

RINCON

# SUSTAINABILITY ACTION PLAN



CHANGE THE RULES

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## OUR MISSION AND COMMITMENT

**The ability to communicate makes it possible for people to express themselves, gather information, and exchange knowledge, experience as well as opinions. Without having the possibility to communicate with other people, it is nearly impossible for any individual, community, group, institution or nation to prosper.**

**With the birth of the Internet and mobile phones it became apparent to the founders of Rincon Technology that the nature of communication and information, which are inherent human rights, was changing. They wanted to do their part to ensure access to communication and information for the citizens of the world.**

**The Founders believe that a market-based approach is best for solving problems. In their minds increasing access to the technology that facilitates and improves communication and therefore the gathering and sharing of information was essentially an economic one. It is expensive, takes time and has an environmental impact to build communication networks. Rincon wants to help increase access, by doing its part to reduce the costs, time and environmental impact associated with building and maintaining telecommunication networks.**

# OUR SUSTAINABILITY PRIORITIES

**It is only by understanding the key environmental concerns we face as a global business that Rincon can continue to develop and implement new innovations that reduce the environmental impact associated with building and maintaining telecommunication networks.**

**Our Sustainability Action Plan and the priorities within this document were developed from a data driven and collaborative approach. This plan took shape after reviewing other leading businesses' environmental plans, dialogues with Industry leaders, and then was further informed by engaging with our internal data.**

**Below, in order from high to low, we have ranked our internal goals based on our methodology.**

- ROAD TO CARBON NEUTRALITY
- ENGAGING OUR STAKEHOLDERS
- USING RESOURCES MORE EFFICIENTLY
- OUR CORPORATE SOCIAL RESPONSIBILITY
- PRODUCT LIFE CYCLE
- MANAGING OUR ENVIRONMENTAL IMPACT

IMPROVEMENT PRIORITY ORDER

HIGH

LOW



# ROAD TO CARBON NEUTRALITY

**Greenhouse gas emission is at the forefront of the environmental impact conversation. To truly create impact, we must mitigate our carbon footprint by understanding our consumption on every level of the operational chain.** In assessing our carbon footprint, we internally analyze our energy usage, business travel, daily commute, operational waste, and our value chain. This is done to create awareness of our impact so that we can develop plans to reduce and offset our usage. In addition to optimizing our own practices, we look forward to joining other companies in the conversation toward carbon neutrality.

GOAL	To successfully reduce our carbon footprint and mitigate ozone depletion through business externalities, we base our metrics of success on understanding our carbon and ozone impacts and proactively manage the reduction of our carbon footprint through efficiency, management, and use of renewable energy. Once programs are in place to ensure accurate measurement across all scopes <sup>1</sup> , we will take steps to offset our carbon footprint with a long-term goal of becoming carbon neutral.
TARGETS TO 2020	<ol style="list-style-type: none"><li>1. Formalize a program to measure and monitor scope 1<sup>2</sup> and scope 2<sup>3</sup> carbon emissions.</li><li>2. Take action to reduce scope 1 and scope 2 carbon emissions at our largest energy consuming sites.</li></ol>
TARGETS TO 2025	<ol style="list-style-type: none"><li>1. Implement renewable energy initiatives at our largest energy consuming sites.</li><li>2. Quantify all scope 3<sup>4</sup> carbon footprint elements and consider how these could be managed and minimized in the most cost-effective way to add business value.</li></ol>
TARGETS TO 2030	<ol style="list-style-type: none"><li>1. Extend renewable energy initiatives to all energy consuming sites.</li><li>2. Work in partnership with leading global organizations to drive the improvement of sustainability issues and collaborate on accelerating efforts collectively toward reducing emissions and achieve carbon neutrality.</li></ol>

<sup>1</sup>The GHG Protocol Corporate Standard classifies a company's GHG emissions into three 'scopes.'

<sup>2</sup>Scope 1 emissions are direct emissions from owned or controlled sources.

<sup>3</sup>Scope 2 emissions are indirect emissions from the generation of purchased energy.

<sup>4</sup>Scope 3 emissions are all indirect emissions (not included in scope 2) that occur in the value chain of the reporting company, including both upstream and downstream emissions.



## ENGAGING OUR STAKEHOLDERS

**We support the social responsibility and sustainability causes of our employees, customers, vendors, and partners.** Doing so allows us to engage thoughtfully and concisely on the important social issues the global community faces. When we see our stakeholders seeking to make a difference, we work hard to support them in their efforts. Taking it a step further, we want to begin analyzing our contributions to these key conversations by assessing a variety of metrics to drive engagement to the next level.

GOAL	We are committed to engaging with our stakeholders and developing a program that will deliver a consistent business advantage. We will base our program on a stakeholder engagement plan to generate sustainability dialogue and collaboration. This process will monitor energy efficiency, carbon management, and manage supply chain, resulting in lower costs and reduced risks to brand and business continuity.
TARGETS TO 2020	<ol style="list-style-type: none"><li>1. Engaging with key customers on sustainability to understand their concerns and integrate into upcoming product and service developments to drive innovation.</li><li>2. Draft an internal sustainability report to develop an understanding of the types of data we need to collect and begin the process of integrating sustainability into our organizational decision making that will extend to our partners and vendors.</li><li>3. Analyze our suppliers for corporate social responsibility risk.</li><li>4. Source from multiple suppliers to help ensure business continuity.</li></ol>
TARGETS TO 2025	<ol style="list-style-type: none"><li>1. Discuss sustainability concerns with key customers to direct operational and product/service related sustainability improvements, engaging with other stakeholders at an informal level.</li><li>2. Publish an external sustainability report with key performance indicators.</li><li>3. Develop sustainable innovations with key stakeholders.</li></ol>
TARGETS TO 2030	<ol style="list-style-type: none"><li>1. Document a formal process for stakeholder engagement on sustainability to drive transparency of reporting, performance targets, and identify areas which can build brand value.</li><li>2. Implement sustainable innovations that reduce the carbon footprint and cost of products to customers.</li><li>3. Ensure our sustainability report is reviewed by an external body to gain further credibility.</li><li>4. Ensure sustainable innovations are available to all customers and use the knowledge gained to further innovate process, products, and services.</li><li>5. Move beyond engagement with suppliers on compliance issues to engaging and supporting suppliers to improve sustainability performance.</li><li>6. Engage with supply chain on business continuity and audit plans to ensure the business risk is minimized as much as possible.</li></ol>





## USING RESOURCES MORE EFFICIENTLY

**We make significant efforts to improve the usage of materials, energy, and water resources by analyzing our usage and doing business with partners and vendors with similar practices.** Our goal is to maximize our business output while minimizing the resources we use in all facets of the chain.

GOAL	<p>Resource efficiency is characterized by the use of the minimum material, energy, and water to allow the company facilities to run. Our best practices include using tools, such as energy and water modelling to ensure resources used are managed efficiently, abnormal pattern identification, and benchmarking for class leading performance.</p> <p>Additionally, we are committed to managing the optimization of logistics and packaging choices to reduce waste. We will work with our customers to understand when delivery is required to consolidate shipments, minimize weight, make use of re-usable containers, and use the most carbon efficient transport option within the required time constraints.</p>
TARGETS TO 2020	<ol style="list-style-type: none"><li>1. Ensure we have activity at varying levels of formality addressing energy and water management.</li><li>2. Work with customers to improve the sustainability performance of product packaging when requested.</li><li>3. Examine shipping container packing factors to increase the number of units sent per container.</li><li>4. Assess packaging materials (renewable/non-renewable) and minimize packaging weight for products.</li><li>5. Monitor and measure the use of transport modes and set targets to increase the use of the most environmentally friendly options by working with customers to gain greater visibility of order volumes and lead times.</li></ol>
TARGETS TO 2025	<ol style="list-style-type: none"><li>1. Formalize material, energy, and water management.</li><li>2. Assess packaging options to ensure all stages of packaging life cycle are quantified with alternative materials assessed for optimization leading to the use of recycled packaging materials.</li></ol>
TARGETS TO 2030	<ol style="list-style-type: none"><li>1. Examined opportunities for improvement of resource management and expand sustainability across all departments to ensure resource efficiency is considered.</li><li>2. Analyze patterns of resource consumption, highlight inefficiencies, and address any issues.</li><li>3. Develop energy management systems and gain an international standard certification.</li><li>4. Increase recycling or re-use activity to reduce solid waste.</li></ol>



## OUR CORPORATE SOCIAL RESPONSIBILITY

**We are committed to our internal and external communities and believe corporate social responsibility (CSR) is a two-prong process.** We contribute, with not only money, but our time to various green organizations in our local communities, partner with industry leaders in joint efforts, and support contributions made by our employees. Additionally, we promote our employees' well-being and personal development by following internationally recognized standards and guidance from OHSAS 18001:2007<sup>5</sup> to enrich our work environment.

GOAL	It is our goal to create a clear sustainability strategy from the top down, engaging senior leadership and employees. Doing so will create a responsibility structure and address all corporate responsibility factors, while extending our resources, time, and money, to green organizations and local issues at the forefront of our communities. Our CSR initiatives will also include strengthening our internal procedures to ensure all employees are engaged, highly-trained, and in line with OHSAS 18001 standards and guidance to increase well-being, higher productivity, and morale.
TARGETS TO 2020	<ol style="list-style-type: none"><li>1. Create a clear sustainability strategy of engagement, including a formal responsibility structure in place with senior leadership covering CSR sustainability issues both internally and externally.</li><li>2. Work on continuous improvement of working guidelines in accordance with OHSAS 18001.</li><li>3. Identify key community outreach engagements in a formalized program with employees to enrich work environment and personal growth.</li></ol>
TARGETS TO 2025	<ol style="list-style-type: none"><li>1. Enact a CSR strategy and partner with industry leaders, including our stakeholders, in joint efforts to enact greater impact.</li></ol>
TARGETS TO 2030	<ol style="list-style-type: none"><li>1. Extend the scope of our CSR strategy across our value chain.</li><li>2. Set targets and monitor key performance indicators for community engagement and outreach.</li></ol>

<sup>5</sup>Occupational Health and Safety Assessment Series (OHSAS 18001) is an internationally applied standard for occupational health and safety management systems. It exists to help all kinds of organizations put in place demonstrably sound occupational health and safety performance. See Appendix for certification designation.





## PRODUCT LIFE CYCLES

### **Rincon keeps equipment in use for as long as possible through our Investment Recovery Service.**

This program assists our customers by selling surplus assets to generate capital to economically upgrade their networks. This reduces operating, hardware, and environmental costs of high value and non-depreciated assets, while extending the life cycle of existing hardware through the ISO 9001:2015<sup>6</sup> International standard. Only when end of life is realized do we recycle, following R2:2013<sup>7</sup> recycling standard.

GOAL	Product life cycling thinking is inherent in our business activity and follows formal circular economy strategy, which is clear throughout our organization and communication to our stakeholders. In addition to analyzing hardware and service offerings, we will examine opportunities to reduce or utilize recycled materials, reduce in-life energy consumption, and end of life impact to drive improvements across product ranges and between generations. By thinking this way, we can fundamentally change how our company delivers value to the end customer.
TARGETS TO 2020	<ol style="list-style-type: none"><li>1. Measure and record refurbishment and re-use activity for products which are produced by us and our partners.</li><li>2. Develop a range of methods to allow internal asset re-use activity.</li><li>3. Communicate our product life cycle efforts to our stakeholders.</li></ol>
TARGETS TO 2025	<ol style="list-style-type: none"><li>1. Undertake a life cycle assessment of our largest selling products by volume.</li><li>2. Examine opportunities to reduce the life cycle impacts for products and services currently being provided.</li></ol>
TARGETS TO 2030	<ol style="list-style-type: none"><li>1. Perform a life cycle assessment on all products and services.</li><li>2. Undertake an analysis of products and services and set formal targets to reduce the life cycle impacts to drive continuous improvement.</li><li>3. Test alternative materials, approaches, and designs with lower life cycle impacts to use in future products and services.</li><li>4. Extend methodology and best practices to our supply chain to reduce the amount of materials used on a disposable basis.</li></ol>

<sup>6</sup> ISO 9001:2015 is the international standard that specifies requirements for a quality management system. Organizations use the standard to demonstrate the ability to consistently provide products and services that meet customer and regulatory requirements. See appendix for certification designation.

<sup>7</sup> The Responsible Recycling Standard is the latest version of R2, the electronics recycling industry's leading certification. The R2 Standard is designed to help ensure the quality, transparency, and environmental and social responsibility of R2 Certified electronics recycling facilities. See appendix for certification designation.




## MANAGING OUR ENVIRONMENTAL IMPACT

**As an industry, managing our environmental impact is no easy task.** We believe in continuing our legacy to pave the path forward for environmentally friendly practices. We acknowledge that there are externalities that result from business activity and we focus and advocate on minimizing waste through pioneering optimal business practices certified by ISO 14001:2015<sup>8</sup> International standards.

GOAL	We will create a systematic approach to managing business activities and commit to increase our environmentally friendly practices. Over time, we will record and reduce our environmental impacts, business liability, and compliance issues, while increasing our environmental management performance.
TARGETS TO 2020	<ol style="list-style-type: none"><li>1. Identify business activities with the most environmental impact and collaborate on ways to reduce externalities that result from these business activities.</li><li>2. Implement environmentally friendly practices and record our progress.</li></ol>
TARGETS TO 2025	<ol style="list-style-type: none"><li>1. Implement an internal metric system that aligns with ISO 14001 for all sites to establish a benchmark for future improvements.</li><li>2. Publish our environmental progress either in a stand-alone report or integrated into a wider sustainability report.</li><li>3. Understand the environmental profit and loss concept and utilize this tool to make invisible impacts of business visible, quantifiable, and comparable.</li></ol>
TARGETS TO 2030	<ol style="list-style-type: none"><li>1. Record the financial and environmental savings made through implementation of our environmental management system.</li><li>2. Work with our supply chain on implementing environmental management systems in their facilities.</li><li>3. Deliver an environmental profit and loss case study with an action plan on how to minimize and restore ecosystem impacts.</li><li>4. Use sustainability reporting to continuously improve the way that operations run and record quantified savings.</li></ol>

<sup>8</sup> ISO 14001:2015 sets out the criteria for an environmental management system and can be certified to. It maps out a framework that a company or organization can follow to set up an effective environmental management system. See appendix for certification designation.



A man in a black hooded jacket and dark pants is fishing in a lake. He is standing on a rocky shore, holding a fishing rod with both hands. The lake is calm with some ripples. In the background, there is a dense forest of evergreen trees, and further back, a large, rugged mountain range under a blue sky with some clouds.

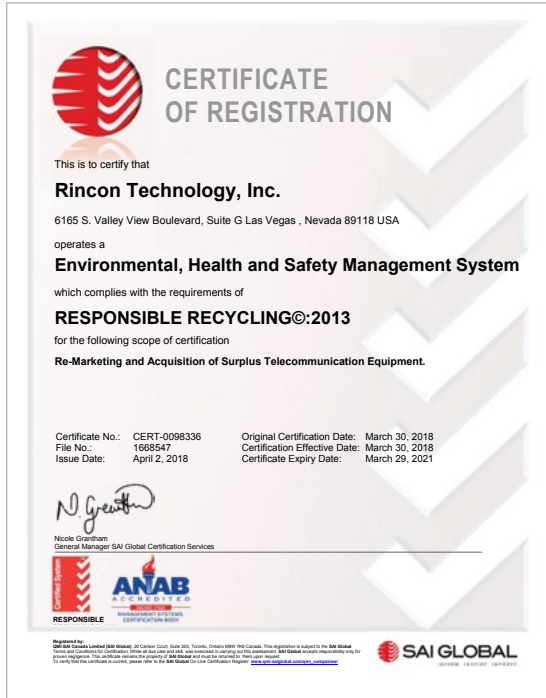
## A NOTE FROM OUR CHIEF EXECUTIVE OFFICER

Rincon Technology is a pioneer in sustainability. In 2003, when we launched the company, our mission was to help reduce the cost, time, and environmental impact of building telecommunication networks. As such, sustainability has always been at the core of what we do. In recent years, many of our Communication Service Provider customers have launched robust sustainability initiatives of their own and we've supported these efforts via our Investment Recovery Services; Re-Deployment, Re-Market, and Recycle. In addition to supporting our partners with their Sustainability Initiatives, we set high internal standards to reduce the environmental impact of our business processes. We optimize various areas of our business to demonstrate in action, not only words, our commitment to sustainability.

**Jason Kelly**

Chief Executive Officer  
Rincon Technology, Inc

# APPENDIX: CERTIFICATIONS





# ADDENDUM: SOURCES

**The Rincon Technology Sustainability Action Plan was developed in part by utilizing the following sources:**

Online Sustainability Assessment Tool. (2018).

Retrieved from <https://www.questassessor.net>.

Greenhouse Gas Protocol. (2018). Greenhouse Gas Protocol FAQ.

Retrieved from [https://ghgprotocol.org/sites/default/files/standards\\_supporting/FAQ.pdf](https://ghgprotocol.org/sites/default/files/standards_supporting/FAQ.pdf).

Established by the World Resource Institute & WBCSD.

SERI Certification for Responsible Recycling 2013. (2018). R2 Standard.

Retrieved from <https://sustainableelectronics.org/r2-standard>.

ISO 9001 Certification for Quality management. (2017, August 29).

Retrieved from <https://www.iso.org/iso-9001-quality-management.html>.

ISO 14001 Certification for Environmental management. (n.d.).

Retrieved from <https://www.iso.org/iso-14001-environmental-management.html>.

OHSAS 18001 Certification for Occupational Health & Safety. (n.d.).

Retrieved from [https://www.bureauveritas.com/services\\_sheet/ohsas-18001-certification\\_1143](https://www.bureauveritas.com/services_sheet/ohsas-18001-certification_1143).

For more information on our  
goals and progress, please visit:  
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