

## **Environmental Policy**

Filestream Ltd seeks to operate in a manner that ensures a safe and healthy workplace for our employees and minimises our potential impact on the environment. We want our products, services and the running of our business to be part of a sustainable society.

We will operate in compliance with all relevant environmental legislation, and we will strive to use pollution prevention and environmental best practices in all we do.

The company directors are responsible for the implementation of this policy and ensuring that best practice is followed.

### **Our Policy, therefore, is to:**

- Integrate the consideration of environmental concerns and impacts into our decision making and activities.
- Comply with all relevant environmental legislation
- Minimise our waste and then reuse or recycle as much of it as is possible.
- Minimise energy and water use within our buildings and processes in order to conserve supplies and minimise the consumption of natural resources.
- Minimise the environment effect of business travel, by sharing vehicles or using public transport and only travelling when remote meetings not appropriate.
- As far as is possible, purchase products and services that do the least damage to the environment.
- Train, educate and inform our employees about environmental issues that may affect their work.
- Promote environmental awareness among our employees and encourage them to work in an environmentally responsible manner.
- Communicate our environmental commitment to clients, customers and the public and encourage them to support it.

We take pride in the fact that our software helps enable us and other business to operate in a paperless environment.

**Date Issued:** 1<sup>st</sup> September 2022

**Lead Author:** Layla Cockburn (Operations Director)