

iQuda Environmental Policy

iQuda Ltd are committed to providing a quality service in a manner that ensures a safe and healthy workplace for our employees and minimises our potential impact on the environment. 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.

Our policy therefore, is to:

- Integrate the consideration of environmental concerns and impacts into our decision making and activities,
- 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.
- As far as are 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
- Where required by legislation or where significant health, safety or environmental hazards exist, develop and maintain appropriate emergency and spill response programmes,

Paper

- We will minimise the use of paper in the office – iQuda operates a clear desk policy.
- We will reduce packaging as much as possible.
- We will reuse all paper where possible.
- All paper including cross-shredded confidential waste can be recycled in the recycling bins.

Energy and Water

- We will seek to reduce the amount of energy used as much as possible.
- Lights and electrical equipment will be switched off when not in use.
- Heating will be adjusted with energy consumption in mind.

- The energy consumption and efficiency of new products will be taken into account when purchasing.

Office Supplies

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

Transportation

- We will reduce the need to travel, restricting to necessity trips only.
- We will promote the use of travel alternatives such as e-mail or video/phone conferencing.
- We will make additional efforts to accommodate the needs of those using public transport or bicycles.
- We will favour 'green' vehicles and maintain them rigorously to ensure ongoing efficiency.

Maintenance and Cleaning

- We will only use licensed and appropriate organisations to dispose of waste.
- Monitoring and Improvement
- We will comply with and exceed all relevant regulatory requirements.
- We will continually improve and monitor environmental performance.
- We will continually improve and reduce environmental impacts.
- We will incorporate environmental factors into business decisions.
- We will increase employee awareness through training.
- We will review this policy and any related business issues at our monthly management meetings.

Culture

- We will involve staff in the implementation of this policy, for greater commitment and improved performance.
- We will update this policy at least once annually in consultation with staff and other stakeholders where necessary.

- We will provide staff with relevant environmental training.
- We will work with suppliers, contractors and sub-contractors to improve their environmental performance.
- We will use local labour and materials where available to reduce CO2 and help the community.

IT Equipment Recycling

- We will recycle all electronic & other IT equipment belonging to iQuda or our clients through a WEEE registered agency.

Waste

- We will sort our waste before disposing of it in the correct bin – there are general waste and recycling bins located throughout the office.
- We will deposit waste into the correct external bins when removing it from the office.