



ENVIRONMENTAL POLICY

ENVIRONMENTAL POLICY REVISION HISTORY

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ENVIRONMENTAL POLICY STATEMENT

FDTS 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. We will encourage customers and suppliers to do the same.

RESPONSIBILITY

Susan Taylor, Managing Director, is responsible for ensuring that this environmental policy is implemented. However, all employees have a responsibility in their area to ensure that the aims and objectives of this policy are met.

POLICY AIMS

We endeavour to:

- comply with 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.

PAPER

We aim to:

- minimise the use of paper in the office
- reduce packaging as much as possible
- seek to buy recycled and recyclable paper products
- reuse and recycle all paper where possible.

ENERGY AND WATER

We seek to:

- reduce the amount of energy used as much as possible
- switch off lights and electrical equipment when not in use
- adjust heating with energy consumption in mind
- take energy consumption and efficiency of new products into account when purchasing them.

OFFICE SUPPLIES

We will:

- evaluate whether the need can be met in another way
- evaluate whether renting or sharing is an option before purchasing equipment
- evaluate the environmental impact of any new products we intend to purchase
- favour more environmentally friendly and efficient products wherever possible
- reuse and recycle everything we are able to.

TRANSPORTATION

We aim to:

- reduce the need to travel, restricting ourselves to necessity trips only
- promote the use of travel alternatives such as e-mail, courier and postal services.

MAINTENANCE AND CLEANING

We aim to:

- use cleaning materials that are as environmentally friendly as possible.

MONITORING AND IMPROVEMENT

We aim to:

- comply with 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 through training
- review this policy and any related business issues at weekly management meetings.

CULTURE

We will:

- update this policy annually in consultation with all employees
- involve employees in the implementation of this policy, for greater commitment and improved performance
- provide employees with relevant environmental training
- work with suppliers to improve their environmental performance.

Name:

Position:

Signature: