

## CSR strategy

In conducting its activities, ArchiDoc aims to maintain good relations with the environment in which it operates. The company actively supports the local community by assisting public benefit organizations and cultural entities. ArchiDoc supports also those initiatives that aim to assist young people in finding employment.

ArchiDoc is also involved in educational activities expanding the knowledge about outsourcing and effective document management. The company was one of the funding members of the Outsourcing Institute Foundation and has initiated a number of activities supporting the development of the outsourcing industry.

ArchiDoc attaches great importance to the protection of natural environment. Its environment-oriented approach is manifested by investment in modernizing existing technical systems, as well as by continuous expansion of the employees' awareness through in-house and external training. The company pursues a conscious environmental policy and cooperates with its suppliers and business partners to ensure professional methods of document disposal that are compliant with environmental protection regulations. Additionally, the company has introduced a waste recycling program in accordance with the PN-EN ISO 14001:2005 Environmental Management Standard. In its daily operations, the company follows the generally applicable ethical standards, ensures compliance with legal regulations, creates a friendly working atmosphere for its employees and applies "fair play" principles while cooperating with its partners and customers. All aspects described above are verified during internal and external audits, as well as satisfaction surveys conducted among its employees and business partners.