

# SARSEN TECHNOLOGY LIMITED

## ENVIRONMENTAL POLICY



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## MISSION STATEMENT

Sarsen Technology 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 suppliers to do the same.

## RESPONSIBILITY

Laura Biddiscombe is responsible for ensuring that the environmental policy is implemented. However, all employees have a responsibility in their area to ensure that the aims and objectives of the policy are met.

## 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 of their environmental impact.

## ENVIRONMENTAL CONCERNS

### Paper

- We will minimise the use of paper in the office.
- We will reduce and re-use packaging as much as possible.
- We will seek to buy recycled and recyclable paper products.
- We will reuse and recycle all paper where possible.

### Energy and 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 set with energy consumption in mind.
- The energy consumption and efficiency of new products will be taken into account when purchasing.

### Office supplies

- We will evaluate if the need can be met in another way.
- We will evaluate the environmental impact of any new products we intend to purchase.
- We will favour more environmentally friendly and efficient products wherever possible.
- We will reuse and recycle everything we are able to.

### Electrical and Electronic Equipment – WEEE Compliance

- We will dispose of non-proprietary electrical/electronic equipment and appliances at an appropriate recycling centre.

- We will dispose of office computing equipment through our IT provider (currently PriorityIT) who will either arrange environmentally friendly disposal through their 3<sup>rd</sup> Party service provider, or clean the system (hard drives etc.) so that the equipment can be donated to charity.
- We will return proprietorial equipment such as obsolete loan equipment, functioning and non-functioning demo boards, and faulty equipment returned by the customer to the relevant manufacturer for disposal or reuse in accordance with their environmental policy.

### Transportation

- We will promote the use of travel alternatives such as e-mail or video/phone conferencing.
- We will make efforts to accommodate the needs of those using public transport or bicycles.
- We will consolidate shipments to customers and to manufacturers where timescales permit.
- We will select the 'Go Green' climate-neutral option for DHL shipments.

### Maintenance and cleaning

- Cleaning materials used 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 organisations to dispose of waste.
- All recyclable material will be separated from non-recyclable material and disposed of in the appropriate bins.

### Monitoring and improvement

- We will continually monitor environmental performance and make improvements wherever possible.
- We will increase employee awareness through training.
- We will review this policy and any related business issues at our regular sales meetings.

### Culture

- We will involve staff in the implementation of this policy, for greater commitment and improved performance.
- We will update this policy at least once annually in consultation with staff where necessary.
- We will provide staff with relevant environmental training as required.
- We will work with suppliers, contractors and sub-contractors to improve their environmental performance.
- We will use local labour and materials where available to reduce CO2 and help the community.

Signed:



Name: Laura Biddiscombe

Position: Operations Director

Date: 22 August 2024