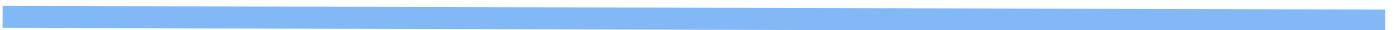


LABMAN



Sustainability Policy

2023 - V1.0



Contents

1.	Document Control	3
2.	Introduction	4
3.	Environmental Policy	8
4.	Labour & Human Rights Policies	13
5.	Ethics Policies	17
6.	Sustainable Procurement Policy	19

1. Document Control

1.1 Document Information

Version	1.0
Issue Date	28 th August 2023
Author	Sean Devereux Sustainability Area Manager, Labman Automation Ltd.

1.2 Document Approval

Josie Burton
Quality Assurance Manager

24/08/2023

X Josie Burton [42iJvV]

Signed by: Josie Burton

Sean Devereux
Sustainability Area Manager

24/08/2023

X Sean Devereux [MxW99L]

Signed by: Sean Devereux

1.3 Document History

Version	Date	Author	Comments
1.0	28 th August 2023	Sean Devereux	First version for 2023

2. Introduction

At Labman, we are committed to reducing our impact on the environment and promoting sustainability throughout our operations. As part of this, Labman have created this policy document inform its stakeholders of its commitment to the following key areas of sustainability:

- Environment
 - Energy & GHGs
 - Water
 - Materials, Chemicals & Waste
 - Environmental Impact of Labman's Products
 - Customer Health and Safety
- Labour & Human Rights
 - Employee Wellbeing (H&S, Working Conditions, Social Dialogue and Career Management)
 - Human Rights (Child Labour, Force Labour, Human Trafficking)
 - Diversity, Discrimination & Harassment
- Ethics
 - Anti-Corruption & Fair Competition
 - Responsible Information Management
- Sustainable Procurement

The latest version of this policy can be found on Labman's website:

<https://www.labmanautomation.com/sustainability/>

2.1 Scope

The scope of this policy covers all Labman's operations and their products in the field, which are defined below.

Labman's Head Quarters

- North Yorkshire, UK.
- ~130 Employees as of August 2023.
- Base of all design, manufacturing and testing of Labman's products.
- Base of all administrative activities such as human resource management, procurement etc.



Labman Liverpool - Satellite Office

- Liverpool, UK.
- < 5 employees.
- Base for the support & development of systems located in Liverpool.



Labman Jealott's Hill - Satellite Office

- Jealott's Hill, UK.
- < 5 employees.
- Base for the support & development of systems located in Jealott's Hill.



Note that the **environmental impact** of **satellite office** operations (such as office power and water usage, recycling etc.) are not covered by this policy. These offices are located inside other company's sites, and as such, the environmental impact of their running is governed by those company's site management teams. All other sustainability policies do apply however.

Labman's Products

Labman specialise is designing, manufacturing, installing and supporting robotic systems for laboratory applications. Our products can be broken down into three main categories:

- **Bespoke Systems** – The majority of our business is one-off custom systems designed and made for a customer's specific process. Systems vary in size from small tabletop instruments up to ~20m² footprint processing machines.
- **Instrument Development & Low-Volume Production** – Labman have a team that act as a design and manufacturing partner for companies, creating instruments in quantities of 5 to 50 per year. These systems typically become the responsibility of the company who commission them once they leave Labman. Activities such as sales, support & end of life recycling are not typically Labman's responsibility for these types of products.
- **Software** – As well as developing the software for our bespoke & production products, Labman also create custom software solutions for laboratory applications such as information management packages.

2.2 Responsibilities

The following people are responsible for reviewing the policies in this document, and ensuring they are followed in their relevant business areas.

Business Area	Responsible Person & Role
Labman's Continual Improvement in Sustainability	Sean Devereux – Sustainability Area Manager
Environmental	Sean Devereux – Sustainability Area Manager
Labour & Human Rights	Sarah Bright – HR Area Manager
Ethics	Ian Riley – Technical Director
Sustainable Procurement	Suzanne Knowles – Procurement Manager
Approval of Sustainability Policy	Josie Burton – Quality Assurance Manager Sean Devereux – Sustainability Area Manager

2.3 Timeline for Policy Review

This policy is updated by the sustainability area manager every year and is reviewed and approved by the above people before being published on Labman's website.

Last reviewed on the issue date of this document, see section 1.1.

The next update & review is planned to take place before the end of this year in line with updates to our sustainability management system.

2.4 Results

Labman do not yet have a public sustainability/CSR performance report. Labman intend on creating and publishing this every year commencing from 2024.

3. Environmental Policy

3.1 Labman's Operations

3.1.1 Energy & Green House Gasses

3.1.1.1 Labman's Impact

Labman's operations inherently consume a large amount of energy, and produce greenhouse gasses (GHGs), mainly due to the amount of people they employ and the manufacturing activities that take place at their headquarters.

3.1.1.2 Current Measures

- Labman headquarters generated 11.3% of its onsite power through its own onsite solar panels between July 2022 and June 2023.
- Labman purchases energy from EDF, the largest generator of zero-carbon energy in the UK.
- Labman have developed their own building management system that uses feedback from 100s of sensors to keep their head quarter's heating, ventilation and cooling running as efficiently as possible.
- Labman have several energy saving reminders in place for staff (e.g. turning off lights and computer screens at the end of the day).
- Our servers and IT equipment are periodically audited to find new power efficiency savings. A significant energy saving was recently made by removing several redundant high powered network switches.
- Labman use a digital system to gather data on energy sourcing and usage.
 - This is used to monitor the proportion of onsite solar we use vs. energy from our energy provider.
 - Some high energy equipment (e.g. air compressor) is monitored through this to give visibility on what equipment uses what proportion of our energy to help us identify issues & improve (e.g. identifying an air leak in our compressor leading to higher than average energy usage).

3.1.1.3 Objectives & Targets

Labman aim to reduce their energy usage and GHG emissions, per unit of business output, year on year. Labman aim to do this by:

- increasing the power generated by onsite renewables with every new building extension (next extension planned for 2024-2025).
- continuing to use an energy supplier for our HQ with relatively high zero-carbon energy sourcing.
- continuing to implement new technologies and processes to reduce energy usage & GHG emissions.
- conducting a carbon accounting exercise for scope 3 emissions (upstream & downstream) to measure to their current impact and to allow quantitative targets to be set for future. Labman are doing this in 2023.
- to set targets for scope 1 and 2 emissions. Labman are setting these in 2023.

3.1.2 Water

3.1.2.1 Labman's Impact

Large quantities of water are used and discharged from Labman's headquarters due to the number of staff working at the premises, the manufacturing activities that take place, and the product testing that occurs.

3.1.2.2 Current Measures

- Reducing water usage of sinks:
 - >90% use tap aerators to reduce water usage.
 - ~50% use motion sensing to reduce water usage.
- All dishwashers are by default set to 'eco'.
- Labman's internal incident procedure covers environmental incidents that lead to pollutants being emitted to water.
- Labman have a bulk liquid waste procedure for correctly disposing of liquid waste from projects and manufacturing, to prevent it being emitted into local water systems.

3.1.2.3 Objectives & Targets

Labman aim to:

- reduce its water usage per unit of business output year-on-year.
- create quantitative targets for reducing water usage in 2023, for 2024.
- continue equipping any new sinks added to the factory with tap aerators and motion sensing to reduce water usage from hand washing and kitchen usage.
- ensure the systems we make, that require water for testing, reuse water where possible.
- have zero hazardous chemical waste discharged from the building into onsite or local water treatment systems.
- report any environmental incidents that occur through our incident procedure.

3.1.3 Materials, Chemicals & Waste

3.1.3.1 Labman's Impact

Labman produces large amounts of hazardous & non-hazardous waste due to:

- the number of people working in its headquarters.
- the manufacturing activities that take place in its workshop.
- old systems and the unused parts it recycles.
- chemicals that are required for factory operations as well as for the development and testing of systems.

3.1.3.2 Current Measures

- Labman have initiatives in place to reduce the amount of waste produced by its operations such as an engineering component reuse store, donation schemes, and procedures for efficient use of material offcuts in its workshop.
- For materials that Labman can't reuse, dedicated waste streams are in place for 20 different waste categories (various metals, office recycling, glass, engineering plastics etc.). All of these waste streams are handled by 3rd party registered waste carrier companies.
- Labman have chemical disposal procedures to ensure harmful chemicals are not emitted into the local environment or water systems.

3.1.3.3 Objectives & Targets

Labman's two high level objectives regarding material and chemical usage and waste are:

- to reduce the amount of waste that leaves the factory by reducing, reusing and recycling inside Labman as much as possible.
- to continue to increase the number of dedicated waste streams we have to ensure all waste material and chemicals that must leave Labman, are dealt with as sustainably as possible.
 - Labman target is to set up two new waste streams before the end of 2024 for soft plastics (LDPE) and food waste.

3.2 Sustainability of Labman's Products

3.2.1 Environmental Impacts of Labman's Products

3.2.1.1 Labman's Impact

Labman's robotic systems typically go on to be used for 10-20 years in the field. Labman have identified the largest impact areas of our products as the following:

- Energy usage
- Water usage
- Single-use plastic usage
- Travel for international service visits
- End of life disposal

3.2.1.2 Current Measures

Many of Labman's systems in the field use reusable stainless steel consumables as opposed to single use plastic; energy efficient equipment such as LED lighting where possible and recirculating water systems. Objectives have still been set however to encourage further adoption of this during the design process & through customer behaviour. Flights required for in field support are conducted on an as-needed basis due to the costs incurred to our customers. Visits to international locations are batched where possible to reduce cost and carbon footprint.

End-of-life:

- Labman's typical custom robotic systems are classed as 'permanent installations' and are therefore not counted towards WEEE production. Labman do however, offer to assist with collection & recycling for these types of systems. Customers are made aware of this at install and it is explained in the system's manual. In some cases, where robots are smaller or proximal to Labman, this service can be carried out free of charge to encourage companies to use this service.
- Labman's serial production products (non-permanent installations) are counted towards our WEEE production. Labman also offer to assist with collection and recycling for these systems too.

3.2.1.3 Objectives & Targets

Labman aims to implement new environmental criteria to its design review process in 2023, to reduce the environmental impact of systems whilst they are still in the design stage. Examples of the new criteria we aim to add:

- Ensure the most efficient electrical equipment is selected where possible. E.g. A+ rated efficiency PC monitors, PCs, fridges; lower power LEDs as opposed to fluorescents.
- Can heated/chilled areas of the system be insulated more to reduce energy consumption?
- Can reusable, washable stainless steel consumables be used instead of single use plastics?
- Can any of the system's materials of construction be switched for sustainable alternatives? E.g. thin recyclable stainless steel covers as opposed to non-recyclable composite chemistry worktop materials?
- Implement further guidance on service visit batching to ensure annual services for geographically proximal systems are carried out in the same visit where possible.

Labman also aim to implement schemes to improve how our customers use our systems. Examples include:

- Ensuring customers know how to safely power down/power up their systems and encouraging them to shut them down at night and weekends, if not running.
- Encouraging customers to opt for reusable consumables at the design stage, as opposed to single use plastics (pots, syringes, pipetting equipment etc.).
- Encouraging customers to opt for recirculating water systems where possible, as opposed to using fresh water.
- Labman aim to set up a system before 2024 whereby customers are reminded on annual service visits that Labman can assist in end of life collection and recycling of systems.

3.2.2 Customer Health and Safety

3.2.2.1 Labman's Impact

Labman design, manufacture and install heavy machinery that requires frequent human interaction. If designed, installed or used incorrectly, these systems can be dangerous to their users.

3.2.2.2 Current Measures

- All of Labman's systems are designed, manufactured and tested to the standards, directives and regulations relative to their function and location.
- Systems are self-certified, marked with the appropriate symbol, and signed off by a director, before leaving the factory (e.g. UKCA, CE, ATEX).
- Ergonomics:
 - System design reviews have a section focussing on ergonomic design.
 - Customers sign off the system design before manufacture to ensure the ergonomic factors are in line with their requirements.
 - Customers are welcomed to visit the system mid-build to assess ergonomics whilst changes can still easily be made.
 - Inspection and final check of the system's ergonomics & safety aspects by the customer at the factory and site acceptance stages of the system manufacture.
 - User training following installation.

3.2.2.3 Objectives & Targets

Labman's systems are fully compliant and customer health and safety is already of top priority, therefore no objectives or targets are set for the immediate future.

4. Labour & Human Rights Policies

4.1 Employee Wellbeing Policy

4.1.1 Health and Safety Principles

Effective management and control of risk

Labman has identified hazards and carried out risk assessments to maintain safe and healthy working conditions whilst also preventing accidents and cases of work-related ill health. Particular attention is paid to areas relevant to Labman's work in manufacturing laboratory machinery, such as noise exposure, working with machinery safely, and COSHH handling.

All employees are provided with the equipment, information, instructions, training, and supervision as is necessary for their role.

Providing assurance

Labman complies with all legal and other requirements including those for specific industries. We take a transparent approach to reporting and investigating any accident, incident, near miss that may occur. All employees contribute to regular monitoring through internal audits, reviews, and evaluations on all aspects of our business including safety inspections of all machinery used onsite.

Lead and engage with others to improve workplace health and safety

Where necessary Labman ensures consultation and participation with employees on matters relating to health safety, sharing knowledge through open communications. All staff are empowered and are encouraged to stop work where they feel safety is compromised.

Taking preventative action

Labman performs workspace ergonomic evaluations for every employee to mitigate the health effects associated with incorrect posture and repetitive strain. All equipment required to mitigate this is provided free of charge. Potential causes for concern with regards to health and safety can be reported through our intranet system by anyone at any time. All concerns are addressed weekly by senior management and fed back on.

Ensuring the mental wellbeing of our staff

Labman believe that a healthy work environment leads to improve mental health for our staff. We encourage participation in many of our onsite resources such as our gym, squash court, well-being groups, allotments, climbing wall, e-bikes and much more.

Labman host the private practice of a counsellor and psychotherapist on their site which Labman staff are able to use free of charge. Labman also have a qualified mental health first aider in situations where professional help can't be booked immediately.

4.1.2 Working Conditions Principles

Two-way communication between staff and management

Labman conduct twice yearly one-on-one appraisal meetings with all staff members to provide feedback to them on their performance, as well as giving them an opportunity to feedback on how the business runs and their satisfaction with their work-life. An open feedback system is also available on our intranet platform that allows any staff member to make a suggestion (anonymously if requested) about Labman's operations. All feedback items are reviewed weekly by directors or senior management and are responded to.

Flexible working and out of hours working

To accommodate varying personal needs Labman offer flexible working where feasible. Employees discuss their preferred work schedules with their supervisors, aiming to find a balance that suits their needs and their team's. This flexibility promotes productivity and job satisfaction.

Where out of hours working is required for travel, or to get a project over the line, Labman operates a system of 'catch up days' that are arranged with a line manager and follow a simple & lenient set of rules. Subsistence during out of hours working is fully funded by Labman.

Family-Friendly Policies

Labman recognise the importance of work-life balance and family commitments. As such, Labman have specific policies for Maternity, Paternity, Shared Parental Leave, Adoption and more. The policies are regularly checked to ensure they align with governmental requirements.

Fun!

A positive and enjoyable workplace improves our employees moral, job satisfaction and general physical and mental wellbeing. This is why Labman invest heavily into onsite resources such as our E-bikes, a climbing wall, pool tables, squash court, pottery shed, allotments, work parties and much more.

4.1.3 Social Dialogue Principles

Labman has a culture of open and easy communication. Anyone at Labman is encouraged to communicate with anyone else, be it a director or a member of the strategic leadership team, and they can do so easily in person or via an instant message. Our open plan office layout further promotes this and employees are told in their induction that if they have an issue, whether it be on their project, or personally, that they can discuss this with anyone. As standard, Labman employees take a one hour lunch break to facilitate cross communication across different levels of seniority and disciplines. This leads to new ideas and solving of problems.

Following each round of twice yearly one-on-one appraisal meetings, a director feeds back common concerns and planned mitigations to them to the whole company, as well as updates on company financial performance and future plans.

4.1.4 Career Management & Training Principles

Hiring Processes

Labman is committed to providing equal employment opportunities to all individuals without regard to race, colour, religion, gender, national origin, age, disability, or any other protected status.

Our fair recruitment process aims to attract, select, and hire the most qualified candidates based on their skills, experience, and potential.

Staff Development

Twice yearly performance appraisals provide an opportunity for employees and their appraiser to discuss achievements, set goals, and identify areas for improvement, with the aim of developing their professional growth.

A team leader (mentor) programme at Labman facilitates the transfer of knowledge, skills, and insights from experienced employees to those seeking guidance, further promoting their professional development.

Labman have structured, intranet based training and skills tracking systems available to all staff that help them enhance and track specific competencies.

Labman actively encourage and want to support staff throughout their career including paid for access to external further education/training subject to approval by a manager. This can include BTECs, HNCs, Degrees, professional training, practical courses and much more.

Labman supports employees in achieving professional recognition and development through participation in IET (Institution of Engineering and Technology) chartership programme, as a STEM ambassador, or other relevant programme's based on their job role.

4.1.4.1 Objectives & Targets

Before 2024 Labman aim to:

- expand on our current employee H&S risk assessment by including other areas of employee wellbeing into it. This will be conducted across all business activities in order to create and prioritise mitigation efforts.
- conduct a management meeting to discuss potential mitigation measures to implement within the business.

4.2 Human Rights Policy

4.2.1 Principles Relating to Child Labour, Forced Labour & Human Trafficking

Labman are opposed to the use of child labour, forced labour, or human trafficking in any form, both within their own operations and within their supply chain.

Labman will not employ individuals below the legal working age as determined by the UK regulations and international conventions. Labman will not be associated with human trafficking or the exploitation of individuals for forced labour or commercial purposes.

Labman conduct audits on their key suppliers and check for policies on child labour, forced labour and human trafficking.

In instances where a customer or supplier has been identified (via audit, or publicly) as partaking in child labour, forced labour or human trafficking, our involvement with them will be reviewed potentially resulting in us ceasing our partnership with them.

4.2.2 Principles Relating to Diversity, Discrimination & Harassment

Labman value and celebrate diversity in all forms, including but not limited to race, ethnicity, gender, sexual orientation, age, disability, religion, and socioeconomic status. Labman is committed to creating an environment where everyone feels respected and included. As such:

- Labman do not tolerate any discriminatory behaviour, actions, comments or decisions related to hiring, promotion, compensation, or any other aspect of employment.
- Labman do not tolerate any harassment, whether verbal, physical, or visual. This includes offensive jokes, slurs, unwelcome interactions, intimidation or any behaviour that creates an intimidating, hostile, or offensive environment.

Labman have a dedicated grievance procedure whereby acts of discrimination or harassment can be reported. All reported incidents of discriminatory behaviour or harassment are thoroughly investigated to determine the appropriate course of action. In cases where the severity of the incident warrants it, Labman will not hesitate to take necessary actions, including permanent dismissal or involvement of law enforcement.

4.2.2.1 Objectives & Targets

Before 2024 Labman aim to:

- conduct a Human Rights risk assessment across all business activities in order to create and prioritise mitigation efforts.
- conduct a management meeting to discuss potential mitigation measures to implement within the business (e.g. training for staff, increased scrutiny of our suppliers and customers with regards to modern slavery)

5. Ethics Policies

5.1 Anti-Corruption & Fair Competition Policy

5.1.1 Principles

- Labman has a zero-tolerance approach to any form of unethical or corrupt behaviour, including but not limited to **bribery, fraud, money laundering, conflict of interest or unfair competitive practices**. Labman do not condone, support, or engage in such activities, and expect the same from all individuals and entities associated with us. Our commitment to combating corruption and bribery is fundamental to the reputation, sustainability, and success of Labman.
- Labman follow all relevant laws and regulations where required.
- Labman have anti-corruption guidelines listed in their internal knowledge sharing platform. These guidelines are read by all new employees and all employees are notified of any updates to the guidelines. Reading of these updates is enforced.
- All reported incidents are thoroughly investigated to determine the appropriate course of action. In cases where the severity of the incident warrants it, Labman will not hesitate to take necessary actions, including permanent dismissal, and, if applicable, involvement of law enforcement authorities.

5.1.2 Objectives & Targets

Before 2024 Labman aim to:

- track a new key performance indicator for % of employees that have read the anti-corruption and competitive practice guidelines. Set a target for the KPI.
- conduct an anti-corruption and fair competition risk assessment across all business activities in order to create and prioritise mitigation efforts.
- conduct a management meeting to discuss potential mitigation measures to implement within the business (e.g. whistleblower procedure, internal audits, awareness training).

5.2 Responsible Information Management Policy

5.2.1 Principles

Data Security and Access Control

Labman is committed to safeguarding all data within its operations, whether stored on-site or in the cloud. We ensure stringent measures for data control, security, and recoverability through comprehensive backup strategies.

Staff Access & Usage Rules

Labman's staff are entrusted with maintaining confidentiality and adhering to non-disclosure agreements. Any copying of sensitive data onto personal devices is prohibited, with files stored locally only for the duration of their required use. Bulk copying of data from servers to personal devices is strictly prohibited. Additionally, staff are forbidden from storing company data on personal devices and must not share usernames or passwords.

Data Storage & Retention

All company data is stored in our secure server infrastructure. Access permissions follow the principle of least privilege, granting only the necessary access based on roles. User access is managed centrally through Active Directory, and data is regularly backed up to mitigate potential loss. Project data is retained for support purposes for a minimum of 20 years. Upon request, specific customer data may be deleted.

Virus Protection and Data Breaches

Labman maintains a strong defence against viruses. All network-connected PCs must have up-to-date virus protection. This requirement extends to personal laptops used for work and project PCs connected to the Labman network. Suspected or detected viruses are reported to the IT Team promptly. In the event of a data breach, we will take prompt action to rectify the situation. Breaches will be thoroughly assessed and recorded, with appropriate measures taken based on the severity. Our quarterly security reviews ensure ongoing vigilance, addressing vulnerabilities and maintaining the integrity of our systems.

Staff Data Rights

- Labman's data policy aligns with the applicable laws, ensuring that staff members are afforded due protections.
- Labman are Registered with the Information Commissioner's Office (No: ZA563533).
- Labman only collects and retains staff data that is directly relevant to the purposes for which it is intended. This means we avoid retaining irrelevant or unnecessary details, such as ethnicity or religion. Personal information is also only ever accessed by individuals who are authorised to and have a reason.
- Labman's employees or ex-employees may request a copy, or deletion of their held personal information and Labman will endeavour to satisfy these requests as promptly as possible. Practical considerations may sometimes require Labman to retain certain records to adhere to legal obligations and operational necessities; such instances will be communicated and discussed with concerned individual.
- Labman use CCTV in their headquarters for crime prevention and employee safety. These recordings may serve as vital evidence or training tools.
- Issues with any staff data policy can be reported to a member of Labman's Senior Leadership Team.

Non-Compliance

Labman staff are inducted on Labman's data security guidelines when they join, and all staff are aware that failure to comply with the guidelines will result in disciplinary action.

5.2.2 Objectives & Targets

Before 2024 Labman aim to:

- conduct a responsible information management risk assessment across all business activities in order to prioritise mitigation efforts.
- conduct a management meeting to discuss additional mitigation measures to implement within the business.

6. Sustainable Procurement Policy

6.1.1 Principles


Labman are committed to fostering sustainable procurement practices as part of our dedication to contributing positively to society and the environment. To do so, all relevant suppliers are evaluated via our supplier evaluation form. Suppliers who are found to fall short are evaluated and, in some cases, blacklisted by Labman. Aside from general information, our form requests information on the following criteria:




- Environment – Suppliers are expected to demonstrate their commitment to environmental responsibility through the use of an environmental management system (e.g. ISO 14001).
- Health and Safety – We ask suppliers for evidence of their commitment to the health and safety of their employees, customers, and communities ideally backed up by an accreditation (ISO 45001).
- Ethical Trading – We ask for evidence of suppliers complying with ethical trading practices, which includes treating their employees fairly, upholding human rights, and refraining from engaging in exploitative or unethical practices throughout their supply chains.
- General Data Protection Regulation (GDPR) - Suppliers handling any personal data on our behalf must comply with the General Data Protection Regulation and ensure the highest standards of data privacy and security.
- Insurance – Our suppliers must provide evidence of appropriate insurance coverage to protect against potential risks and liabilities arising from their products, services, or operations.
- Quality – Our suppliers should have robust quality management systems in place, ensuring that their products or services meet the highest quality standards and adhere to any relevant industry certifications.

6.1.2 Objectives & Targets

Before 2024 Labman aim to:

- conduct a sustainable procurement risk assessment across all business activities in order to prioritise mitigation efforts.
- conduct a management meeting to discuss additional mitigation measures to implement within the business.
- Review the metrics & targets we have for supplier evaluation.

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