

Sustainability Report - 2023



At Allegis Group, we have always aspired to serve. We demonstrate this commitment both within our Allegis Group community – through challenging each other to grow personally and professionally – and within the communities where we live and work.

Central to working for Allegis Group, or any of our family of brands is a shared commitment to each other. Deeply embedded in our shared value system, is a determination to create opportunity for one another so that we can grow, develop, and reach our potential.

It is vital that this value is reflected in our attitudes to our business ecosystem. When we reflect on the pace of disruption and change that we are all facing environmentally, geo-politically and economically, it is essential that we uphold our commitment to each other by taking responsibility for the impact our business has on the world around us.

We work hard every day to ensure that the decisions we make both as a business and individually impact those around us positively. This means that we apply the same value to our ethical code of conduct, our supply chain management, the way we treat our people and our customers, and the effect we have on our environment and in our communities.

We are proud to publish our account of where we stand with regards to our Environment, Social and Governance (ESG) commitments. We have a deep-seated commitment to a culture of care through the various policies, committees, and third parties that hold us accountable to ensuring we realise our ESG goals and ambitions. Whether that be how we aim to reduce our carbon footprint, our sustainable practices and policies, or our people-first values.

We acknowledge that there will always be room for improvement, but that also means that opportunity lies before us as we strive for a greener and socially prosperous future for our people, our customers and the communities we serve. I am proud of our teams as we explore innovative ways to make meaningful improvements to our ESG initiatives.

Andrew Williams
Chief Financial Officer
Allegis Group EMEA

Entities within scope of this report

This Sustainability Report for the financial year 2023 is published by Aston Carter Group Limited (registration number: 6222237) and approved by the Board of Directors. The following entities are in scope:

- Aston Carter Group Limited, 6222237
- Actalent Services Limited, 12947470
- Allegis Contracting Services BV, 34193804
- Allegis Group (Belgium) SRL, 543.691.037
- Allegis Group BV, 34193802
- Allegis Group GmbH, HRB 52009
- Allegis Group Limited, 2876353
- Allegis Group Limited - Irish branch, 909258
- Allegis Group SAS, 499449494
- Allegis Group (Switzerland) GmbH, CHE 101.865.121
- Astoncarter International Ltd UK filial, 516404-0163
- TEKsystems Global Services (Belgium) SRL, 0786.640.801
- TEKsystems Global Services (Switzerland) GmbH, CHE 113.621.519
- TEKsystems Global Services (UK) Limited, 3509478
- TEKsystems Global Services BV, 34276159
- TEKsystems GS (Sweden) AB, 559211-9738

This report comprises information on Aston Carter Group Limited and its subsidiaries mentioned above. It covers its EMEA operations and is collectively referred to as “Allegis EMEA” within the following pages of this document unless otherwise stated. The reporting period for the information, unless otherwise noted, is January 1 to December 31, 2023.

Focus Areas and Material Topics

We are committed to continuously advancing our longer-term ESG strategy, advocacy and oversight. During 2023 we deepened our corporate and community ESG efforts, furthering our commitment to greater sustainability and climate change awareness. In addition to providing frequent and robust reporting on our ESG efforts and continuously working to identify emerging ESG trends, we encouraged our employees to participate in our ESG initiatives and engaged with our clients and stakeholders to pursue ESG-related opportunities

Focus Areas	Material Topics
1. Governance	Ensure ethical business practices Anti-corruption Information and Cyber Security
2. Environmental	Reduce environmental impact Reduce scope 3 emissions Encourage staff to make use of technology to reduce business travel
3. Human rights	Zero reports of human rights violations All Suppliers to adhere to Code of Conduct
4. Social	To increase diversity Attracting and retaining talent Providing opportunities for our employees to develop personally and professionally

Governance

Goal	Target
At Allegis EMEA, we will take the necessary steps to ensure that ethical business practices are maintained within our own company and in our relationships with all third parties.	Ethical business practices fully embraced and integrated into our corporate culture.
	Zero level of incidents rooted in non-ethical business behaviour.
	Extension of ISO27001 certification to cover all EMEA operations

Ethical Business Practices

Allegis EMEA leaders strive to create an ethical culture in which employees understand our commitment to integrity as foundational to our Purpose, Vision, Mission and Values, and feel comfortable raising issues or concerns without fear of retaliation. Managers encourage ethical conduct and compliance with the law by modelling integrity and personally leading ethics and compliance efforts; including cyber and information security, when evaluating and rewarding employees; and ensuring employees understand that business results are never more important than ethical conduct and compliance with Allegis policies and the law.

Ethical values are reinforced through training and effective employee communication, including town halls. Allegis EMEA also embeds its commitment to governance transparency, integrity and ethical values business practices in a series of robust policy documents, all available on our intranet. During 2023 no breaches to our ethical values were reported/identified.

Anti-corruption

There are corporate risks related to violations of rules and laws governing corruption, bribery and similar unlawful activities. Companies risk losing their license to operate, exposure and punishment by market forces, as well as potential prosecution and imprisonment for the individuals involved. Some of our other liability risks arise under the laws and regulations relating to the tax, employment, intellectual property, anti-money laundering, technology export, foreign asset controls, foreign corrupt practices areas, employee labour and employment areas, including anti-discrimination and fair pay laws and regulations.

Allegis EMEA seeks to comply with Foreign Corrupt Practices Act (FCPA), UK Bribery Act, and other anti-bribery and anticorruption laws, including reviewing “red flags” for corruption and situations where extra diligence must be exercised. Allegis EMEA regularly evaluates the efficacy of its operation, impact, products and services in order to increase positive outcomes and decrease negative outcomes. Allegis’s Supplier Code of Conduct outlines our expectations for all suppliers including those expectations related to bribery and corruption.

Raising concerns about potential violations of the Code or other policies is critical to protecting individual and company interests and upholding our commitment to act with integrity. All Allegis EMEA employees, contractors and third parties doing business with Allegis EMEA have multiple channels for raising ethics and compliance concerns or allegations of misconduct. These channels include directly contacting line managers, heads of department, office leaders, HR and reporting through EthicsPoint, our independent external ethics reporting hotline service provide. During 2023 no potential violations were identified.

Code of Conduct

Our policies on practices regarding ethical business, employment and labour, the environment and workplace are outlined in our Code of Conduct and underpinned by Group principles, procedures and local policies.

Our Code of Conduct represents the commitment of Allegis EMEA and of all its employees to conduct business activities in a responsible manner, consistent with applicable laws and regulations. It applies to all employees within Allegis EMEA, regardless of location or role. Our Code of Conduct forms the foundation for our sustainability approach and efforts.

Our Code of Conduct covers, among other things, our commitment to and guidance on respect for human rights and internationally proclaimed human rights conventions and guidelines, including non-discrimination and fair treatment, employment terms, freedom of association, the right to collective bargaining and the elimination of forced or compulsory labour. The Code of Conduct includes guidance on anti-corruption and anti-bribery practices, as well as gifts, loans and hospitality, fair competition, personal data and privacy. Mandatory training is undertaken through e-learning for all new starters and thereafter refresher elearning training is rolled out companywide to ensure employees remain aware and updated.

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Information and Cyber Security

The Allegis EMEA Information Security program is a comprehensive approach to securing assets and data throughout the enterprise. The primary focus is to provide appropriate levels of confidentiality, integrity and availability such that information is appropriately protected, secure from unauthorised modification or access, and granted based on a "least privileged" method to ensure that only people who have a need to access the information can acquire it. In addition, our Security Program focuses on prevention, logging, and governance where unauthorised activities are monitored, blocked, and reported on to respond to events and improve the overall security posture.

The Allegis Group Information Security Management System (ISMS) that governs the EMEA infrastructure and supports key EMEA information security processes, and includes technology, personnel, locations and data centres, and conforms to ISO27001 requirements. During 2023 the scope of Allegis ISO 27001 certification was substantially expanded and now covers all Allegis brands including, Actalent, Aston Carter, TekSystems, TEKsystems Global Services, operating in the following countries, UK, Ireland, France, Belgium, Germany, Netherlands, Sweden, Switzerland, and Poland.

The EMEA information Security Manager reports directly into Allegis EMEA Director of Risk and Assurance and is supported by wider Allegis Information Security functions based in North America which is headed up by the Chief Information Security Officer. (CISO). The EMEA Information Security Manager is responsible for the implementation, development, and delivery of a comprehensive information security program across the EMEA Region. The Information Security Manager, in conjunction with the Corporate Information Security Officer (CISO), will support the planning and implementation of the Information Security framework, policies, and processes and will assure that Allegis Group Europe complies with statutory and regulatory requirements regarding information access, security, and risks.

Training

All new starters are required to complete a number of mandatory eLearning training courses on joining Allegis EMEA. In addition, in 2023 Allegis EMEA rolled out a number of elearning training initiatives to existing employees in support of their continued education and awareness. Plea

Environmental Impact

Goal	Target
Our goal is to limit our environment footprint while growing our business. We are committed to reducing our greenhouse gas (GHG) emissions in our direct operations and within our value chain	Reduce environmental impact
	Reduce scope 3 emissions
	Encourage staff to make use of technology to reduce business travel

Climate change and resource scarcity are challenges to society and to business. As a responsible corporate citizen o Allegis EMEA endeavours to lessen our environmental impact, make our operations efficient while educating and empowering employees to make more environmentally responsible choices. We understand the importance of taking efforts to reduce our carbon footprint and actively promoting sustainable business operations. We proactively seek opportunities to improve the way we conduct our business both directly and through our business partnerships.

Measuring, Monitoring and Reducing our Carbon Footprint

Allegis EMEA manages its environmental, social and governance (ESG) reporting in partnership with our parent company, Allegis Group Inc. We measure and report our carbon emissions and are a member of the Carbon Disclosure Project (CDP). CDP is a not-for-profit charity that runs the global disclosure system for investors, companies, cities, states and regions to manage their environmental impacts. The world’s economy looks to CDP as the gold standard of environmental reporting with the richest and most comprehensive dataset on corporate and city action. Further details about our carbon footprint reporting are available on the [official CDP website](#).

Our performance over the two previous reporting periods is shown in Table 2. CO2 emissions are tracked on an enterprise level and include global data for Allegis Group’s office space, data centres, business travel, employee commuting, and goods and services consumption. The movement in figures between 2021 and 2022 reflect a combination of enhanced data collection and reporting, along with increasing levels of in-office activity post COVID.

	2022 Report (MT CO2e)	2021 Report (MT CO2e)	Change
Scope 1 Emissions	8,015.30	6,725	+1290.30 (+19%)
Scope 2 Emissions	32,254.03	32,219	-35.03 (0%)
Scope 3 Emissions	112,237.51	95,681	+16,556.51 (+15)

Table 2: Overall, Scope 1, 2 and 3 figures

We strive for full transparency and are constantly improving the accuracy and completeness of GHG measurements.

Allegis Group also participates in one of the worlds most trusted sustainability evaluations, EcoVadis. The company constantly seeks to improve year on year. Allegis Group performance can be found on the official [EcoVadis website](#).

Office Environment

One of the most significant contributors to Allegis EMEA's carbon footprint is the office space we occupy. To help manage our impact, Allegis EMEA has sustainability plans in place which cover elements such as:

- Provision of efficient heating, cooling, and lighting equipment e.g. occupancy and vacancy sensors installed in office spaces to automatically turn off the office space lights to save on energy consumption
- Encouraging the purchase of power from renewable sources. All electricity supplied to our UK head office in Bracknell is procured from 100% renewable sources.
- Efficient use of water
- Recycling stations

IT Infrastructure

For a services company such as Allegis EMEA, the use of IT equipment represents an important area of focus in the quest for reduced environmental impact. We have a range of measures in place to minimise the negative impacts of technology in the workplace. These include:

- Implementation of a cloud-based computing strategy
- Deployment of sustainable 'on-demand' printing in all our offices
- Toner cartridge recycling
- Donation or recycling of old IT equipment
- Replacing office and data centre infrastructure and equipment when it approaches end of life with newer more energy efficient and/or sustainable products.

Sustainable Procurement

Allegis EMEA is committed to continuously improving supplier performance, sustainable service delivery and environmental awareness. We achieve this through our third-party Vendor Management System. By working with our suppliers throughout the delivery lifecycle we aim to ensure quality and manage supply chain risk.

Business travel

As a people centred business Allegis EMEA recognises the importance of building positive working relationships, both with internal and external stakeholders, and the critical role this plays in creating opportunities and growth. We do however also recognise the impact that travel can have on the environment and encourage staff to limit business travel and utilise video technology where possible. Where business travel is appropriate we encourage our staff to book as much as possible via the Procurement team and with the required approvals.

Allegis EMEA engages a third-party corporate travel partner Reed & Mackay, a United Nations Global Compact participant, who are the first corporate travel management company to partner with Neste (a leading supplier of renewable diesel and sustainable aviation fuel) and is committed to setting near- and long-term company-wide emission reduction targets in line with climate science with the Science Based Targets initiative (SBTi). By partnering with Reed & Mackay, our business travellers can make more informed and better choices when booking travel as their platform provides the traveller with the option to see the CO₂ impact of the travel options assisting them to select lower emission options.

Where travel is not booked through the Reed & Mackay platform and/or for mileage claims employees can expense these in accordance with our Expenses Policy. We have seen a significant reduction in travel spend via the expense system for both public transportation requests and mileage claims when compared against pre-pandemic figures.

Human Rights

Goal	Target
Our goal is the elimination of slavery and other human rights violations in the Company's supply chain.	Robust systems to identify, prevent and mitigate slavery and any other human rights related issues in our entire supply chain.
	Whistleblowing policy
	All suppliers required to adhere to our Supplier Code of Conduct

Allegis EMEA supports fundamental human rights - both inside and outside our company - and demonstrates its commitment by enacting responsible workplace practices across EMEA. Allegis EMEA believes in the fundamental dignity of every human being and the rights of every individual to live and work safely and humanely, without fear of oppression or coercion.

Our Vision, Mission and Values Statements, along with our Code of Conduct emphasize responsibility, integrity, and values-based decision-making and set forth our standards for conducting our business ethically and consistent with our moral principles.

These principles and standards shape our interactions with fellow employees, clients, suppliers and markets around the world - and with our community of shareholders, too. They are foundational to our company and enable our continued success. Allegis EMEA has incorporated within its Code of Conduct, corporate policies, or programs specific requirements to put the following principles into practice:

- Equal Employment Opportunity and Discrimination
- Harassment
- Non-Retaliation
- Diversity and Inclusion
- Data Privacy
- Health and Safety
- Labor Standards

Human rights are reinforced through training and effective employee communication, including town halls.

We consider the greatest risk of slavery and human trafficking to be in our supply chain, both direct and indirect, where operations and management oversight are out of our control. Given the nature of the services we provide and the countries we operate in we have identified that our level of potential human rights risk exposure is low. However, we understand that supply chains are complex and continually evolving and global human rights conditions change, and we will continue our vigilant human rights due diligence. We are evaluating processes and technologies that could enable us to enhance our current risk-monitoring capabilities in the future. For our in-scope UK operations we continue to publish publicly our Modern Slavery Statement and our statement for our 2023 operations is available on our website.

Supplier Code of Conduct and Due Diligence

Our supply chains include the sourcing of candidates for onward supply to our clients. Any other agencies or intermediaries that introduce candidates and contractors for onward supply to our clients are known to us via existing long-term relationships and/or we have undertaken due diligence to satisfy ourselves that they adhere to local laws and maintain the highest ethical standards. Our other supply chains include:

- Facilities Management Companies
- Communications and IT Service Companies
- Office Equipment and Supplies
- Utility Service Companies

We expect our suppliers and potential suppliers to operate in an ethical, legally compliant and professional manner and they are provided with our Supplier Code of Conduct (SCOC) and are expected to abide by it. Our SCOC covers, among other things, our commitment to and guidance on respect for human rights and internationally proclaimed human rights conventions and guidelines, including non-discrimination and fair treatment, employment terms, freedom of association, the right to collective bargaining and the elimination of forced or compulsory labour.

Allegis Group maintains a global Third Party Risk Policy that establishes the minimum standards for overseeing third parties to ensure compliance and help ensure the proper management and oversight of the third parties. The Ethics, Compliance & Risk Management (ECRM) team is responsible for overseeing the program and process for monitoring third parties. The Third Party Risk Management Team (TPRM) is responsible for the oversight of third parties and must ensure that adequate due diligence is conducted on the third party prior to the execution of the contract and continues to provide effective oversight throughout the contractual relationship to control these risks. The TPRM team utilise a risk ranking to determine the scale of the due diligence conducted, any escalations, ongoing monitoring or periodic reviews that may be deemed necessary. A due diligence portal is utilised to create a consistent process and procedure for vetting third parties.

Client Vetting

We undertake client reviews and vetting procedures before entering into a contract with any prospective client. This includes a full contract review by our Commercial Contract Team (“CCT”) and a review by our Commercial Team to ascertain if the opportunity is in accordance with our risk tolerance policy. In addition, we perform sanctions and credit checks with any client we are considering entering into contract with. Clients remain on a watchlist are monitored for changes that would impact our ongoing relationship with them.

Whistleblowing

We pro-actively encourage individuals to report instances where they become aware of a situation that is not in accordance with the SCOC, policies or applicable law. All suppliers have access via the SCOC to an external hotline (phone and internet) that is available 24 hours a day and are encouraged to make use of this channel and others such as their Allegis EMEA contact point to report at the earliest opportunity any concerns. When an issue is raised, we react promptly and appropriately and treat the matter as confidential in so far as is possible. During 2023 no incidents were reported.

Progress and Ongoing Commitment

We continue to take steps to monitor our effectiveness to ensure that slavery and human trafficking is not taking place in any part of our business or supply chains. These include:

- Reviewing and updating our Global Code of Conduct
- Supplier compliance audits;
- Training of employees including raising awareness of our procurement policy and corresponding supplier due diligence
- Monitoring of complaints
- A level of communication and personal contact with the next link in the Supply Chain, and their understanding of, and compliance with, our expectations

Social

Goal	Target
Our continuing objective is to be a truly open and inclusive employer. In this environment, with zero tolerance for discrimination, all employees have equal opportunity to achieve their full potential – resulting in a more diverse workplace.	To increase diversity. Attracting and retaining talent. Providing new opportunities for our employees to develop personally and professionally

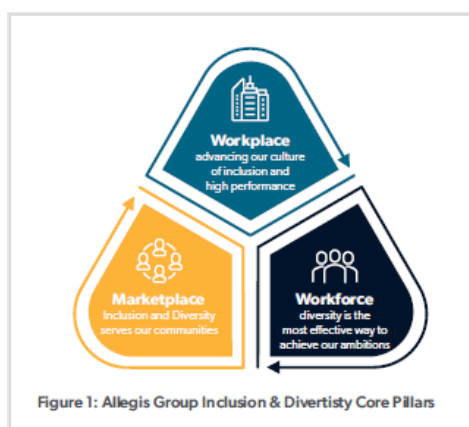
The company’s most valuable asset is its people, and Allegis EMEA has made deliberate investments to ensure that it remains an employer of choice to attract, retain and develop top talent. Allegis EMEA strives to create a work environment in which individuals are empowered to establish their own work objectives, aligned with Allegis EMEA’s overall business strategy and within the context of their area of discipline.

Allegis EMEA has extended its commitment to attracting, retaining, developing, and motivating its employees throughout 2023 by adding new professional development opportunities.

Diversity, Equity and Culture

At Allegis EMEA, we are committed to making sure that Inclusion & Diversity is front and centre of our thoughts, activities, and initiatives because we know this is the right thing to do for our business, our culture, and our people.

We also recognise the opportunity and responsibility, that we have as a services and staffing provider, to positively influence the diversity mix of the organisations that we work with (see Figure 1).



Our aim is to encourage open minds and create an inclusive culture where people from all walks of life can build a rewarding career and achieve their full potential.

We know that having a clear Inclusion & Diversity strategy is the right thing to do and, more importantly, it will help us grow and learn both individually and collectively, think differently and hold us accountable for ensuring that we are playing our part in moving the world towards a future of social justice for all.

Our brand aligned strategic Inclusion & Diversity Committees, supported by a network of office champions, explore different strands of diversity, foster inclusive behaviour, and educate our people on the business and social benefits of attracting diverse talent.

Sub-committees and employee resource groups (ERGs) create a platform for underrepresented groups within the business.



We continually review and evaluate the strategic approach we take to hire talent from diverse backgrounds and experiences at every level of our organisation. We measure our progress and impact using objective data and internal feedback to track and monitor where we are and where we want to be. We leverage the support from our global partners to design, build and provide engaging training content that supports our inclusion and diversity agenda.

Through our community and business partnerships, we strive to understand and serve the needs of our diverse customers and partners. We achieve this goal through role qualification, job adverts, sourcing, and the interview process. We continue to identify opportunities where we can closely partner with our clients to source diverse talent and bring shared understanding around how we can support their strategic ambitions.

Attracting and Retaining employees

Our people are the primary driver of our success. Allegis EMEA is committed to attracting top talent and retaining, developing and motivating our employees. In 2023, Allegis EMEA maintained our historical levels of employee retention. We are actively working to establish Allegis EMEA as a destination employer. We seek to hire locally wherever possible, for all levels of individual contributor, manager and executive.

The processes for promotions and recruitments are very important aspects of shaping and developing a company culture. They are also key elements in achieving a more diverse workforce. We work hard to make sure that these processes are non-discriminatory. This will benefit our equal opportunity efforts both in the long and short term. We consider it to be strategically important to develop and promote internal personnel and we have been successful in filling many vacancies for senior positions with internal candidates. We, therefore, consider a diverse talent pool to be a key element of achieving a more diverse workforce at the senior management level over time. Allegis EMEA management thoroughly reviews the pool of often relatively junior talented employees from several perspectives, including diversity, and discuss means to become more effective in ensuring a large and diverse pool of employees with a mixed set of skills that can advance far in the organization. For more immediate effects, external recruitment is an important tool. We view every external recruitment as an opportunity to ensure that we scan the entire market for the very best candidate. Experience has taught us that norms and existing structures, mean that we need to be prepared to make extra efforts and extend the search processes in time to ensure that the group of identified candidates becomes more diverse. We challenge our managers to try to have diversity among the final candidates for any position to make sure that we find the most skilled and promising candidate.

Retention and attrition levels are a key priority for Allegis EMEA and we remain committed to monitoring and improving these, as well as the overall employee proposition for our staff. In 2023, we rolled out

new hire and employee exit surveys to better understand why employees join, and leave, Allegis EMEA and this information is being fed back to senior leadership so that we can respond and adapt effectively.

Training and Education

Building confidence and providing a platform to empower and upskill of people, helping them succeed in their career is at the heart of our professional development objectives. Allegis EMEA supports the development of its employees throughout their careers – as new entrants to the organization, as developing professionals, as managers of teams and people and as leaders who lead the organization. Under the 70/20/10 Learning Principle,” where 70% of development happens on the job, 20% through exposure, coaching & mentoring and 10% by formal training, the company offers a variety of professional development experiences through a range of channels that support diverse learning styles.

As part of our ongoing commitment to providing our employees with a world-class employee experience, in 2023 we launched two new learning journeys which focused on personal development:

1. Best U

Best U offers a variety of curated workshops centred around TEKsystems’ core values, which allows employees to progress at their own pace. Each workshop provides valuable insight, coaching and enables skill-building. Every workshop contains a recorded interactive session along with a participant guide and discussion guide.

Three topics were covered in 2023:

- Discovering your Personal Brand
- Engaging your Inner Critic
- Making Feedback Work For You

Across these workshops there were 568 participants and further workshops will take place in 2024.

2. RISE

As part of Best U, RISE is an intensive four-month programme with a live kick-off week. It focuses on self-development, awareness, accountability and empowerment while supporting everyone’s progress toward their goals.

During the year, 71 colleagues were invited to join the programme, 51 as participants and 17 as mentors.

Gender Pay Gap Review

Through the UK and French annual gender pay gap report submission, we track and evaluate the data to ensure we treat people fairly and ensure they are rewarded in the same way for doing the same job.

We have a clear pay structure in place across our business. The pay structure includes set salaries and variable pay or commission-based schemes that are relevant for level of experience, grade, and job role.

We continue to tackle the gender pay gap through a range of strategic initiatives and interventions such as our inclusion and diversity strategy, our hiring strategy, and our talent management strategy.

Wellness and Financial Security

We are not simply a team – we are a family, and we believe in taking care of our people. That is why we offer a comprehensive benefits package that supports a healthy work-life balance and provides the tools needed for employees to stay strong mentally and physically, both at work and at home.

To support our employees, we provide an Employee Assistance Programme (EAP). With our EAP, we partner with ICAS, part of the AXA Group, to provide our employees with free and confidential 24/7 specialist advice and support around a range of issues from everyday matters to more serious wellbeing problems.