

# Environmental Management Policy

PHX074

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# Environmental Management Policy Statement

Phoenix Software Ltd 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 operation methods. We encourage customers, suppliers, and other stakeholders to do the same where possible.

Within this policy we are committed to operating our Company utilising the criteria of an Environmental Management System conforming to ISO14001:2015 which is planned and developed in conjunction with our other management functions utilising a risk/opportunity-based thinking approach.

Senior Management, including the Environmental Management Committee, is responsible for ensuring that this Environmental Policy is implemented. All employees have a responsibility in their area to ensure that the aims and objectives of the policy are met.

We endeavour to:

- a) comply with all relevant regulatory and customer requirements where appropriate
- b) continually monitor and improve our environmental management system to enhance the environmental performance
- c) continually improve and reduce environmental impacts where possible
- d) incorporate environmental factors into business decisions
- e) increase employee awareness and training

The Company aims, objectives and strategic direction adopted and believed in by the management are reflected across the business.

Phoenix Software Ltd is dedicated to meet the requirements of the Environmental Policy. The goal of the Environmental Management System is to achieve a high level of environmental compliance at all times. Commitment to the implementation and use of an Environmental Management System (EMS) is essential in realising that goal.

Phoenix Software Ltd continually strives to improve the environmental quality of service and supply by working with customers, suppliers and interested parties.

Our Environmental Policy is based on four fundamental principles:

- a) ensuring that we fully identify and conform to the needs of our customers, suppliers, and neighbours in maintaining environmental standards
- b) every employee understanding their part to support the Environment
- c) identifying any potential environmental risks and taking actions to eradicate them
- d) ensuring that the EMS supports and enhances our overall business strategy.

Phoenix Software Ltd believe that leadership and commitment from the top management is critical to the success of the environmental management system and have set relevant objectives to ensure these are met and monitored.

The Environmental Management Policy principles and objectives are documented, communicated and made available to employees and any other interested parties. Training and awareness are an integral part of the strategy to achieve the environmental objectives.

## Intended Audience

This document is intended for all employees and interested parties who interact with the Environmental Management System of Phoenix.

## Scope

This Environmental Management Policy applies to all the systems, people, and business processes that make up the company's Environmental systems. This includes all employees, contractual third parties and agents of the company.

The Environmental Management System Scope applies to the environmental aspects of all software and hardware reselling, IT services, software asset management, Environmental Management System and business processes in line with the needs of the interested parties identified in the environmental management system within Blenheim House, Pocklington, York YO42 1NS.

## Objectives

Objective	Measurable Target	Reporting Duration	Reporting Measure
No. 1 Maintain ISO 14001 certification	Maintain ISO 14001 certification and ensure company relevance	Bi-annual external audits Quarterly reviews	BSI Certification Management Reviews
No.2 Continually improve staff and contractor understanding and engagement with relevant environmental system updates	On-going staff awareness through email communication and Sustainability Network	Quarterly Review through EMS Committee meetings	Sustainability Bulletins and Network meetings

No.3 To offset our operations Scope 1, 2 and 3 carbon emissions by March 2022	To partner with an offsetting business and offset emissions using Gold Standard carbon project	Annual	Certification of offsetting and partnership agreement
No.4 To reduce our operational Scope 1, 2 and 3 emissions by 50% by 2026	Provide energy usage data to third party consultant in order to receive emissions output report.	Annual	SECR based reporting received from third party consultant
No.5 To monitor and track our environmental impacts associated with travel	Business mileage tracked	Annual	Sustainability data collection
No.6 To monitor and reduce water and waste usage and increase recycling of waste	Waste weight tracked and water consumption tracked	Quarterly tracking	Sustainability data collection

## Policy Compliance

If any user is found to have breached this policy, knowingly or unknowingly, they may be subject to Phoenix disciplinary procedure. If a criminal offence is considered to have been committed further action may be taken to assist in the prosecution of the offender(s).

If you do not understand the implications of this policy or how it may apply to you, please seek advice from the Phoenix HR Manager or any member of the Environmental Management Committee.

## Policy Governance

The following table identifies who within Phoenix is Accountable, Responsible, Informed or Consulted with regards to this policy. The following definitions apply:

- **Responsible** – the person(s) responsible for developing and implementing the policy.
- **Accountable** – the person who has ultimate accountability and authority for the policy.
- **Consulted** – the person(s) or groups to be consulted prior to final policy implementation or amendment.
- **Informed** – the person(s) or groups to be informed after policy implementation or amendment.

<b>Responsible</b>	Environmental Management Committee
<b>Accountable</b>	Managing Director / Operations Director
<b>Consulted</b>	Directors, Environmental Management Committee
<b>Informed</b>	All Employees, Contractual Partners, and Third-Party Agents.

## Review and Revision

This policy is reviewed as it is deemed appropriate, but no less frequently than every 12 months. Policy review will be undertaken by the EMS with any subsequent changes authorised by the Managing Director.

## References

The following Phoenix policy documents and procedures are directly relevant to this policy:

- Environmental Management System Manual
- Environmental Aspects Register

The following Phoenix policy documents and procedures are indirectly relevant to this policy:

- Contract of Employment
- Company Handbook

## Version Control

<u>Author</u>	<u>Version</u>	<u>Date</u>	<u>Description</u>
EMC	1.0	03/03/2020	Original Document
EMC	2.0	31/12/2021	Objectives updated
EMC	2.1	13/02/2023	Objective 5 updated

## Document Approval

<u>Name</u>	<u>Version</u>	<u>Date</u>	<u>Position</u>
Sam Mudd	1.0	03/03/2020	Managing Director
Sam Mudd	2.0	31/12/2021	Managing Director
Clare Metcalfe	2.1	13/02/2023	Operations Director

Signed: *Clare Metcalfe* Clare Metcalfe, Operations Director

Dated: 13/02/2023