



## VIRTUAL OFFICE POLICY

*Applicable to Curlew Capital, all its subsidiaries and funds managed*

### Environmentally Preferred Practices Policy for Virtual Offices

#### 1. Environmental Stewardship in Home Offices

As part of our commitment to sustainability and corporate social responsibility, we encourage all remote employees to adopt environmentally sound practices within their home offices. Every individual's actions contribute to our organization's larger environmental impact. Employees are expected to minimize energy usage, reduce waste, and make conscious purchasing decisions that support a healthy planet. This includes using energy-efficient equipment, minimizing single-use plastics, recycling office waste, and sourcing supplies from eco-friendly vendors.

By integrating sustainability into remote workspaces, we collectively support the transition toward a greener, more resilient future.

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#### 2. Safe Disposal of E-Waste and Hazardous Materials

Employees are responsible for the proper handling and disposal of electronic waste (e-waste) and other potentially hazardous materials purchased for home office use (e.g., batteries, printer ink, monitors). The following practices must be followed:

- **E-Waste Disposal:** Electronic items such as laptops, monitors, printers, and chargers must be disposed of through certified e-waste recycling programs. Many local councils in the UK offer collection or drop-off services for e-waste.
- **Battery & Ink Cartridge Recycling:** Use collection programs from major office supply retailers or local recycling points for batteries and ink/toner cartridges.
- **Data Security:** Ensure all devices are wiped of sensitive data before disposal or donation.
- **Prohibited Disposal Methods:** Do not dispose of electronics, batteries, or hazardous materials in general household waste.

Employees are encouraged to contact the facilities or sustainability team if they need assistance identifying proper disposal locations or recycling programs in their area.



### 3. Environmentally-Preferred Office Supply Vendors (UK)

To support our sustainability goals, employees are encouraged to purchase office supplies from the following environmentally responsible vendors:

Vendor	Sustainability Features
<b>Ethical Superstore</b>	Offers a wide range of fair trade, recycled, and eco-friendly office products.
<b>Green Stationery Company</b>	Specializes in recycled paper, compostable packaging, and non-toxic office supplies.
<b>Ecopaper</b>	Supplier of 100% recycled paper and sustainable printing products.
<b>Ryman (Eco Range)</b>	Features recycled notebooks, pens made from recycled materials, and printer cartridges recycling programs.
<b>Office Depot UK (Green Range)</b>	Offers eco-conscious office products and clear sustainability ratings.
<b>Amazon UK (Climate Pledge Friendly)</b>	While not exclusively green, Amazon flags products that meet sustainability certifications such as FSC, Energy Star, and others.

Employees are encouraged to compare options and prioritize vendors or products that hold eco-certifications such as FSC (Forest Stewardship Council), EU Ecolabel, Energy Star, or Cradle to Cradle.

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#### Monitoring and Feedback

Employees are encouraged to share sustainable best practices and notify the sustainability team of new eco-friendly vendors or programs. The company will periodically review and update this policy to reflect the latest standards and opportunities for environmental stewardship.

Signed: .....*Paul Oliver*.....

**Paul Oliver**  
CEO