

# Environmental Policy

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Issue	Issue Date	Additions/Alterations	Initials
1	16.02.2023	Pulled out of main Staff Handbook. Updated branding and style. Version control table added.	LD

Trust Systems Limited recognises that it has a responsibility to the environment beyond legal and regulatory requirements. We are committed to complying with all legislation and relevant regulations, 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.

### 1. Responsibility

Our Chief Financial Officer 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.

### 2. Policy Aims

We endeavour to:

- Continually improve and monitor environmental performance.
- Continually improve and reduce environmental impacts.
- Incorporate environmental factors into business decisions.
- Increase employee awareness.

### Paper

We will:

- 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.

## **Energy and Water**

We will seek to:

- Reduce the amount of energy used as much as possible.
- Switch off lights and electrical equipment when not in use.
- Adjust heating with energy consumption in mind.
- Take energy consumption and efficiency of new products into account when purchasing them.

## **Office Supplies**

We will:

- Evaluate if the need can be met in another way.
- 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**

We will:

- Promote the use of travel alternatives such as e-mail or video/phone conferencing.
- Make additional efforts to accommodate the needs of those using public transport or bicycles.
- Offer employees an Electric Vehicle (EV) scheme to support 'green' vehicles.

## **Maintenance and Cleaning**

We will:

- Use materials in any office refurbishment that are as environmentally friendly as possible.
- Only use licensed and appropriate organisations to dispose of waste.

## **Monitoring and Improvement**

We will:

- 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**

We will:

- Update this policy at least once annually in consultation with staff and other stakeholders where necessary.
- 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.