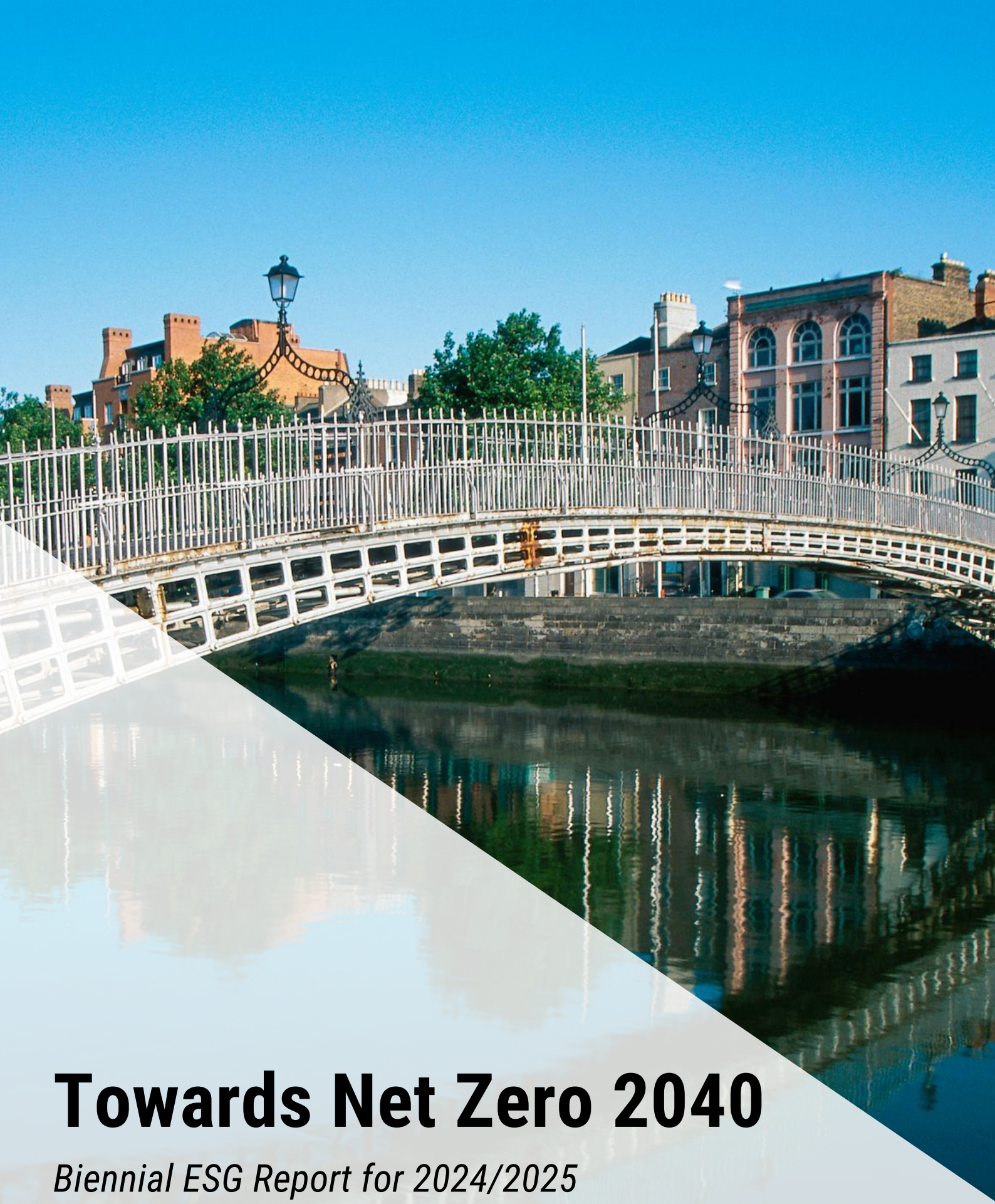


Towards Net Zero 2040

Biennial ESG Report for 2024/2025

CODEX

Published March 2026

This biennial ESG report covers Codex's operations for the calendar years of 2024–2025. We are working with Planet Mark to measure and reduce our carbon emissions. Planet Mark's measurement methodology is aligned to the Greenhouse Gas Protocol (GHG); all data is reviewed using evidence provided by Codex. Social and governance information is monitored through Codex's internal management systems and reviewed as part of ISO-aligned governance processes.

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Published March 2026

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Welcome Message

Codex is an Irish family-owned office supplies business with a long-standing focus on responsibility to our people, our communities and the environment we all share. In 2025, I was proud to acquire Codex and continue that legacy, with a strong belief that long-term business success must be built on sustainable foundations.



Patrick Murphy, CEO

We recognise that our role goes beyond supplying furniture, stationery and print products. It includes understanding our impact and using our position to support more responsible ways of working, both within our own operations and alongside our customers and suppliers.

Operating from Dublin and serving customers across Ireland, we see first-hand the effects of climate change and the opportunity for businesses like ours to be part of the solution. We are also very conscious of the nature of our industry, which has historically relied heavily on paper and plastic. This brings with it a clear responsibility but also a meaningful opportunity to influence positive change across our value chain.

A key milestone over the past two years has been completing carbon footprint measurement across our full scope. This has given us a clear and honest understanding of our impact across our entire supply chain.

Our ambition to work towards Net Zero by 2040 is built on this foundation. While the path is complex, we are focused on taking practical, evidence-based steps that strengthen our environmental performance while continuing to support our people, our customers and our communities.

I hope this report provides a clear and honest view of our journey over the last two years, and the role we intend to play in building a more sustainable and resilient future.

Who Codex Is

Founded in

1979

Tracking carbon footprint annually since 2020

Headquartered in Dublin, serving customers across Ireland

B2B provider of office supplies, furniture and workplace solutions

Award winning, Irish & family-owned

90 permanent employees across Ireland

Committed to safe, inclusive and supportive workplaces, underpinned by formal policies and 4 internationally recognised management systems

Community engagement delivered through the Codex Cares Programme

Our Mission and Vision

Our Mission

> *Codex's mission as an Irish family-owned office provider is to listen and adapt to our business customers' needs in an efficient and sustainable manner. Everything we do is underlined by our five values of customer first, integrity, innovation, ambition, and belonging. We care about your people, our people and other people and will not remain stationary in our drive for excellence.*

Our Vision

> *Our vision is to lead with honesty and integrity, constantly challenge how things are done, and create a sustainable workplace where everyone can thrive.*

Our values

CUSTOMER FIRST

We put customers' needs ahead of everything else. We listen, ask questions, and provide solutions that best suits customers' requirements.

INNOVATION

When approaching projects or challenges, we apply innovative thinking to drive better, more effective ways of working.

AMBITION

At Codex, ambition is not about succeeding over someone, but rather, working with others to achieve a collective vision and goal.

INTEGRITY

We believe that honesty and trust are central to integrity and we conduct our daily interactions with respect and dignity.

BELONGING

As a family business, it has always been important to create a supportive and inclusive environment and to celebrate everyone.

ESG Oversight

Effective governance underpins Codex's approach to Environmental, Social and Governance (ESG).

ESG oversight is led by our Senior Leadership Team, with responsibility throughout the organisation. This ensures that sustainability considerations are embedded into decision making and long term business planning.



Patrick Murphy
CEO



Rob Doyle
Head of Finance



Emily Harnett
Head of Marketing



Audrey Jenkins
Head of Customer Experience



Lexy Staffurth
Head of Supply Chain



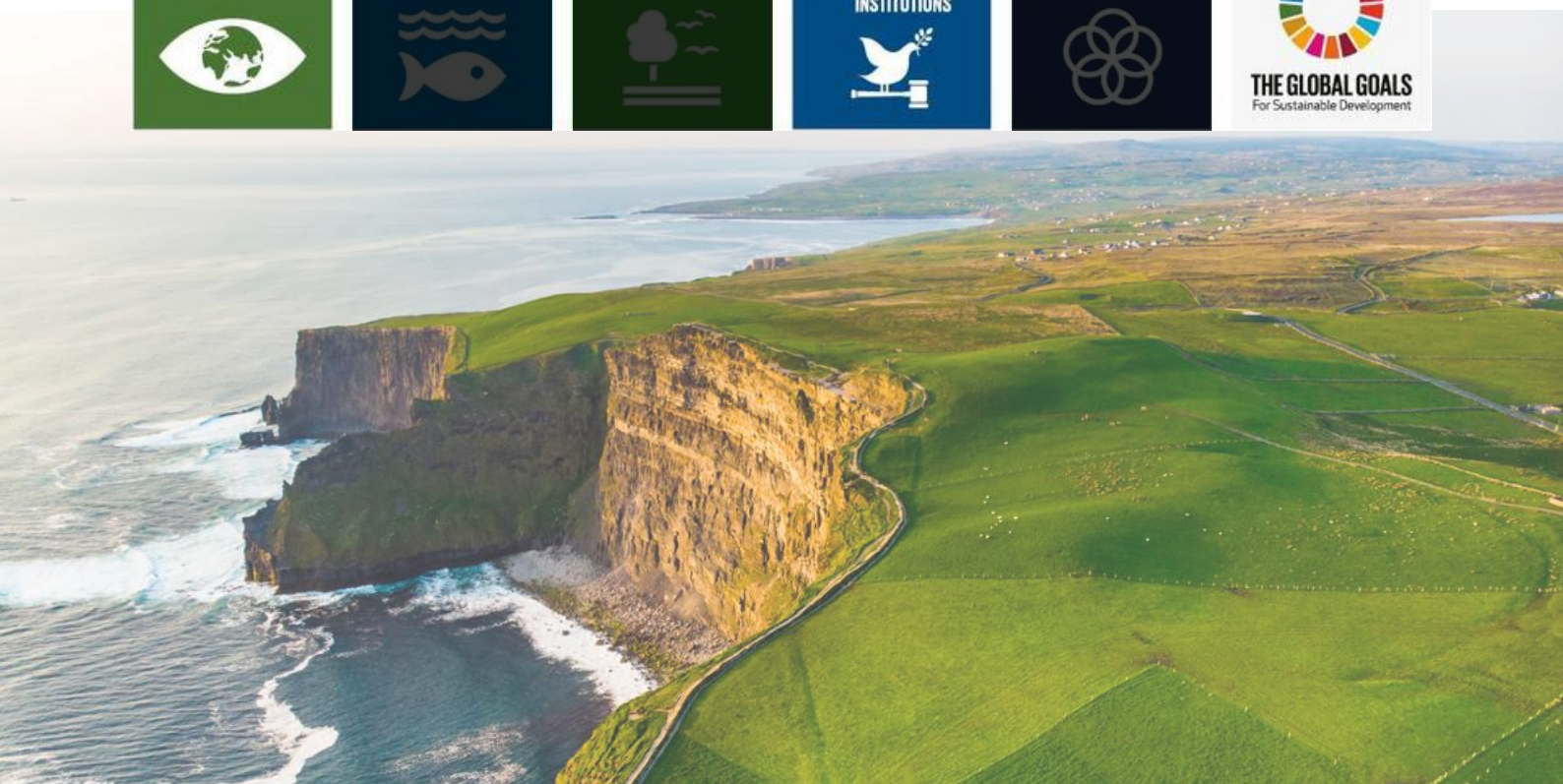
Aisling Murray
Head of People & Culture

Contribution to UN SDGs

The Sustainable Development Goals (UN SDGs) are a collection of 17 interrelated goals set by the United Nations. They cover a broad range of social and economic development issues and provide a framework to enhance global well-being and address the adverse impacts of climate change.

Of the 17 UN SDGs, 10 have been identified as directly relevant to Codex's activities.





UN SDGs directly relevant to Codex's activities

3	*Good Health and well-being*	Employee assistance, health insurance and well-being initiatives, supported by ISO45001 and inclusive awareness programmes
4	*Quality Education*	Paid training, third-level education support, awareness initiatives, ongoing staff development
5	*Gender Equality*	Gender balance and inclusive policies, supported by female-friendly leave, menopause awareness training and International Women's Day events
7	*Affordable and Clean Energy*	100% of energy demand met by renewable energy
8	*Decent Work and Economic Growth*	Fair and safe work practices, living wage and paid leave, supported by GPTW, ISO-led continuous improvement supported by lean leadership training and customer insights
9	*Industry, Innovation & Infrastructure*	Fully low-emissions delivery fleet (electric vehicles and HVO)
11	*Sustainable Cities & Communities*	Measured carbon emissions, reduction in travel emissions, 0% of waste to landfill
12	*Responsible Consumption and Production*	Carbon and energy reduction, zero waste to landfill and lower emission transport as validated by Planet Mark, supported by ISO 14001, FSC® certification and circular economy practices
13	*Climate Action*	Carbon measurement and reduction validated by Planet Mark, supported by ISO 14001 and a clear commitment to climate change mitigation
16	*Peace, Justice and Strong Institutions*	Ethical governance, transparency and compliance, supported by formal policies and robust management systems

Review of 2023 Goals

This section reviews delivery against goals previously committed in our 2023 report. Additional achievements during 2024 and 2025 are detailed in this report.

2023 Commitment	Target Date	ESG Pillar	Status	Outcome
Measure our full carbon footprint including Scope 3	2024	E	Achieved	Expanded measurement to full Scope 1, 2 and 3 emissions for the 2024 reporting year
Remove all single use plastic products	2024	E	Achieved	Eliminated in 2024 with the support of vendors
Helping customers make more sustainable choices	2025	E	Target date updated	Deferred to 2026 pending the rollout of a Product Management System
Neutralise fleet and business campus	2024	E	Achieved	Project chosen by employees, verified by Gold Standard Marketplace
Replace 3 diesel vans with EVs	2024	E	Achieved	Expanded electric fleet with three new EVs
Eliminate all non-recyclable waste	2027	E	On track	Zero waste to landfill in 2025
Support initiatives to promote access to quality education	Ongoing	S	Achieved	Supporters of Open Doors Initiative and DCU Access to the Workplace
Community outreach programmes	Ongoing	S	Achieved	Supporter of various golf societies, and swimming clubs
Organise fundraising events and donation drives	Ongoing	S	Achieved	DRS collection for Barretstown, Battery collection supports LauraLynn
Organise volunteer opportunities	Ongoing	S	Achieved	Including Dublin Mountains Challenge, Helping Hands Days at Barretstown
Collaborating with charitable organisations	Ongoing	S	Achieved	AsIAm partnership from 2025 with collaboration on the Thrive range

The only goal from 2023 not achieved or in progress is B-Corp certification, which was earmarked for completion in 2026. While Codex continues to believe that business can drive positive change, B-Corp certification will not be pursued at this time; instead resources will be focussed on the delivery of the Net Zero by 2040.



Our goal is to be net zero by *2040*.

The SBTi Corporate Net Zero Standard requires organisations to reduce Scope 1, 2, and 3 emissions to as close to zero as possible, and by at least 90%.

Only the remaining maximum 10% of 'unavoidable' residual emissions may be neutralised using accredited carbon removal offsetting schemes to achieve net zero.

Environment









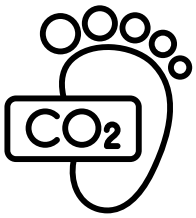




We view sustainability as a long term journey, regularly reviewing our approach as our data, systems and understanding all mature - leading towards our ambition of Net Zero by 2040.

Our approach to environmental sustainability is grounded in reporting. We use data to inform decisions and embed environmental considerations into everyday operations, guided by recognised standards and frameworks.

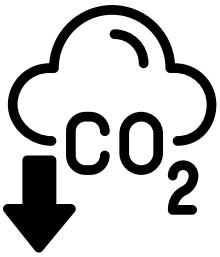
Headline Metrics



Carbon footprint measurement since 2020

11,534

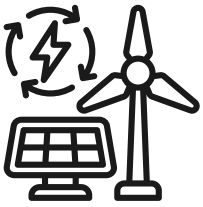
Carbon footprint for the calendar year 2024 in tCO_2e



16% decrease in tCO_2e per employee from 2023 to 2024**

2,014

Trees planted *



Electricity sourced from 100% renewable electricity generation

7,114

Litres of diesel replaced with HVO from Sept to Dec 2025



Zero waste to landfill in 2025

1,265

Bottles and cans refunds donated to Barretstown *



Less than 1% of our carbon footprint due to employee commuting

* For the reporting period of calendar years 2024 and 2025
** Market-based methodology

Climate & Carbon Performance

Scope 3 Measurement

In 2020, Codex engaged Planet Mark to measure and validate their carbon footprint, to become Planet Mark Certified in the same year.

For the following four years, Planet Mark measured Scope 1 and Scope 2 emissions, alongside core Scope 3 emissions within easy organisational control, such as waste and business travel. Planet Mark membership is dependent on a 5% reduction year on year, which was achieved in each year.

Certification also requires a commitment to expand the measurement boundary and in 2025, this was significantly expanded to include full Scope 3 emissions. This milestone has provided Codex with a complete, organisation-wide view of carbon impact and a stronger foundation for targeted and effective reduction initiatives going forward.

Codex prioritises reducing impacts within its direct control, while working with customers and suppliers across the wider value chain. Annual reporting informs targeted action on areas of greatest impact.



Codex's environmental data is measured and reported in line with the Greenhouse Gas (GHG) Protocol.

Fleet Management: Driving Change

In 2024, three diesel vans were replaced with electric vans.

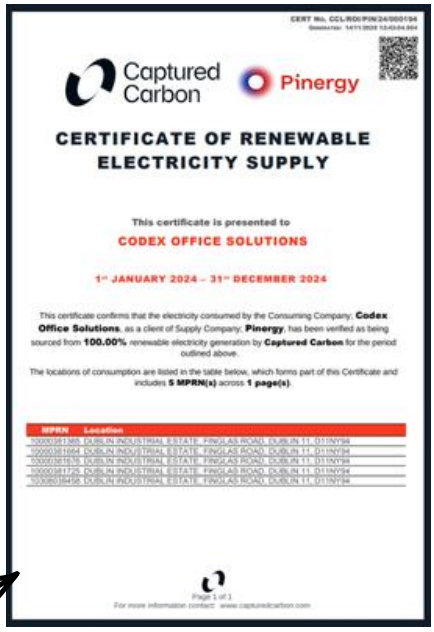
For routes where electric vehicles aren't yet viable, in September 2025 the remaining diesel fleet transitioned to Hydrotreated Vegetable Oil (HVO) - a renewable fuel that can reduce emissions by up to 90%.



Between September and the end of the year, 7,114 litres of diesel were replaced with HVO. This marks a significant step forward in lowering carbon emissions while maintaining nationwide delivery capability.

Energy Management

Codex has a range of energy efficiency and waste management measures in place across its campus. These include the use of LED lighting and PIR sensors, regular analysis of energy usage to identify reduction opportunities, and timers on equipment that does not require continuous operation. To reduce unnecessary printing, all printers operate a "follow me" system, requiring staff to release print jobs in person.


Captured Carbon Pinergy

CERTIFICATE OF RENEWABLE ELECTRICITY SUPPLY

This certificate is presented to

CODEX OFFICE SOLUTIONS

1st JANUARY 2024 – 31st DECEMBER 2024

This certificate confirms that the electricity consumed by the Consuming Company, **Codex Office Solutions**, as a client of Supply Company, **Pinergy**, has been verified as being sourced from **100.00%** renewable electricity generation by **Captured Carbon** for the period outlined above.

The locations of consumption are listed in the table below, which forms part of this Certificate and includes **5 MPRN(s)** across **1 page(s)**.

MPRN	Location
10000381368	DUBLIN INDUSTRIAL ESTATE, FINGLAS ROAD, DUBLIN 11, D11NY94
10000381664	DUBLIN INDUSTRIAL ESTATE, FINGLAS ROAD, DUBLIN 11, D11NY94
10000381676	DUBLIN INDUSTRIAL ESTATE, FINGLAS ROAD, DUBLIN 11, D11NY94
10000381725	DUBLIN INDUSTRIAL ESTATE, FINGLAS ROAD, DUBLIN 11, D11NY94
10301034458	DUBLIN INDUSTRIAL ESTATE, FINGLAS ROAD, DUBLIN 11, D11NY94

Page 1 of 1

Electricity is verified as 100% renewable.

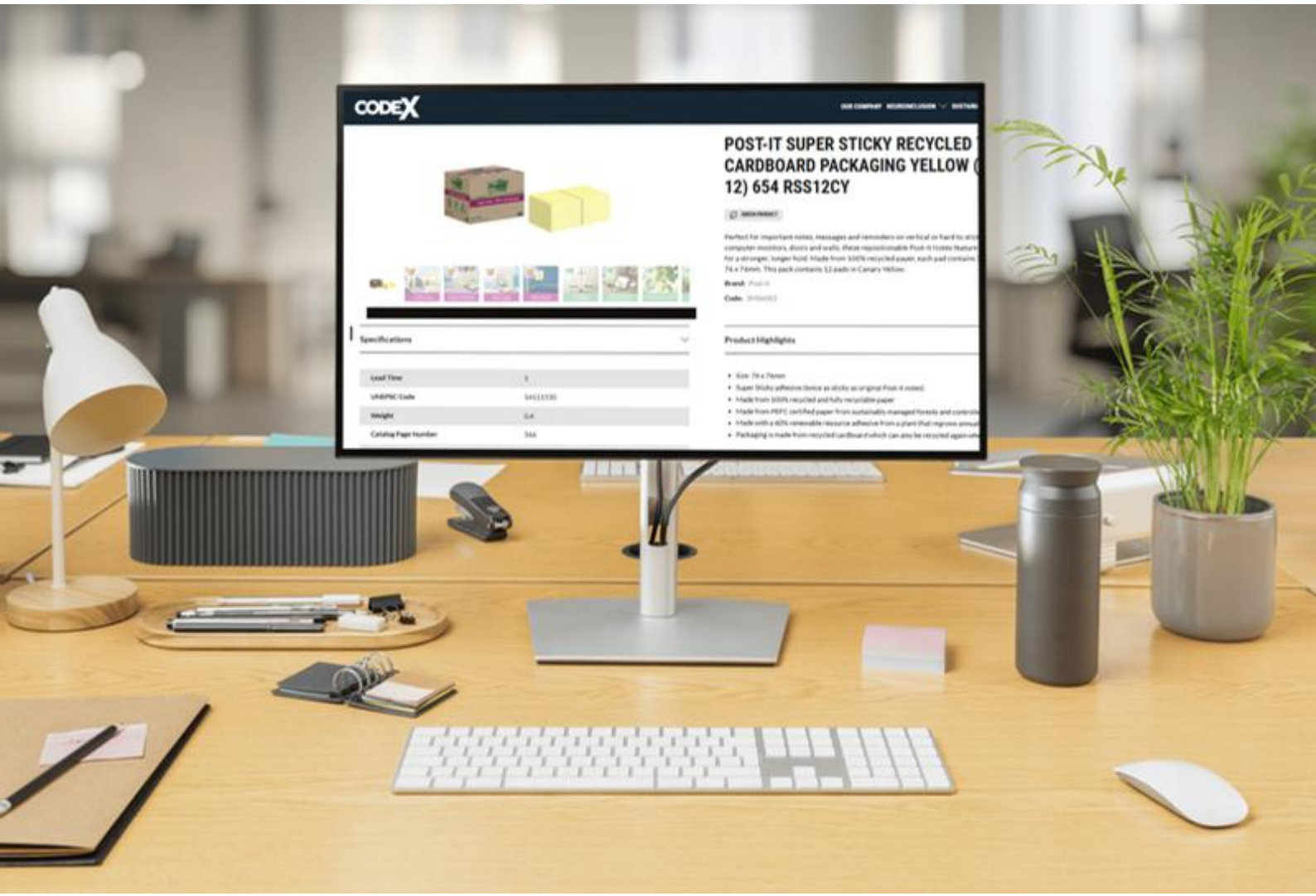


Electricity reduction for the two years 2022/2023 to 2024/2025 was 3,117kWh - enough to power an electric vehicle for approximately 16,000 km!

Resource management

Empowering Sustainable Choices

Sustainable options are clearly identified across the catalogue of 20,000 products and online ordering platform, enabling informed purchasing decisions and helping customers reduce environmental impact without compromising quality or performance.



Circular Economy Contributions

Codex has been a corporate partner of Charity Retail Ireland since 2023, supporting waste reduction by diverting reusable products back into the community.

During the reporting period, approximately 3 tonnes of paper, stationery and furniture were donated through this partnership. Occasional donations were also made to the Habitat for Humanity ReStore in Glasnevin, which opened in 2025, further supporting reuse and circularity at a community level.

Codex operates a furniture takeback and reuse programme, offering unwanted items for redistribution within customer networks, donation to staff, or through Charity Retail Ireland.

In parallel, employee upskilling is supported through education in the Circular Economy (NFQ Level 8), contributing to internal capability development.



Launched during the Third Annual Environment Week in 2025, Codex Cares Repair Stations were introduced as permanent hubs to support clothing repair and reuse, helping colleagues extend product life and reduce waste, alongside a fireside chat on fast fashion.

Waste Management

100% of Codex waste is recycled, composted or recovered for use as fuel within Irish industry, with no hazardous waste generated. As a result of improved waste management practices and changes in emission factors, carbon emissions from waste have decreased significantly since 2022.

Codex is a member of WEEE Ireland and REPAK, and achieved an excellent score in its 2025 REPAK audit.

Codex supports responsible waste management through clearly defined recycling and waste streams. Staff have WEEE and battery recycling facilities, and approximately 20 kg of batteries are collected annually for appropriate recycling.

Year	Tonnes	tCO2e
2020	89.7	3.5
2021	90.7	3.5
2022	150.1	5.5
2023	115	2.4
2024	132.08	0.8
2025	141.66	*



During the summer of 2024, Codex introduced ReTurn scheme bottle and can segregation in the office, with all deposits donated directly to Barretstown. What began as a small *"sustainability meets charity"* initiative has steadily grown.

By the end of 2025, staff had donated 1,265 bottles and cans, generating over €200 in donations to support Barretstown's work.

* not available at time of publication

Biodiversity

Cloud Forests



Recognising that climate change and biodiversity are interconnected, in 2024, Codex partnered with Cloudforests, an Irish organisation that creates native forests and nature reserves along the Wild Atlantic Way.

Through this partnership, Codex has supported the planting of 67,700 native Irish trees - 1,007 trees per year - and contributed to a verified carbon sequestration of 670 tonnes of carbon.

Nature Action & Transition Rating

This framework helps businesses assess and improve their impact on nature and biodiversity. In 2025, Codex received a baseline scorecard that confirmed strong overall performance, and identified opportunities to improve Biodiversity Support.



Environmental Engagement

The Green Earthlings

Since 2023, the Green Earthlings team has driven internal environmental engagement through regular initiatives, including Codex's Annual Environment Week and Earth Day events, helping to embed sustainability into everyday working practices.



Rachel Jackson
Sustainability Champion and Continuous Improvement Lead



Maria Cowap
Accounts Payable Team Lead



Keith McEvoy
Furniture Product Specialist



Corah McGuirk
Credit Controller



Matt Mooney
Dispatch Manager



Kate Nelligan
Furniture Category Manager



Adam O'Rafferty
Customer Service Team Lead



Barbara Schneider
Customer Service Agent

Photos shown represent members who contributed to Green Earthlings initiatives during the reporting period.

Annual Environment Weeks



Since 2023, the Green Earthlings have hosted Annual Environment Weeks. The themes for 2024 and 2025 were biodiversity and Zero Waste respectively.



Each Codex Environment Week is designed to create lasting, practical change.

In 2024, the Deposit Return Scheme for Barretstown and the introduction of battery recycling boxes embedded more sustainable everyday behaviours.

In 2025, this legacy approach continued with the launch of Codex Cares Repair Stations, providing permanent access to sewing kits and repair materials to support reuse and circular fashion.



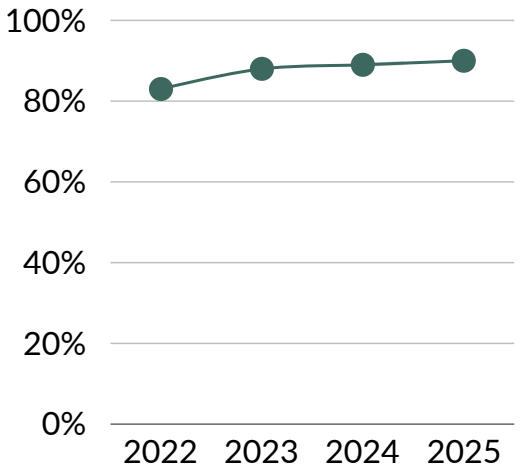
To maintain visibility and momentum, sustainability updates are shared quarterly through Codex's internal newsletter, *In The Know*.

A Sustainable Christmas

The "12 Days of a Sustainable Christmas" in 2024 shared practical tips each day for making the festive season more environmentally friendly. From reducing waste to choosing sustainable decorations, the campaign highlighted simple ways to celebrate the holidays while minimising environmental impact. Tips to maintain well-being during the holiday season were also shared.



" Codex is working to reduce its environmental impact"



**Source:*
Employee survey via Great Place to Work

External Stakeholder Engagement

The full-scope baseline assessment for the 2024 reporting year by Planet Mark identified Purchased Goods and Services as the primary source of reported emissions, accounting for almost three quarters (72.8%) of total emissions. Supplier engagement therefore is critical to delivering meaningful emissions reductions. The data quality score in that baseline report was 46.9% and engagement commenced with key suppliers to improve the completeness and accuracy of carbon data.

During the reporting period, Codex strengthened its approach to sustainable procurement by integrating sustainability criteria into tender scoring, reviewing supplier carbon reduction plans, and engaging suppliers on shared ESG priorities. Vendors were also supported in building capability for emerging regulatory requirements, including preparation for the EU Deforestation Regulation (EUDR).

Total carbon footprint



Emission source for YE 2024 showing Category 1: Purchased Goods and Services *accounting for three quarters of emissions*





Social

At Codex, our approach to social responsibility focuses on creating a safe, inclusive and supportive workplace, while contributing positively to the communities in which we operate.





Fair labour practices, respect for human rights and employee well-being are embedded into everyday operations.

Our social priorities are guided by formal frameworks and policies covering health and safety, working conditions, diversity, equity and inclusion, ethical trading and modern slavery prevention.





Through our “Codex Cares” Programme, we support charitable and community initiatives, encouraging employee involvement to deliver positive social impact.





Headline Metrics



2/3rds of senior leadership team are women

50
50

Wider Management Team gender breakdown



A third of new hires are women *



no reportable accidents*



GPTW for 8 consecutive years

€200K



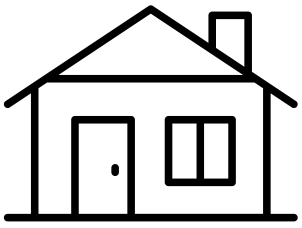
to charities since 2020



Average CSAT 89%*



Average CES 89%*



540 cost of living vouchers issued*

* for the reporting period of calendar years 2024 and 2025

People & Culture

Well-being

Codex is committed to providing a safe, healthy and supportive workplace, underpinned by strong governance and employee well-being. This approach is supported by ISO45001 certification that ensures robust occupational health and safety systems and legal compliance.

During the reporting period, Codex introduced a new leave policy (Q1 2024) and continued to support employee well-being through health insurance, flu vaccinations and a company gym. A new Employee Assistance Programme (EAP) was launched in December 2025 to coincide with World Mental Health Day.

In September 2025, all staff took part in health and safety walkarounds to increase awareness. New tools were introduced to support reporting and compliance, as well as a digital check-in process for visitors and contractors.







Codex operates a hybrid working model, with employee connection and well-being supported through quarterly company days, team building, social activities and other celebrations. In Q2 2025, Codex Connects was introduced to strengthen cross-departmental collaboration, with each employee meeting a colleague from another team to better understand their role and ways of working. The initiative achieved a 100% participation rate.

In response to increased cost-of-living pressures in 2022, Codex introduced annual vouchers to support employees with essential expenses. In 2025, the approach was revised, with vouchers linked to the achievement of five company wide objectives each quarter.

Employee Recognition Awards

Codex holds Annual Employee Recognition Awards to recognise and celebrate colleague contributions and achievements across the organisation. Award recipients are selected through an employee-led nomination and voting process, enabling colleagues to recognise peers who demonstrate Codex values and make a meaningful contribution to workplace culture.

In 2025, the awards evolved from a purely department-based structure to a broader, multi-layered approach. In addition to departmental awards for outstanding performers selected through staff voting, previous year award winners selected the overall Employee of the Year and four additional thematic awards, including Rising Star and Head of Happiness.

In addition, the Senior Leadership Team selected three colleagues who had excelled in project delivery, interdepartmental collaboration, and H&S excellence.



Ricardo Giacovazzi,
2024 Employee of the Year



Emma Gately,
2025 Employee of the Year

Codex supports career progression through structured development, internal mobility and targeted training. Employees are encouraged to build skills, take on new responsibilities and progress within the organisation, supported by clear development pathways, training opportunities and regular performance and development conversations. In each year of the reporting period, employees completed over 1,500 training hours. More than 40 third level courses were supported, reinforcing Codex's commitment to learning, inclusion and long term social impact.

Internal progression remains a key indicator of this approach. Codex recorded seven internal moves, promotions and title changes in 2024, and 15 in 2025, reflecting both business growth and a continued focus on developing and progressing talent from within. Promotions and long service are celebrated in the internal "In The Know" quarterly magazine.

A Great Place to Work

Codex has been certified as a Great Place to Work for eight consecutive years. This certification is based on independent assessment and employee feedback, and reflects a sustained focus on workplace culture, engagement and well-being.

The continued certification highlights the organisation's commitment to listening to employees and maintaining positive working practices over time.



Neurodiversity & Thrive

Codex's neuroinclusion journey began in 2024 with a company talk by Adam Harris, CEO of AsIAm, which sparked meaningful conversation about lived experience and inclusion in the workplace. Strong employee engagement led to the development of *Thrive by Codex × AsIAm*, a neuroinclusive workplace furniture collection co-created with Ireland's national autism charity.

The collection was developed through evidence-based design and collaboration with AsIAm, focusing on sensory considerations such as comfort, acoustics, lighting and movement. The result demonstrates how thoughtful design can reduce barriers and improve well-being for all.



In June 2025, Codex launched its Neuroinclusion in the Workplace Report, alongside the Creating Workplaces Where Everyone Can Thrive video. Delivered in partnership with Dublin Chamber and attended by over 130 professionals, the event focused on what neuroinclusion looks like in real workplaces, grounded in lived experience and practical insight.



Codex was proud to act as premier sponsor of the 14th Autism Europe International Congress in Dublin that brought together research, policy, lived experience and practice. The Thrive by Codex × AsIAm range was showcased including spaces to meet the practical needs of attendees.



DE&I at Codex

Diversity, equity and inclusion ("DE&I") are embedded across Codex policies, practices and employee engagement. Work life balance is supported through female friendly leave policies, including paid leave for maternity, fertility treatment, breastfeeding and pregnancy loss. Inclusion is further promoted through targeted awareness and engagement, including International Women's Day events and companywide Menopause Awareness Training.

Codex shares Thrive learnings through industry events, including supporting wider awareness including:

- Presentation of a DE&I Special Initiative at the Diversity in Tech Awards.
- Official sponsor of the first Private Practitioners Networking Summit, hosted by Radiance Consulting Ltd. and Way Ahead Therapy, supporting collaboration and knowledge sharing among professionals working in neuro affirming practice.

Codex has been proud sponsors **DCU Access to the Workplace,** supporting early career development since 2019.



Klaudia Kotlarz
2024 Intake



Mariia Skrypnyk
2025 Intake

Codex collaborates with the Open Doors Initiative to promote workplace inclusivity and diversity. Through this partnership, individuals are supported facing employment barriers, contributing to a more equitable workforce.

Community & Social Impact

Codex supports its local community through a combination of charitable giving, employee volunteering and long-term partnerships, focusing on initiatives that deliver meaningful social impact and align with values of inclusion, well-being and community engagement.

Community initiatives during the reporting period included sensory box donations to Trim Autism Friendly Town, provision of care packs for Finglas Home Help, and support for local sporting and community groups. These activities reflect Codex's ongoing commitment to supporting inclusive, community based initiatives at a local level.

AsIAm

In 2025, Codex established AsIAm, Ireland's national autism charity, as its official charity partner. This partnership reflects Codex's long-term commitment to neurodiversity, inclusion and accessibility, both within our own organisation and across the wider community. The partnership also complements Codex's wider neuroinclusion initiatives, including research, education and the development of inclusive workplace solutions.

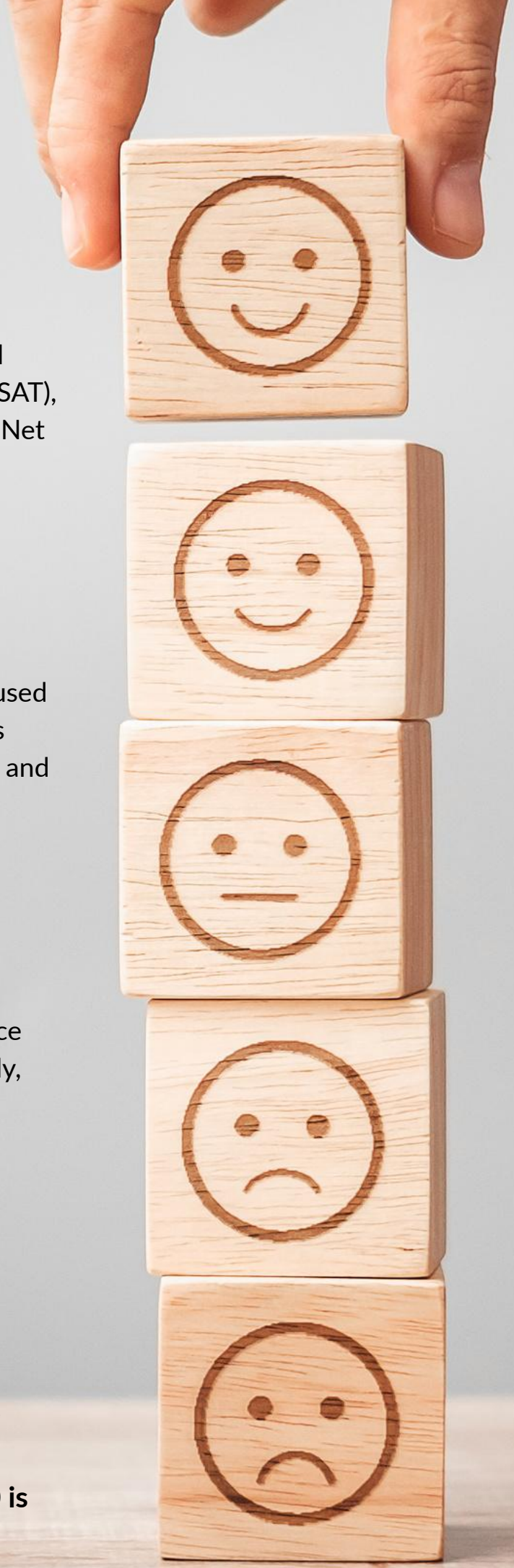
Barretstown

Barretstown was Codex's charity partner for 2023 and 2024, supported through fundraising, volunteering and employee led initiatives. In May 2024, Codex hosted a companywide Collaboration Week, combining teambuilding, well-being and fundraising activities.

Support also included Helping Hands Days, charity challenges, and participation in events such as the Barretstown Amazing Race, Golf Outing and 30th Anniversary Gala. During 2024 and 2025, deposits from 1,265 returned bottles and cans were donated to Barretstown through employee led recycling initiatives, alongside broader volunteering activity.



Customer Experience



Customer experience is measured through Customer Satisfaction (CSAT), Customer Effort Score (CES), and Net Promoter Score (NPS) surveys to assess customer sentiment and identify areas for improvement.

Feedback is reviewed at both company-wide and departmental level, with qualitative comments used to highlight friction points such as response times, delivery accuracy and ease of resolution.

To strengthen governance and accountability for customer experience, Codex appointed a dedicated Head of Customer Experience and a Customer Service Manager, both promoted internally, supporting a more structured and consistent approach to service oversight and continuous improvement.

The average CSAT and CES for the reporting period was 89%. NPS was 64 - a score above 50 is considered excellent.

External Engagement & Thought Leadership

Codex actively participates in external events, conferences and panel discussions to share learning, influence practice and contribute to wider dialogue on neurodiversity, inclusion and sustainable workplaces. Involvement goes beyond attendance, with Codex representatives regularly contributing as speakers, panellists and hosts.

- Panel participation and speaking roles included contributions at events focused on digital transformation, sustainable transport, neurodiversity, inclusive employment, family business leadership and workplace culture including GPTW Masterclass, Employers for Chance, Women in STEM, and the Electric Vehicle Summit & Expo on “Leading the Way to a Greener Transition”.
- Events attended included leadership forums, industry conferences and inclusion focused events hosted by Open Doors, DCU, Dublin Chamber, IBEC, AsIAm and sector partners.



Governance





Our approach to governance supports responsible decision making, risk management and long-term business resilience. Governance systems are aligned to recognised standards and are reviewed regularly to ensure relevance and effectiveness.

QUALITY
I.S. EN ISO 9001:2015
NSAI Certified

HEALTH & SAFETY
I.S. ISO 45001:2018
NSAI Certified

INFORMATION SECURITY
ISO/IEC 27001:2022
NSAI Certified

ENVIRONMENT
I.S. EN ISO 14001:2015
NSAI Certified

FSC
www.fsc.org
FSC® C115307
The mark of responsible forestry

SILVER | Top 15%
ecovadis
Sustainability Rating
APR 2025



Guaranteed Irish
All together better



Headline Metrics

Ecovadis Silver medal*

Winner of 2 awards and shortlisted for 4*

4 ISO certifications

Member since 2020

One of Ireland's Best Managed Companies

FSC® Certified

100% of staff completed cybersecurity training in 2025

51% reduction in non-conformance closure time (2024–2025)

Zero reportable data breaches*

* for the reporting period of calendar years 2024 and 2025

Ethics, Compliance & Controls

Codex is committed to operating with integrity, transparency and accountability across all aspects of its business. The approach is underpinned by formal policies covering ethical conduct, anticorruption, conflicts of interest, ethical trading and the prevention of modern slavery. These policies apply to employees and extend to suppliers and business partners across the value chain and are available on codex.ie.

Codex maintains a zero tolerance approach to modern slavery and unethical behaviour and expects the same standards to be upheld by partners. Supplier expectations are embedded through a Supplier Code of Conduct and contractual requirements, supported by risk based monitoring and the right to audit where appropriate.

Compliance is supported by internal controls, confidential reporting mechanisms and clear escalation processes, with oversight by senior leadership. Codex is committed to accurate, evidence based reporting, supported by recognised standards, external verification, and regular employee communication and training to prevent greenwashing or greenhushing.

Codex has been recognised as one of Ireland's Best Managed Companies since 2023, highlighting strategic planning and operational efficiency.



Responsible & Sustainable Procurement

Codex recognises that a significant proportion of its environmental, social and ethical impacts sit within its supply chain. In 2024, Purchased Goods and Services accounted for almost three quarters of Codex's measured carbon footprint, as verified by Planet Mark. Responsible procurement therefore focuses on setting clear expectations, managing risk and reducing emissions across supplier relationships.

Procurement is guided by Codex's Sustainable Procurement Policy, Supplier Code of Conduct, and Ethical Trading and Modern Slavery policies, which set minimum standards across the value chain. Supplier risk is managed through a risk-based approach, with key suppliers required to demonstrate compliance with relevant standards and certifications.

During the reporting period, Codex refreshed its supplier onboarding process and progressed competitive tendering for key products, strengthening governance, transparency and sustainability criteria within procurement decisions.

Guaranteed Irish

Codex is a Guaranteed Irish member, aligning its values with the principles that underpin this mark of quality and authenticity.

As a Guaranteed Irish member, Codex supports the local economy, promotes job creation, and upholds high standards of business excellence. Its approach to sourcing, producing and delivering office solutions reflects a commitment to quality and sustainability, consistent with the ethos of Guaranteed Irish.

External Validation

ISO Standards

Codex is audited by NSAI on four ISO certifications – ISO9001, ISO45001, ISO27001, and ISO14001. As required by the ISO standards, annual external audits and regular internal audits are conducted and an annual management review to assess ESG performance, risks and opportunities, and to set priorities for continuous improvement.

In 2024, the Corrective Action Register was migrated to Monday.com. This provides full visibility of open actions, sends notifications of due dates, and delivers a weekly dashboard to stakeholders.









Ecovadis and FSC®

Codex holds FSC® certification for responsible business practices.

In addition, Codex has been awarded an Ecovadis badge since 2022, with annual score improvements reflecting ongoing enhancements to sustainability governance across environmental, ethical, labour and procurement practices.



	October 2022	February 2024	April 2025
Score	60/100	68/100	72/100
Percentile	80th	90th	91st

Awards & Recognition



GUARANTEED IRISH AWARDS 2024 - BUSINESS SUPPORT SOLUTIONS



PLANET MARK MILESTONE AWARD CELEBRATING FIVE YEARS OF CERTIFICATION

And the shortlist...

GUARANTEED IRISH AWARDS 2024 SUSTAINABILITY CHAMPION

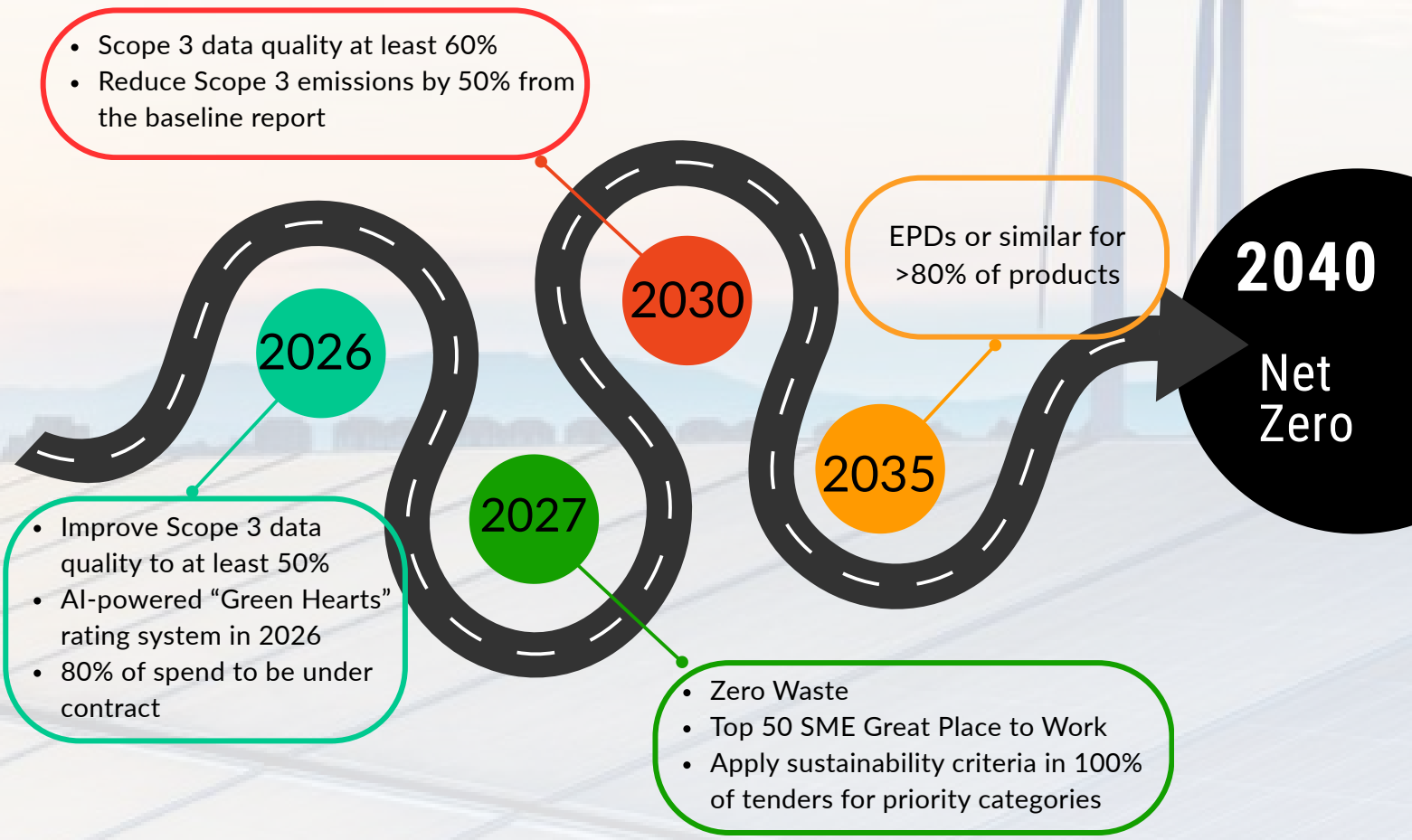
IRISH GREEN AWARDS 2024 SUSTAINABILITY TEAM OF THE YEAR

PLANET MARK AWARDS 2024 EMPLOYEE ENGAGEMENT

GUARANTEED IRISH SHORTLIST 2024 BEST FAMILY BUSINESS

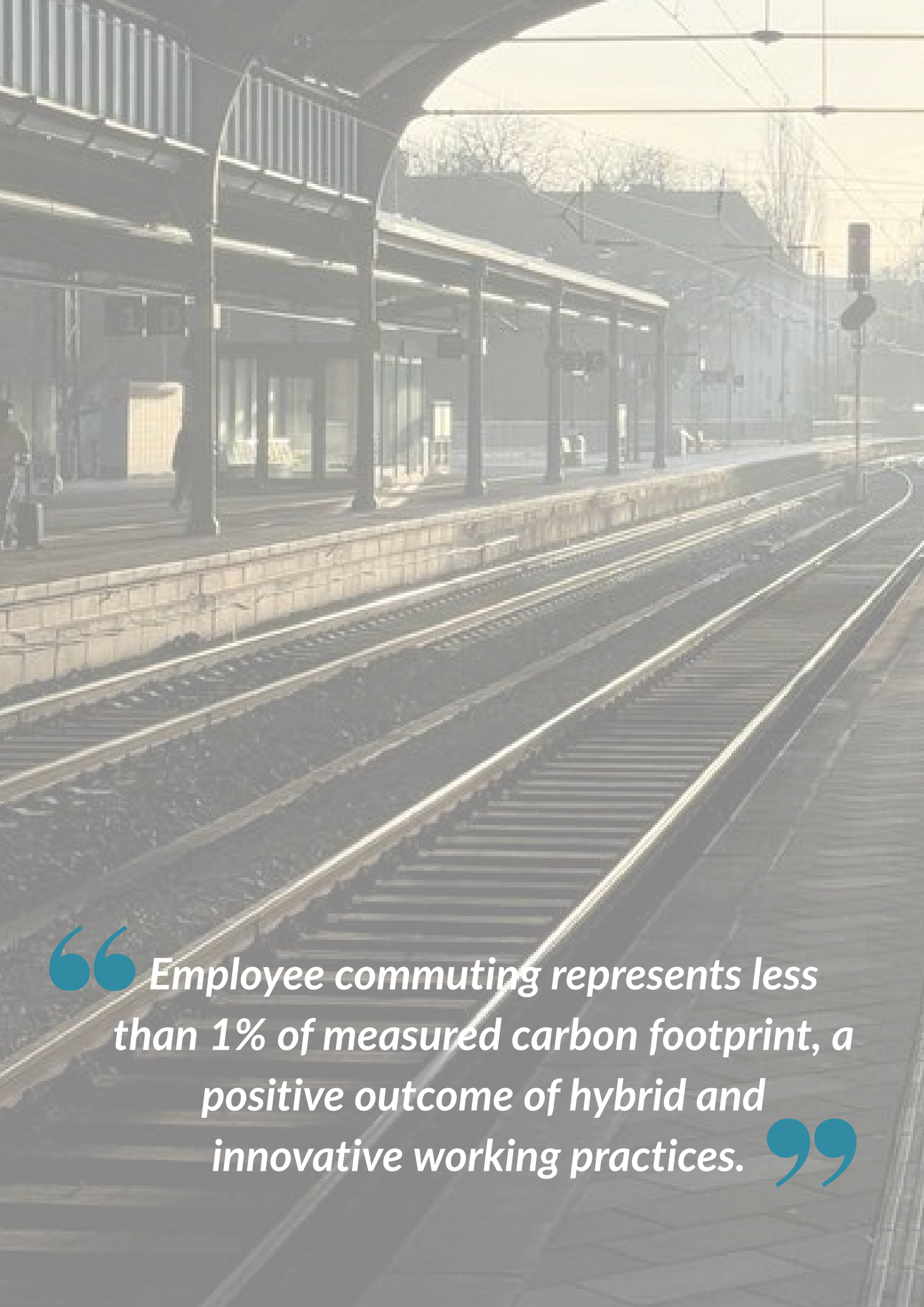
Looking Forward: The Roadmap to Net Zero 2040

This section sets out Codex's forward-looking commitments and targets, outlining the roadmap across Environmental, Social and Governance priorities. Each milestone supports progress towards a long-term objective of achieving net zero emissions by 2040.



In addition to the roadmap, Business As Usual commitments include:

- Zero major non-conformances at external ISO certification audits
- Zero reportable workplace accidents
- Investigate 100% of logged H&S incidents within 30 days
- CSAT and CES of >88%



“Employee commuting represents less than 1% of measured carbon footprint, a positive outcome of hybrid and innovative working practices.”

Closing Remarks

This report reflects Codex's current reporting scope and assurance approach, combining externally verified environmental data with internally governed social and governance indicators. We will continue to strengthen reporting scope, data quality and assurance as our ESG maturity evolves.

As we look ahead to 2040, Codex remains firmly committed to building on the last two years' progress and to continuing and sharing our journey towards Net Zero in a considered, transparent and responsible way. The challenges we face are complex and interconnected. Addressing them requires long-term thinking, informed decision making, and a willingness to continually evolve how we operate as a business.

Our roadmap towards Net Zero 2040 reflects this long-term perspective. It is grounded in data, governance and continuous improvement, recognising that meaningful change does not happen overnight. While there is still work ahead, we are focused on taking practical, evidence-based steps that strengthen our environmental performance, support our people and communities throughout our supply chain.

We also recognise that progress towards Net Zero and broader sustainability goals cannot be achieved in isolation. Our journey is shaped by collaboration with employees, customers, suppliers, partners and the communities in which we live and work. By working together, sharing knowledge and aligning our efforts, we can amplify impact and contribute to more resilient and responsible ways of doing business.

We are acutely aware of our responsibility to future generations. The decisions we make today will shape the legacy we leave behind. This awareness continues to guide our approach, underpinned by integrity, transparency and clear governance, and supported by robust data and external assurance.

In closing, we would like to thank everyone who has contributed to Codex's sustainability journey to date. Your commitment and insight challenge us to do better and to think ambitiously about the role we can play. As we move forward towards Net Zero 2040, we do so with intent, realism and confidence that sustained, collective action can deliver lasting positive impact.

Supporting However & Wherever You Work, Sustainably

www.codex.ie



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