

Environmental Policy

PHX089

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It is the policy of Phoenix Software to minimise any impact that its working practices may have upon the environment. This policy aims to integrate with existing management systems, legislation and working practices.

Due to the non-manufacturing nature of the business, Phoenix Software's environmental impact is considered relatively low. There is however an environmental impact, and this policy statement defines the procedures and precautions in place to suppress it to a minimum level.

Phoenix Software strive to fulfil the following criteria:

- comply with the relevant requirements of the Environmental Protection Act 1990 and all other domestic legislation concerned with the protection of human and natural resources
- minimise the risk to the public at large from any acts or omissions during its business operations
- have the necessary control measures in place to protect the natural environment and conserve resources
- minimise emissions of noise, air pollution and waste products
- ensure all employees have suitable and sufficient information, instruction, training, and supervision to act with due care and consideration for the environment
- require all contractors working on its behalf to meet with the equal standard of care for the environment
- assess the environmental impact of any new development
- liaise with the local authority on new projects
- continually monitor the environmental impact of its operations

Legislation

Phoenix Software does not manufacture a product and is therefore not constrained by any associated pollution laws.

The Company's Obligations

Phoenix Software's environmental policy is primarily concerned with the welfare of the environment with consideration given to economic factors.

A main concern is the heavy use of packaging materials to ship goods to customers. Products leaving our premises must be despatched so that they are received in perfect condition. Phoenix Software will reuse any packaging received, if deemed suitable. Phoenix Software believes the way to reduce pollution is through staff awareness.

Employee's Obligations

All employees must be aware of items that can be recycled. All waste paper, cardboard, tins, washed plastic are collected to be recycled. Please ensure that paper is recycled and put into the correct bins in each office. All of these items are sent for recycling via Forge.

Recycling facilities are throughout the building.

When making a request to travel please consider the most appropriate method, whether by car or public transport. Take into account factors such as availability of public transport, number of people travelling, length of journey, before selecting the most suitable method. As a journey often involves transporting computer equipment, cars are usually the most appropriate choice. Employees are encouraged to drive carefully, make progress with caution and car-share wherever practicable. This promotes awareness of fuel consumption, noise pollution etc.

Finally, this policy encompasses general energy consumption at Phoenix Software. Throughout the building, low energy lighting is used where appropriate. Employees are asked to turn off lights, monitors, air conditioning etc., when they are not in use.

Central heating and air conditioning are monitored with a view to saving energy.

Version Control

<u>Author</u>	<u>Version</u>	<u>Date</u>	<u>Description</u>
Trevor Hutchinson	1.0	01/05/2019	Original Document
Trevor Hutchinson	2.0	01/11/2021	Amendments following annual review
Trevor Hutchinson	2.0	01/11/2022	Annual review – no changes

Document Approval

<u>Name</u>	<u>Version</u>	<u>Date</u>	<u>Position</u>
Sam Mudd	1.0	01/05/2019	Managing Director
Sam Mudd	2.0	01/11/2021	Managing Director
Clare Metcalfe	2.0	01/11/2022	Operations Director

Signed: *Clare Metcalfe* Clare Metcalfe, Operations Director

Dated: 01/11/2022