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ExceleratedS2P Environmental Policy v04

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Review Document and Distribution

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1 Purpose

We recognise the importance of environmental issues and sustainability and therefore will consider these matters in all our business decisions.

We have adopted a minimum set of standards to develop our environmental policy, concentrating on processes that cut down waste, re-use resources and recycle wherever possible. Where practicable, we aim to set internal standards which exceed the minimum legal requirements.

We will regularly audit our premises, equipment and procedures to ensure these are energy

This policy is not contractual but environmental issues are an integral part of our quality management process and we believe placing emphasis on this gives the right message to our employees, clients/customers and suppliers, as well as demonstrating our commitment to the wider community.

2 Scope

2.1.1 This policy applies to all employees and workers. Where appropriate, a copy will also be given to suppliers and customers.

3 Responsibilities

3.1.1 ExceleratedS2P is responsible for overseeing environmental issues and ensuring we remain compliant with any relevant changes in legislation.

3.1.2 All managers are responsible for ensuring this policy's successful implementation within their own departments. All employees and workers are required to adhere to this policy.

4 Actions taken

The actions we will take to make this policy work include:

- disposing of any waste produced in an environmentally responsible manner wherever reasonably practicable
- ensuring that all decisions regarding working practices and purchasing take relevant environmental considerations into account
- training and encouraging all employees to work in an environmentally responsible manner and ensuring our communications raise awareness and keep all employees and interested parties informed

- endeavouring where possible to ensure that customers, suppliers and contractors with whom we have dealings are likewise environmentally minded in their approach
- conducting audits of procedures and practices and responding to deficiencies through a planned programme of remedial action.

5 Minimum environmental standards

5.1 General

5.1.1 The points outlined below are the minimum environmental standards which we require and will endeavour to achieve. As this policy develops, we expect our standards to continually improve.

5.2 Waste disposal and recycling

- All bottles, jars, tins, unusable scrap paper, reports, newspapers, magazines, batteries, toners, etc will be recycled and such materials should be placed in the receptacles provided.
- When replacing items of equipment or furniture, we will aim to recycle or resell the obsolete models.

5.3 Consumables

- To cut down on waste, we discourage the keeping of hard copies of documents unless this is necessary.
- Recycled paper will be used whenever suitable.
- All reports, papers and company documents should be printed on double-sided paper to decrease paper use.
- Employees are requested not to discard paper which can be reused as scrap, but to put this in the receptacles provided. Separate bins are provided for coloured and white paper.
- Internal mail should be sent via email; where hard copies are necessary, reusable envelopes and files should be used.
- We will always aim to buy products containing/produced with recycled materials where these are suitable for the job, including refillable pens, re-manufactured printer and toner cartridges, folders, toilet rolls, kitchen towels and long-life products. Wherever possible, biodegradable and phosphate-free detergents will be used in sinks, toilets etc.

5.4 Energy efficiency

- Within the parameters of health and safety, we will minimise the use of energy.
- Long-life low-energy light bulbs and other energy saving devices will be used in all areas.

- All employees are requested to turn off the lights and/or any fans when leaving their offices or workplace unattended, to turn off the lights and fans in the toilets and other rooms when not in use, and to ensure that taps are not left running.
- Electrical equipment (including computers, photocopiers and printers) should not be left turned on and running when not in use, unless there is a particular reason (ie left on following a request by the IT department in order to undertake essential maintenance outside of normal working hours).
- Kettles should be filled with the required amount of water rather than to the maximum (if this is not needed). The dishwasher will be turned on only when full.
- Our heating controls will be set to a reasonable temperature for the working environment.

5.5 Transport and deliveries

- The use of electronic mail is encouraged to reduce the use of couriers and mail.
- All vehicles owned or leased by us will be chosen with environmental efficiency in mind. We will maximise the efficiency of our vehicles through maintenance, appropriate selection of vehicles/engine size and driver training.
- The use of video/telephone conferencing will be promoted to reduce unnecessary travel. Where travel to meetings is necessary, we encourage the use of public transport or shared transport.
- We also encourage staff to share cars, cycle to work or use public transport if they can.
- For those who wish to travel by public transport, some flexibility in working hours may be agreed to fit around bus and train times at the discretion of each employee's manager.

5.6 Communication and training

5.6.1 This policy will be made readily available to employees, customers and suppliers and we will ensure awareness of environmental issues throughout all areas of the business through training and ongoing communications. In addition, signs reminding everyone to recycle waste materials and to economise on electricity will be posted in appropriate places around our premises.

6 Related policies and documents

- Business ethics and integrity policy
- Corporate social responsibility (CSR) policy
- Health and safety policy
- Health and safety rules

The above list is not exhaustive.