

## POSTCODE ANYWHERE - ENVIRONMENTAL POLICY STATEMENT

At Postcode Anywhere we believe in instigating significant change in business practices and our way of life, as well as taking ongoing measures to improve our sustainability, through individual corporate dynamism and operations within the community.

Situated in rural Worcestershire, we consider ourselves custodians of our local environment - and as an international organisation, a highly visible advocate of sustainable practices.

We believe that our key impacts on the environment are:

- energy use;
- waste management;
- emissions to air.

In order to achieve our overall aims of minimizing our environmental impact and to continuously strive to minimize all negative impacts of our operations on our environment, we will:

### ***Compliance***

Fully comply with and keep up to date with all legislative and regulatory obligations and duties of care covering our operations present and future, requiring our employees and contractors to act in accordance with our environmental policy, for which we will provide adequate training and communication. We will also provide this information to our customers and seek their help in implementing it.

### ***Energy Saving***

Ensure that all new capital investment projects, ongoing maintenance and renewal programs are managed in a way which incorporates assessment of every possible environmental impact and will take appropriate action to keep adverse impacts to an absolute minimum. Future capital expenditure will provide for the replacement of current equipment as and when required with more energy efficient alternatives, including heating and hot water boilers, roof insulation, lighting, and kitchen appliances. As so much of our operations are highly technology-dependent, it is imperative to ensure that no energy is wasted and that terminals are completely shut down both on breaks and at the end of the working day. We will also annually review our energy suppliers in view of their sustainability practices and make appropriate changes where necessary.

### ***Transport and Local Purchasing***

Take all reasonable steps to minimise and where possible off-set emissions and encourage our staff and visitors to help us in this initiative. Staff will continue to be encouraged to work from home wherever possible in order to reduce emissions. Showers and changing facilities are provided for cyclists. We operate a “cycle to work scheme” with subsidies for those wishing to buy a bicycle and car sharing is encouraged among staff.

We will continue to focus on purchasing from local suppliers and producers wherever possible.

### ***Waste Management and Recycling***

Reduce waste from our activities wherever possible, and where we do produce waste we will maximize the amount either reused or recycled. We will also continue to generate corporate communications (newsletters, invoices etc.) electronically, thereby minimizing the amount of paper we use and negating the need for hard copy media.

### ***Local Community***

Act in a socially responsible manner in the conduct of our business and take a position of leadership in the local community in a range of activities, including environmental best practice, continuing to support local charities and support groups, providing opportunity to school and college students to carry out work placements and continued involvement in local community projects and initiatives.

### ***Who and How***

Our environmental commitment will be achieved through raising employee awareness and incorporating those issues into the daily operation of our business. We will review our performance regularly and not less than annually in order to promote and facilitate continual improvements. Progress reports will be available upon request to interested parties.

Signed..... Name.....

Job Title..... Date.....