

COMPANY POLICY

ENVIRONMENTAL AND SUSTAINABILITY

Effective Date: 1 April 2021

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1. ENVIRONMENTAL AND SUSTAINABILITY POLICY

11.1 INTRODUCTION

NTT Data Business Solutions Business Solutions Limited, “the Company” is committed to protecting the environment and finding ways of reducing the impact of our work.

In doing so, we will do all we can to improve the quality of life for all, both now and for future generations. We recognise that in conducting our businesses we can have a negative impact on the environment and commit to adopting working practices that will support a positive effect, assist in continued environmental improvement and reduce pollution.

The Company recognises that good environmental management is an important element of best practice in our sector and will therefore strive to adopt the highest possible environmental standards.

11.2 AIMS AND OBJECTIVES

We will:

- a) Reduce the amount of waste generated by re-using and recycling wherever possible.
- b) Endeavour to buy and use products which are believed to cause the least environmental damage.
- c) Instruct all employees to encourage the use of good environmental practice and to use energy and water in an efficient way.
- d) Support and encourage staff to choose the most environmentally friendly modes of transport.
- e) Ensure compliance with environmental legislation relevant to our sector.
- f) Ensure organisations we associate with are aware of our policies and encourage them to develop their own good environmental practices.

11.3 ENVIRONMENTAL GUIDELINES

- a) Waste – The Company will aim to minimise the amount of waste it produces, re- use as much waste as possible, donate and recycle what cannot be re- used and dispose of the remainder of the waste safely. In particular we will continue with the following initiatives:
 - Use a recycling service for paper, cardboard, plastics, batteries and toner cartridges.
 - Ask suppliers to reduce packaging and complain about over- packaging where it exists.
- b) Office operation, products and services – we will aim to:

- Avoid the use of paper wherever possible, for example by sending documents electronically as PDF files.
 - Encourage employees to use paper that has already been used to print material that is not confidential or sensitive on one side for scrap paper and drafting notes.
 - Encourage employees to print double sided for internal documents.
 - Avoid solvent-based marker pens, using water based colours instead.
 - Consider purchasing refillable toner cartridges for laser printers and photocopiers and recycle used toner cartridges.
 - Annually review purchasing decisions to ensure that environmental impact is taken into account.
- c) Catering – The Company will encourage staff to use washable kitchenware as opposed to disposable, recycle plastic bottles and use only fresh and local food for training courses, conferences and other events.

11.4 ENERGY CONSUMPTION

- Heating and ventilation – We will bear in mind the needs of the individual employee preferences in temperature levels and the balancing of environmental issues whenever we review the policy. We will comply with legislation with regard to minimum temperature levels and in the meantime staff are encouraged to report any issues with the heating and ventilation system.
- Lighting – We will maintain our lighting with low energy options and install sensors for turning on and off lighting where we can.
- Power – Managers responsible for purchasing decisions will check the energy efficiency on all new equipment, especially checking the provision of standby switches that turn off when not in use. In addition we will ensure all equipment is regularly maintained and use mains electricity rather than batteries wherever possible. When batteries are used the use of mercury and cadmium-based products will be avoided.

Re-chargeable batteries are the preferred option. We will aim to use timers on electrical equipment, for instance water boilers and continue to use the most energy efficient means of electricity.

11.5 TRANSPORT

The Company will seek to reduce the need to travel for employees and suppliers and support initiatives

for staff to use environmentally sound forms of transport where travel is essential, including measures such as:

- Consider environmentally friendly practices when reviewing mileage allowances so that incentives are not given to people to buy cars with larger engines or to travel more miles.
- Following the completion of the probationary period, offer interest free loans for cycle purchase.
- Make use of conferencing and video facilities wherever possible.

11.6 WATER

The Company will encourage employees to minimise the use of water by asking them not to let water run needlessly and using any dishwashers provided only when full.

It is the responsibility of all employees to fully support the Environment and Sustainability policy through their active co-operation and participation. We also encourage all home based employees to adopt this policy.