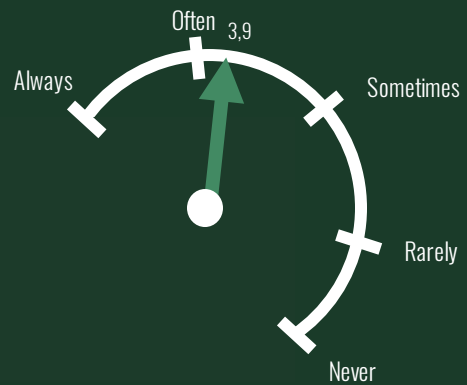
Our offices are well-equipped with heating devices. The Loopers demonstrated to use them consciously.

43% of the respondents always make sure that the heating is off or reduced outside working hours, while 23% do it often.

49% always reduce or turn off the heating in unused rooms and 31% often act like that.

77% of the Loopers always turn off the heating if they are the last person to leave a room.

Average results in a scale from 1 (Never) to 5 (Always)

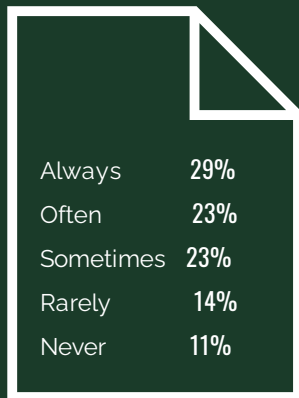


35 respondents

Our Responsibility

Printing

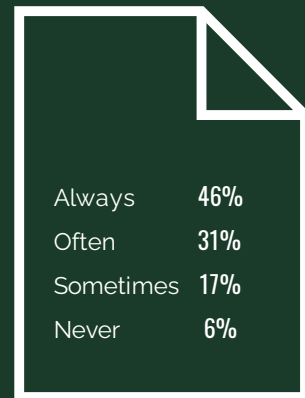
The Loop co. is a **digital company**. Nonetheless, **58%** of our people still need to print some documents, once in a while.



Print Double-sided



Copy Double-sided



Try To Get As Much As Possible On One Sheet

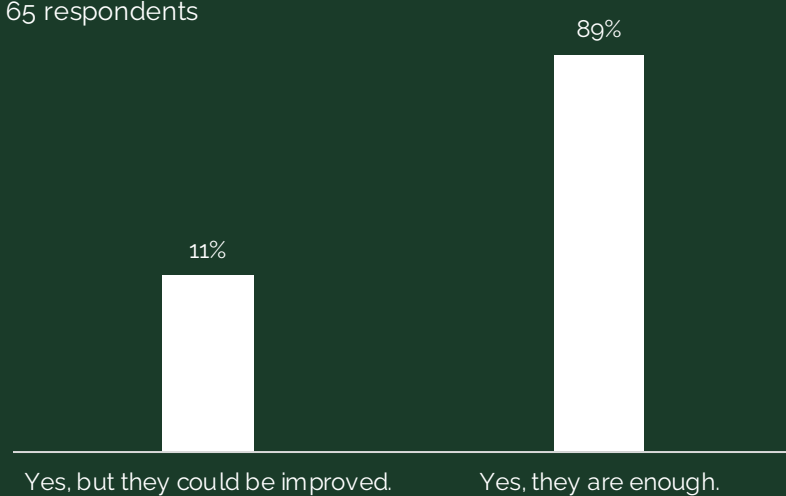
A great percentage of our collaborators always try to **adopt sustainable behaviors** regarding **printing** and **copying** work documents.

35 respondents

Our Responsibility

In sum...

65 respondents



Office Facilities

Our people believe that The Loop co. provides the **adequate facilities** for them to **show pro-environmental behaviors**.

In general, these results are in accordance with our **value** of **sustainability**. Our collaborators demonstrated that they are **aware of how important their individual behaviors at the office are**, for guaranteeing a **sustainable outcome at the organizational level**.

11% of Loopers also recognize that, although The Loop co. is **taking actions to promote sustainability in and outside the office**, there is still **room for improvement**.

A photograph of a sandy beach with several footprints leading away from the viewer. At the top of the frame, the lower legs and feet of a person wearing high-heeled sandals are visible, suggesting they have just stepped onto the sand. The scene is captured in a soft, golden light, likely during sunrise or sunset. The overall mood is contemplative and serene.

Our Carbon Footprint

Our Carbon Footprint

Our Carbon Footprint

We believe it is our **responsibility** to **monitor** the impact that our **collective** and **individual actions** have on the **surrounding environment**.

And that starts with **measuring**.

35,39
tCO₂

Energy	7,84 tCO ₂
Waste & Water	1,82 tCO ₂
Commuting	12,91 tCO ₂
Work from home & others	12,82 tCO ₂

360°carbon
by Climate Stewards



Even though we do not have all the data to completely understand our impact on the environment, this measurement is **an important first step** to do so.

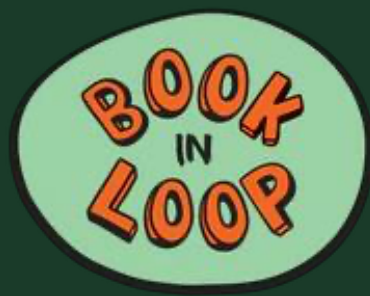
We acknowledge it is still a **limited measure**. One of our goals for 2023 is to use **more complex and robust tools** to calculate our carbon footprint.



Our Projects

Our Projects

We try to make **positive change** through our projects focused on **circular economy**. Their impact is reflected both in the **environment** and in the **society**.



+ 300.000 Books in Loop

21.000 Trees saved
102 million Liters of water saved
+ 3 million Euros saved by families

Book in Loop is an online bookstore that aims to make back to school season more sustainable and affordable. In addition to selling new and used **school textbooks**, as well as **sustainable school supplies**, it also allows for the purchase and sale of **graphing calculators**.



+ 1.500 Products in Loop

+ 8 Tons of waste saved
+ 350.000 Euros saved by families

BabyLoop is a platform for buying and selling **childcare items**. It brought the best e-commerce practices to the second-hand market, ensuring secure payments and billing, fast deliveries, return and warranty policies and quality control on all products.

Our Projects

We are **pioneers** of **circular economy** in Portugal, and we believe in the beneficial effects of our business model. So, we allow other firms to grow their circular economy businesses, by using our e-commerce platform.



LoopOS

Loop OS is an end-to-end **circular economy platform** that allows retailers to create and manage their own **second-hand businesses** with all that entails, ranging from item appraisals, collections, refurbishments and shipping.

Our Projects



We designed a platform to facilitate the implementation of **reverse vending machines** on a national level, that mediates the transaction of **plastic bottles** for incentives. It provides users with a digital wallet and allows agencies to get creative with the rewards.

Zero Cups are a **smart packaging solution** (IoT) capable of being reused countless times in a retail context, maintaining all product traceability and information. It connects to a **sensored logistics system** that allows you to prepare the **filling of packages quickly and automatically**.





United Nations Global Compact

United Nations Global Compact

The **United Nations** envision to maintain **peace** and **security** at the international level, which can only be achieved through a **shared commitment**.

In that sense, the **Sustainable Development Goals** work as a call for action by all countries, trying to establish a **global partnership**.



These goals lead the **agenda for sustainable development** for the years to come. A **sustainable future** depends on the adherence to actions that promote the presented goals, by everyone.

Besides the countries, it is imperative that **businesses** are also involved. In that sense, the **United Nations Global Compact** represents a **principled approach** to **corporate sustainability**, which principles can be incorporated into the companies' strategies, policies and procedures.

United Nations Global Compact

Those principles are the following.

HUMAN RIGHTS

1. Businesses should support and respect the protection of internationally proclaimed human rights;
2. Make sure that they are not complicit in human rights abuses.

ENVIRONMENT

7. Businesses should support a precautionary approach to environmental challenges;
8. Undertake initiatives to promote greater environmental responsibility;
9. Encourage the development and diffusion of environmentally friendly technologies.

LABOUR


3. Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining;
4. The elimination of all forms of forced and compulsory labour;
5. The effective abolition of child labour;
6. The elimination of discrimination in respect of employment and occupation.

ANTI-CORRUPTION

10. Businesses should work against corruption in all its forms, including extortion and bribery.

United Nations Global Compact

Company Information



Company
The Loop co.
theloop.pt

Type:
SME

Country:
Portugal

Sector:
Software & Computer Services

Ownership:
Privately Held

Global Compact Status:
Active

Participant Since
26 September 2022

[Letter of Commitment](#)

To **reinforce** our **commitment**, **The Loop co.** has submitted the application to **join UN Global Compact**, which has been **accepted**.



**United Nations
Global Compact**

Certified since 2022



By joining the **United Nations Global Compact**, we reinforced our **commitment** with the principles related to the areas of **Human Rights, Labour, Environment, and Anti-corruption**.

We converted such commitment into **goals**, and those goals into **actions**.

Corporate Governance	7 Goals	57% achieved
Human Rights	11 Goals	64% achieved
Labour	9 Goals	100% achieved
Environment	13 Goals	46% achieved
Anti-corruption	3 Goals	33% achieved

Corporate Governance

**We work
everyday to
shape a more
sustainable
world.**





But the starting point is to spread the sustainability values in our company!



Concluded Actions

- Publicly state our commitment to sustainable development through social media posts and by stating that in public events, in addition to signing the UN Global Compact commitments.
- Allocate human resources responsible for the development of measures regarding the sustainability topics and its monitoring.
- Join the United Nations Global Compact.

Future Goals

-  Provide training on the four major areas that encompass the ten sustainability principles.
-  Implement a virtual suggestion box, with the purpose of enabling workers to express their concerns anonymously.
-  Elaborate codes of conduct, in order to document our objectives, actions, and policies.
-  Raise awareness among our business partners and suppliers, suggesting that they adhere to the Global Compact principles.

Human Rights

**At The Loop
Co., we believe
that people are
our greatest
asset.**

We fiercely respect and protect Human Rights, throughout our projects, activities and business relationships.





Our commitment extends to the local community, because we acknowledge our impact in the society.



Concluded Actions

- Act in conformity with the Universal Declaration of Human Rights.
- Celebrate important dates related to Human Rights (e.g., Women 's Day).
- Promote 2 hours of volunteering per month in the Association of Rainha Santa Isabel Economic Kitchen.
- Ensure that our facilities are safe and accessible, besides having appropriate sanitary conditions for workers.
- Protection of workers from harassment, with zero tolerance to physical, verbal, sexual, or psychological threats or abuse.
- Elaborate a Gender Equality Plan, whose implementation will be regularly evaluated and monitored.
- Create job opportunities for refugees and other vulnerable communities, to facilitate their integration in the workforce.

Future Goals

-  Endorse the Women's Empowerment Principles, by signing the related Statement.
-  Develop a Human Rights Policy and sign the Human Rights Open Letter.
-  Join the Zero Hunger Challenge.
-  Join Business for Peace.

Labour

Decent work is a non- negotiable rule at The Loop co.

The health, well-being and satisfaction of our collaborators are priorities to us. We comply with all the legal labour standards and work to go beyond them everyday.

Our efforts intend to mitigate the turnover and burnout rates among employees, while increasing the levels of happiness at work.



Concluded Actions

- Comply with the standards and recommendations of the International Labour Organization.
- Ensure that recruitment processes and other employment-related decisions are based on relevant and objective criteria, through the definition of the necessary competencies a priori.
- Promote youth employment, by being present in academic events, by supporting students with their dissertations, and by helping them integrate the workforce through internship opportunities.
- Respect all identities, avoiding discrimination based on, for instance, gender, age, race, ethnicity, language, nationality, religion, academic and professional background.
- Guarantee compliance with minimum wage standards, assuring equal pay for equal work.
- Offer additional benefits to every collaborator:
 - Health insurance and medical assistance
 - Meal card with maximum legal value
 - Special conditions at gyms
 - Mobility benefits
 - Participation in sports competitions and volunteering activities
 - Benefits at bank financial services
 - Adjusted personal days
 - Annual performance bonus
- Abolish any form of forced or bonded labour, including child labour.
- Freedom to participate in agreements with labour unions.
- Support the construction industry by developing tools that facilitate communication in large-scale construction projects.

Environment

**We are aware
of our impact
on the
environment;
we want to
make it a
positive one.**

We are conscious that the world is facing several environmental challenges, many of them derived from the consumption of natural resources by businesses.




The Loop co. tries to be part of the solution, through our projects and actions, having sustainability in our ADN.



Concluded Actions

- Communicate our commitment to release sustainable technology (Green Tech).
- Innovate in the areas of sustainability and circular economy, with our projects:
 - Book in Loop
 - BabyLoop
 - Loop OS
 - Reverse Vending Machines
 - Zero Cups
- Reduce the quantity of plastic used, by opting for paper products.
- Use tap water in our facilities, as well as glass water bottles, to avoid the waste of plastic with bottled water.
- Use Infinity Books and books with pages made of recycled paper.
- Reduce printing to avoid wasting paper.

Future Goals

-  Opt to buy recycled and biological products for our office.
-  Encourage recycling to our workforce, having the adequate containers available and properly labelled.
-  Foster the use of stairs, instead of the elevator, amongst our collaborators.
-  Organize team buildings with a focus on environmental sustainability:
 - Plant trees
 - Collect rubbish
-  Develop an Environmental Sustainability policy.
-  Join Caring for Climate, by signing the related Statement.
-  Join the CEO Water Mandate.

ANTI-CORRUPTION

**The Loop co.
stands against
corruption in all
its forms.**

Corruption has harmful effects on businesses.

It is of extreme importance to prevent it, by including anti-corruption practices in the company's strategies.



Concluded Actions

- ✓ Ensure that the contracts with business and institutional partners are established in an ethical way and comply with the law.

Future Goals

- 🎯 Develop an Anti-Corruption policy and an internal incident evaluation process.
- 🎯 Sign the Anti-Corruption Call to Action, by writing a letter stating our commitment to prevent extortion, bribery, and all the other forms of corruption.

What about the Future?

We aspire to be seen as a reference company.

For that, we try to **innovate everyday** in the fields of **technology** and **sustainability**.

The **future** depends on our actions in the **present**. So, we operate in alignment with the principles on **Human Rights**, **Labour**, **Environment** and **Anti-Corruption**, with which The Loop co. is committed.



**We will
continue to
make efforts in
shaping a
circular world!**



Our Road to 2023

Our Road to 2023



Become Carbon Neutral, in all our activity and projects, by 2025



Improve transparency and compliance with the best ESG practices



Continue to invest in certification

1. Define a **Carbon Neutrality Plan**.
2. Improve the **measurement** of all **indicators** used to build this report.
3. Complete the B-Corp assessment procedure.
4. Completely **eliminate** the use of **plastic/paper cups**.
5. Create a **composting process** with the **coffee** and **fruit** waste used in the office and use it to **fertilize** our little **garden**.
6. Invest in **renewable energy sources**.
7. Organize two **team buildings** to connect our people with **nature**.
8. **Reduce food waste** in our team buildings by controlling the exact number of participants in each event.
9. Promote and involve employees in ESG policies by **workshops** and **training plans**.
10. Equip the office with **A-range energy-efficient equipment**.

