



## Environmental Policy

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## Version Control

Version	Date	Author	Reviewer	Changes
1.0	01/09/2016	Eddie Adams	Kate Lincoln	Approved version
1.1	06/07/2020	Eddie Adams	Kate Lincoln	Management review – no changes
1.2	24/11/2020	Eddie Adams	Kate Lincoln	Updated to include Environmental objective and measures in place
1.3	04/05/2022	Jenny Cooper	Kate Lincoln	Amended the Environmental policy and objective, referenced ISO14001 and added in a section on roles & responsibilities
1.4	28/06/2022	Jenny Cooper	Eddie Adams	Amended section 2.2 Waste Management to include a reference to risual's Waste Management Policy
1.5	29/06/2022	Jenny Cooper	Eddie Adams	Removed the exclusion of Emergency Response 8.2 , changed the phrase carbon emissions to emissions, and changed CO2KG to CO2e
1.6	19/07/2022	Jenny Cooper	Eddie Adams	Included the phrase 'prevention of pollution' in line with clause 5.2 in section 1 - Environmental Sustainability.
1.7	20/02/2023	Jenny Cooper	Eddie Adams	Updated sections 3.2 and 3.3 to reflect the changes to risual's Environmental Management Review composition and frequency.

## 1 Environmental Sustainability

risual understand our responsibility to protect the environment in which we operate. In line with the United Nations Sustainable Development Goal 13: Take urgent action to combat climate change and its impacts, we commit to improving our environmental performance across all our business processes, in line with the ISO 14001 requirements, fulfil our compliance obligations, and prevent pollution. We try to encourage our business partners and those in the wider community to also help support our environmental management system. We recognise these key impacts:

- Emissions associated with homeworking – gas and electricity
- Transport emissions – travelling to offices and client site via trains, flights and personal car
- Electricity usage
- Hotel stays
- Downstream distribution of products
- Upstream distribution of products

### 1.1 Environmental Objective

risual's environmental objective is to be carbon neutral by 2030 (having a net zero carbon footprint) by first focusing on reducing the emissions we can and offsetting the remainder.

Additionally we commit to reducing our average individual employee emissions by 5% year on year, in line with company growth. *This will be calculated using the following formula: total CO<sub>2</sub>e for the full year / headcount of employees.*

Top management review the performance of the environmental objective on a quarterly basis at least.

### 1.2 Scope

The scope of risual's Environmental Management System (EMS) applies to all employees, products and services supplied by risual, including the provision of IT Consultancy, Managed Services, and Commercial Training.

## 2 Measures

### 2.1 Transport

risual:

- Deliver our services off-site by default, unless the client has a specific requirement for us to be on site, removing the need for employees to travel to site;
- Ensure that when we are required to be on client site:
  - A public transport booking solution is provided and promoted to be used where possible;
  - Employees are booked to work with the client considering the distance they'd need to travel.
- Allows it's employees to work flexibly, only requiring them to come to the risual offices when there is a need and not by default;
- Make use of Microsoft technologies, such as Teams, to hold meetings virtually by default instead of in-person meetings;
- Offer the Cycle to Work scheme to our employees to promote cycling instead where possible;
- Order stock in bulk and not sporadically to avoid frequent deliveries to the office.

## 2.2 Waste Management

risual aims to only send waste to landfill that is unable to be recycled by providing extensive recycling facilities in line with The Waste Framework Directive 2018. Please read risual's Waste Management Policy for more information on how risual adhere to waste legislation, and risual's waste objectives.

risual:

- Use an approved supplier to ensure IT assets are securely and safely recycled in line with Waste Electrical and Electronic Equipment (WEEE) Regulations, and Batteries Directive Act 2008;
- As a seller of electronic equipment risual must comply with all WEEE obligations. risual are members of Valpak which is a Distributor Takeback Scheme (DTS) which complies with WEEE. The funds risual have paid to become a member of Valpak are used to increase the rate of WEEE collection, reuse, and recycling in the UK;
- Invest in and make use of technologies to remove the need to print, such as Microsoft 365 and DocuSign, striving to be paperless;
- Provide recycling stations around our offices (dry mixed recycling and batteries) and actively promote them.

## 2.3 Technology

risual:

- Use the [Microsoft cloud instead of on-premise datacentres](#) to reduce our carbon footprint;
- Use pay-as-you-use services where possible to reduce consumption of completely new products.

## 2.4 risual Premises

### 2.4.1 Energy

risual:

- Only procure energy from a renewable energy provider.
- Assess the energy efficiency of products before purchasing (e.g. EPEAT, Energy Star, Energy Efficiency).

### 2.4.2 Lighting

risual:

- Invest in LED lighting in both risual offices.
- Invest in energy efficient light bulbs when replacements are required.
- Use sensors to turn off lights.

### 2.4.3 Heating and air conditioning

risual:

- Invest in energy efficient heating and air conditioning systems.
- Turn off heating and air conditioning in unoccupied rooms.

### 2.4.4 Equipment and stock

risual:

- Only purchase 100% recycled paper.

- Are phasing out purchasing of single-use plastics.

### 3 Roles and Responsibilities

#### 3.1 Top Management:

risual top management demonstrate leadership and commitment by:

- taking accountability for the effectiveness of the environmental management system;
- ensuring that the environmental policy and environmental objectives are established and are compatible with the strategic direction and the context of the organization;
- ensuring the integration of the environmental management system requirements into the organization's business processes;
- ensuring that the resources needed for the environmental management system are available;
- communicating the importance of effective environmental management and of conforming to the environmental management system requirements;
- ensuring that the environmental management system achieves its intended outcomes by receiving and reviewing monthly environmental reports;
- directing and supporting persons to contribute to the effectiveness of the environmental management system;
- promoting continual improvement;
- supporting other relevant management roles to demonstrate their leadership as it applies to their areas of responsibility.

#### 3.2 Quality and Compliance Team

risuals Quality and Compliance team are responsible for reviewing the organization's environmental management system bi-monthly to ensure its continuing suitability, adequacy and effectiveness and report this into top management as part of the Quality and Compliance Service Review meetings.

The environmental management review shall include consideration of:

- the status of actions from previous management reviews;
- external and internal issues that are relevant to the environmental management system;
- the needs and expectations of interested parties, including compliance obligations;
- its significant environmental aspects;
- risks and opportunities;
- the extent to which environmental objectives have been achieved;
- information on the organization's environmental performance, including trends in:
- nonconformities and corrective actions;
- monitoring and measurement results;
- fulfilment of its compliance obligations;
- audit results;
- adequacy of resources;

- relevant communication(s) from interested parties, including complaints;
- opportunities for continual improvement.

The outputs of the management review shall include:

- conclusions on the continuing suitability, adequacy and effectiveness of the environmental management system;
- decisions related to continual improvement opportunities;
- decisions related to any need for changes to the environmental management system, including resources;
- actions, if needed, when environmental objectives have not been achieved;
- opportunities to improve integration of the environmental management system with other business processes, if needed;
- any implications for the strategic direction of the organization.

risual retain documented information as evidence of the results of management reviews.

risual's Quality and Compliance team are also responsible for:

- Ensuring the business complies with ISO 14001 requirements;
- Undertaking internal audits in relation to the environmental management system;
- Facilitate BSI to complete external audits to ensure we are conforming to ISO 14001 requirements;
- Managing any non-conformities which may arise;
- Providing sufficient training to any new starters on how the work they do impacts the environment;
- Managing risks and opportunities for improvement;
- Understanding the needs and expectations of interested parties;
- Calculating risual's carbon footprint;
- Updating / maintaining the environmental Intranet site;
- Ensuring all environmental management system documentation is controlled and updated;
- Setting criteria to establish the severity of environmental aspects and impacts;
- Preparing a response and action plan to any potential emergency situations which may arise;
- Reporting on environmental performance to the Environmental Sustainability Group;
- Reporting on environmental performance via Quality and Compliance Service Review monthly;
- Reporting on environmental performance via Directors TV monthly.

### 3.3 Environmental Sustainability Group

risuals Environmental Sustainability Group review the actions of risual's Environmental Management Review and contribute to the continuing suitability, adequacy and effectiveness of risual's Environmental Management System.

The Environmental Sustainability Group are responsible for:

- Handling and responding to actions from the Environmental Management Review;
- Contributing to the success of risual's Environmental Objective;

- Providing ideas for and progressing opportunities to improve risual's Environmental Management system;
- Reviewing risual's Environmental Aspects and Impact to ensure they remain relevant.

### 3.4 Employees

risuals employees shall be responsible for:

- Ensuring they are aware, and have knowledge, of risuals environmental policy;
- Ensuring they are aware, and have knowledge, of risuals environmental objective;
- Ensuring they are aware of how the aspects of their role can lead to impacts on the environment (both positive and negative);
- Striving to achieve the environmental policy and objectives which are set;
- Ensured they have completed the required training on the environmental management system.