

## ENVIRONMENTAL POLICY

METCLOUD recognises that it has a responsibility to the environment beyond legal and regulatory requirements. We are committed to reducing our environmental impact and continually improving our environmental performance as an integral part of our business strategy and operating methods. We will encourage customers, suppliers, and other stakeholders to do the same.

### Responsibility

Ian Vickers, Managing Director, is responsible for ensuring that this environmental policy is implemented, however, all employees have a responsibility in their area to ensure that the aims and objectives of this policy are met.

### Policy Aims

Carry out annual reviews and offset our Carbon Footprint by providing funding to VCS verified carbon reduction projects around the world which reduce carbon emissions through the displacement of fossil fuels through clean, renewable energy generation.

Assist the Waste Prevention Programme in working towards a zero-waste economy, by creating a culture of valuing resources both financially and environmentally.

Minimise waste by using products for longer, repairing broken items, recycling and only discard as a last resort.

- Comply with all relevant regulatory requirements.
- Continually improve and monitor environmental performance.
- Continually improve and reduce environmental impacts.
- Incorporate environmental factors into business decisions.
- Increase employee awareness.

## Paper

- Minimise the use of paper in the office.
- Reduce packaging as much as possible.
- Seek to buy recycled and recyclable paper products.
- Reuse and recycle all paper where possible.
- Discourage members of staff from unnecessary printing. To these ends we have configured printer defaults to black and white double-sided printing.
- Use recycled materials whenever possible, for example, recycled copy paper.

- **Energy and water**

- Reduce the amount of energy used as much as possible.
- Encourage members of staff to switch off all desktops/laptops/screens and lights when not in use.
- Furthermore, desktops, laptops and printers are configured to power down after a certain period of inactivity. Adjust heating with energy consumption in mind.
- Take energy consumption and efficiency of new products into account when purchasing them.
- Assist the Waste Prevention Programme in working towards a zero-waste economy, by creating a culture of valuing resources both financially and environmentally.

## Office supplies

- Evaluate if the need can be met in another way.
- Evaluate if renting or sharing is an option before purchasing equipment.
- Evaluate the environmental impact of any new products we intend to purchase.
- Favour more environmentally friendly and efficient products wherever possible.
- Reuse and recycle everything we are able to.

## **Transportation**

- Reduce transport impacts wherever practicable. To these ends we have introduced technologies which allow for remote working facilities, therefore reducing the carbon emissions and pollution.
- Promote the use of travel alternatives such as e-mail or video/phone conferencing.
- Encourage the use of public transport (and car sharing schemes where possible), for commuting to the workplace and business activities.
- As METCLOUD's offices are based in the city centre our staff utilise public transport services.
- Promote a healthier workforce by taking part in the Cycle to Work scheme.
- Favour 'green' vehicles and maintain them rigorously to ensure ongoing efficiency.

## **Maintenance and cleaning**

When handling Waste Electrical and Electronic Equipment (WEEE) or other waste METCLOUD ensure that;

- Items are dismantled so that any suitable parts can be reused.
- Waste is properly stored to prevent harming the environment.
- Waste is only disposed of through authorised third parties.
- A written description of the waste in the form of a Waste Consignment Note or a Hazardous Waste Consignment Note is passed to the third-party waste carrier and accompanies the waste.
- Use cleaning materials that are as environmentally friendly as possible.
- Use materials in any office refurbishment that are as environmentally friendly as possible.
- Only use licensed and appropriate organisations to dispose of waste.
- Use cleaners who are accredited to ISO14001.

## **Monitoring and improvement**

- Comply with all relevant regulatory requirements.
- Continually improve and monitor environmental performance.
- Continually improve and reduce environmental impacts.
- Incorporate environmental factors into business decisions.

- Review this policy and any related business issues at monthly management meetings.

## **Culture**

- Update this policy at least once annually in consultation with staff and other stakeholders where necessary.
- Involve staff in the implementation of this policy, for greater commitment and improved performance.
- Work with suppliers, contractors, and subcontractors to improve their environmental performance.
- Use local labour and materials where available to reduce CO2 and help the community.
- Encourage members of staff to feedback to management about the company's environmental performance.

METCLOUD will review this policy on an annual basis, taking account of any changes within legislation and our organisation, and other factors.

We will communicate this policy to all our employees and ensure that they are given appropriate training to raise awareness of environmental issues.

METCLOUD will make this policy available when requested to interested parties including members of the public.



Ian Vickers  
Managing Director

This document is owned by the Managing Director.