



ENVIRONMENTAL MANAGEMENT POLICY

MISSION STATEMENT

Data-Lec Limited 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, with regular review points. We will encourage our customers and suppliers and to do the same.

POLICY AIMS We endeavour to:

Comply with and exceed all relevant regulatory requirements, continually improve and monitor environmental performance, reduce environmental impacts, incorporate environmental factors into business decisions and increase employee awareness and training.

PAPER

We will minimize the use of paper in the office. We will reduce packaging as much as possible. We recycle all our waste paper with Shred-It who provide us with a fully accredited secure and confidential on site shredding service and certification of paper waste is provided upon disposal.

OFFICE SUPPLIES

We will evaluate if the need can be met in another way. We will evaluate if renting/sharing is an option before purchasing equipment. We will evaluate the environmental impact of any new products we intend to purchase. We will seek to buy more environmentally friendly and efficient products. We will reuse and recycle everything we are able to.

ENERGY & WATER

We will seek to reduce the amount of energy used as much as possible. Lights and electrical equipment will be switched off when not in use. Heating will be adjusted with energy consumption in mind. The energy consumption and efficiency of new products will be taken into account when purchasing. The purchasing of our energy supply is closely monitored to ensure we obtain the best service and pricing structure available to us.

TRANSPORTATION

We will reduce the need to travel, restricting to necessary trips only. We will promote the use of travel alternatives such as e-mail or video/phone conferencing. We will make additional efforts to accommodate the needs of those using public transport or bicycles. We will use the "green" vehicles and maintain them rigorously.

MAINTENANCE & CLEANING

We will comply with and exceed all relevant regulatory requirements. We will continually improve and monitor environmental performance. We will continually improve and reduce environmental impacts. We will incorporate environmental factors into business decisions. We will increase employee awareness through training.

DISPOSAL OF WASTE PRODUCT

We will recycle wherever possible all waste products requiring disposal when at end of life and if requested to do so by clients. We hold a WEEE waste disposal licence and all equipment is disposed of through local recycling companies.

MONITORING OF SUPPLIERS

Our supplier base is fairly small, preferring to procure materials from a few preferred suppliers for our materials and goods. These companies' performances are monitored and discussed regularly at Management Meetings and any issues highlighted and discussed. Our main suppliers have a zero or low carbon foot print rating.

MONITORING & IMPROVEMENT

Cleaning materials will be as environmentally friendly as possible. Materials used in office refurbishment will be as environmentally friendly as possible. We will only use licensed and appropriate organizations to dispose of waste.

We will involve staff in the implementation of this policy, for greater commitment and improved performance. We will review and update (if required) this policy at least annually in consultation with staff where necessary. We will provide staff with the relevant environmental training.

We will work with suppliers and contractors to improve their environmental performance.

We will use local labour and materials where available to reduce CO2 and help the community.

Signed *Beverley Gissing*
Director

Date : January 2018