Adaptive Environmental & Sustainability Policy

AD-11

March 2023

Document revision history

Version no	Date	Amendment	Author
V1	2017	Initial version	Dan Frost
V150621	15/06/2021	Reviewed and updated	Debbie Heard
V140323	04/03/2023	Reviewed and updated	Larissa Chapman

Mission statement

Adaptive Web 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 operating methods, with regular review points. We will encourage customers, suppliers, and other stakeholders to do the same.

Responsibility

Dan Frost, MD, 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:

- Comply with and exceed all relevant regulatory requirements.
- Continually improve and monitor environmental performance.
- Continually improve and reduce environmental impacts.
- Incorporate environmental factors into business decisions.
- Increase employee awareness and training.
- Minimise waste by evaluating operations and ensuring they are as efficient as possible.

Paper

- We will minimise the use of paper.
- We will reduce packaging as much as possible.
- We will seek to buy recycled and recyclable paper products.
- We will reuse and recycle all paper where possible.
- Paper recycled via Magfern Recycling

Energy and water

- All employees home-based.
- 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.
- We will avoid water wastage wherever possible.

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.

Computer equipment/Hosting

- Use Carbon Neutral server hosting
- All computers use Energy Star/auto-shutdown
- All equipment recycled via EasyWeee or PCB (local computer recycling company)

Transportation

- We will reduce the need to travel, restricting to necessity trips only.
- We will promote the use of travel alternatives such as e-mail or video/phone conferencing.
- We will favour 'green' vehicles and maintain them rigorously to ensure ongoing efficiency.

Maintenance, cleaning and waste management

- Cleaning materials used will be as environmentally friendly as possible.
- We will only use licensed and appropriate organisations to dispose of waste.
- We will reduce the amount of waste produced and recycle where possible.

Monitoring and improvement

- 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.
- We will review this policy and any related business issues at our monthly management 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 and other stakeholders where necessary.
- We will work with suppliers, contractors, and sub-contractors to improve their environmental performance.
- We will use home-based or local labour and materials where available to reduce CO_2 and help the community.

Signed by the Senior Director of the Company

Dan Frost (Managing Director)

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