

## INTRODUCTION

Quadratek is committed to promoting sustainability. Concern for the environment and promoting a broader sustainability agenda are integral to Quadratek's professional activities and the management of the organisation. We aim to follow and to promote good sustainability practice, to reduce the environmental impacts of all our activities and to help our clients and partners to do the same.

Quadratek understands that its activities affect the environment and the communities in which it operates and believes it has a responsibility to identify and manage such impacts as effectively as possible. Quadratek is involved primarily in passive and active data, voice, and ICT infrastructure and related support and maintenance services, so there are limited environmental risks associated with Quadratek which are managed by our ISO 14001:2015 accredited integrated Information Management System. Quadratek is committed to continually improving its environmental performance and moving towards best practices in corporate sustainability and the reduction of such emissions.

It is our policy to minimise the impact caused by our activities and we have considered any possible impacts on the environment and ensured that any appropriate countermeasures have been considered and taken to reduce our impact to an acceptable level.

All employees shall be informed of this policy and are encouraged to contribute to the achievement of its objectives and are encouraged to provide relevant feedback and suggestions to Human Resources.

## SUSTAINABILITY POLICY

Our Sustainability Policy is based upon the following principles:

- To comply with, and exceed where practicable, all applicable European and national environmental legislative and regulatory requirements
- To integrate sustainability considerations into all our business decisions
- To ensure that all staff are fully aware of our Sustainability Policy and are committed to implementing and improving it
- To minimise the impact on sustainability of all office and transportation activities
- Minimise the environmental impact of associated travel
- To make clients and suppliers aware of our Sustainability Policy, and encourage them to adopt sound sustainable management practices
- To review and continually strive to improve our sustainability performance

## PRACTICAL STEPS

In order to put these principles into practice we will:

### TRAVEL AND MEETINGS

- Walk, cycle and/or use public transport to attend meetings, site visits etc, apart from in exceptional circumstances where the alternatives are impractical and/or cost prohibitive
- Avoid physically travelling to meetings etc where alternatives are available and practical, such as using teleconferencing, video conferencing or web cams, and efficient timing of meetings to avoid multiple trips.

These options are also often more time efficient, while not sacrificing the benefits of regular contact with clients and partners

- Reduce the need for our staff to travel by supporting alternative working arrangements, including home working etc, and promote the use of public transport by locating our offices in accessible locations
- Use an emission recording scheme for business travel to monitor our impact
- Put in place measures to promote reduction, re-use and recycling of waste
- Quadratek will manage activities over which it has control and which impact upon its various 'environments' in accordance with the principles of sustainable development
- Quadratek aims to raise the sustainability awareness of its staff, visitors, communities and stakeholders by promoting the concept of sustainable development and by openly recognising the on-going need to move towards a more sustainable future

### PURCHASE OF EQUIPMENT AND CONSUMPTION OF RESOURCES

- Minimise our use of paper and other office consumables, for example by double-siding all paper used, and identifying opportunities to reduce waste
- As far as possible arrange for the reuse or recycling of office waste, including paper, computer supplies and redundant equipment
- Reduce the energy consumption of office equipment by purchasing energy efficient equipment and good housekeeping
- Seek to purchase electricity from a supplier committed to renewable energy. Seek to maximise the proportion from renewable energy sources, whilst also supporting investment in new renewable energy schemes.
- Ensure that timber furniture, and any other timber products, are recycled or from well-managed, sustainable sources and are Forest Stewardship Council (FSC) certified
- Purchase fair-trade and/or organic beverages where possible

### ENVIRONMENTAL POLICY

Quadratek aims to:

- minimise the environmental impact of existing operations and ensure that the environmental impacts of new operations are fully assessed and minimised prior to their introduction
- reduce consumption of materials in all operations, where practicable, to re-use rather than dispose of materials where possible, and promote recycling and use of recycled materials
- seek to improve the energy efficiency and manage energy wisely in all operations
- introduce programmes that aim to minimise waste
- dispose of waste and effluents in a responsible manner utilising registered waste removal contractors;
- promote the ownership and control of environmental issues at business level
- provide the necessary training and support in order to ensure that staff fulfil their requirements

- work with our suppliers to minimise the impact of their operations on the environment through a quality purchasing policy
- support through our community programme the promotion of environmental protection by relevant external groups and organisations;
- monitor progress and publish the certificate of Carbon offsetting on the Quadrated website.

## ENVIRONMENTAL MANAGEMENT

Quadrated aims to minimise its impact on the environment through Environmental Management and each area is detailed below with the intentions of Quadrated to achieve its policy objectives:

### ENERGY

Quadrated aims to reduce the consumption of energy and will also strive to ensure that office premises use energy in as efficient a manner as possible. Energy is used for office lighting, heating and cooling systems, kitchen appliances, and office equipment and in view of the nature of the business; also has a demand on energy for computer equipment and its peripherals:

- Quadrated uses low energy lighting and where practicable, the use of segmented areas which will allow lights to be switched off when not required, as well as the switching off of lighting in offices when not in use
- Additionally, Quadrated encourages computer and other equipment not in use to be switched off, rather than left on standby, which would continue to have an energy demand
- All employees of Quadrated shall be encouraged to consider their energy usage in respect of the temperature of the offices in which they work. Simple steps to turn thermostats on radiators down one or two degrees to a comfortable 22°C can have a substantive impact
- Employees are encouraged to consider wastage of water and report leaks
- An energy SMART metre is installed and monitored

### PAPER

Quadrated already considers itself to be effective in reducing paper waste but continues to be committed to reducing this impact:

- Quadrated Intranet and e-mail rather than paper communication is encouraged. Paper letters are used only where necessary
- Document storage through the scanning of documents into electronic records is also applied;
- Through effective purchasing, Quadrated shall endeavour to reduce the amount of paper purchased and shall encourage staff to re-use or recycle paper
- Employees are encouraged to print duplex to reduce the number of sheets of paper used
- Employees are encouraged to print several pages to one sheet when printing to review/for meetings;
- Where possible documents will be printed on recyclable and chlorine free paper

## WASTE

- General office waste is collected by a registered waste contractor
- Toner cartridges are collected after use for donation to charity
- Redundant equipment, which is not sold or given to a charity, is collected by a registered waste contractor who disposes/recycles the hardware in a manner that is environmentally friendly and adheres to EU regulations

## HAZARDOUS MATERIALS

Quadratek accepts responsibility for monitoring hazardous materials found in the office, including, for example asbestos, polychlorinated biphenyls ("PCB's") and refrigerants to ensure that they do not pose a risk to our employees. Additionally, annual servicing and maintenance programmes for any air conditioning shall be carried out in accordance with current legislation and guidelines.

## TRANSPORT

Transport is a major source of CO<sub>2</sub> emissions and due to the nature of the business, many employees travel to Quadratek clients, utilising motor vehicles which results in direct carbon-emissions:

- Wherever possible to reduce this impact, employees are encouraged to take alternative (public) transport
- Car sharing is promoted, and staff are encouraged to make use of public transport for regular journeys
- Conference calls and video-conference calls are used where possible to reduce the need for regular travel
- Overnight stays are encouraged if staff are scheduled to be on the same client site for several sequential days
- Quadratek tries to complete a number of small jobs for a single client in one go to reduce the number of journeys to site
- Where possible, Quadratek tries to arrange to see more than one client in the same day by route-planning optimisation
- Quadratek is continuously looking for more localised work

## SUPPLY CHAIN MANAGEMENT

Quadratek wishes to encourage sustainability and environmentally sound sourcing and production methods in our suppliers' manufacturing and delivery processes. To this end Quadratek shall inform any suppliers of this Environmental Policy and declare that Quadratek shall look to favour companies with established environmental policies and practices in the allocation of future contracts. Quadratek shall also endeavour to use local suppliers for goods and services, where practicable, thus reducing unnecessary environmental impact through external transport demands. Where possible, and with the client's authorisation, our suppliers ship goods direct to the client site if the client is based closer to the supplier's distribution centre than Quadratek's office.