



Energy Management Policy

BackOffice Outsourcing Sp. z o.o.
External Version for Clients and Partners
(Compliant with ISO 50001:2018)

1. Purpose

This document confirms that BackOffice Outsourcing Sp. z o.o. has implemented and maintains an Energy Management System (EnMS) in accordance with the ISO 50001:2018 standard. Our goal is to continuously reduce energy consumption, increase energy efficiency, and minimize the environmental impact of our office-based operations.

2. Scope

The Energy Management System covers all operational activities performed at our office located at Al. Stanów Zjednoczonych 72/12, Warsaw, including:

- Office infrastructure (printers, scanners, lighting, IT, air conditioning),
- Document digitization and processing,
- IT systems such as Microsoft 365, SharePoint, and Teams.

3. Core Principles and Measures

- We aim to reduce our total energy consumption by at least 8% compared to the baseline value of 5638 kWh/year.
- We apply energy-saving practices in daily operations (e.g. ECO modes, auto-sleep settings).
- We monitor energy performance indicators (EnPIs), including kWh/m² and kWh per document processed.
- All employees receive training in energy efficiency and awareness.
- We conduct regular internal audits and management reviews.
- We define measurable energy objectives and track their progress.

4. Commitments to Clients

- We maintain an energy-optimized office environment.
- We ensure energy reliability for all processes carried out on behalf of our clients.
- We use energy-efficient equipment (e.g. A++ class printers, LED lighting).

- We support sustainable development by reducing the energy footprint of our services.

5. Contact and Transparency

We are open to sharing further details of our energy policy and EnMS activities with trusted clients and partners upon request.

✉ Contact: [see our website contact form](#)

6. Final Provisions

This policy is reviewed annually as part of our formal Energy Management System. The current version is valid as of June 2025 and may be shared with clients and stakeholders as confirmation of our commitment to energy efficiency and responsible business operations.