



# aztech

IT Solutions

POLICY DOCUMENT

**Environmental Policy**

Public

# Environmental Policy Statement

---

In Accordance with the Bribery Act 2010

## 1. Primary Responsibility

The directors are responsible for the review, maintenance and implementation of this policy.  
This policy applies to all employees.

### Introduction

The Environmental and Sustainability Policy of Aztech is to ensure so far as it is reasonably practicable that its operations will be carried out with a commitment to protecting and enhancing the environment.

## 2. Objectives

Our stated aims are to:

- Comply with all relevant regulatory requirements
- Incorporate environmental factors into business decisions
- Continuously improve our environmental performance particularly with regards to our recycling and re-use of paper
- Where possible we will use recycled or ecologically friendly paper
- Reduce our consumption of paper resources and improve the efficiency of those resources by printing double sided where practicable
- Manage waste generated from our business operations according to the principles of reduction, re-use and recycling
- Recycle all paper products, ink or toner cartridges
- Comply as a minimum with all relevant environmental legislation as well as other environmental requirements

## 3. Policy Details and Aims

- Comply with all relevant regulatory requirements
- Incorporate environmental factors into business decisions
- Continuously improve our environmental performance particularly with regards to our recycling and re-use of paper
- Where possible we will use recycled or ecologically friendly paper
- Reduce our consumption of paper resources and improve the efficiency of those resources by printing double sided where practicable
- Manage waste generated from our business operations according to the principles of reduction, re-use and recycling
- Recycle all paper products, ink or toner cartridges
- Comply as a minimum with all relevant environmental legislation as well as other environmental requirements
- Conserve energy and natural resources
- Have lighting and heating controls/sensors which will switch heating and lighting on and off when needed
- Review heating and cooling to ensure that it is efficient and effective
- Turn off electrical items when not in use or vacating the room
- Fit zone controls on heating system so areas not in use can be switched off
- Repair dripping taps immediately they are discovered
- Cut landfill waste by increasing reuse and the use of recycling schemes for furniture, IT equipment and electrical appliances
- Recycle paper, plastics, cans and kitchen waste
- Reduce amount of paper and printer consumables used by using electronic systems and only printing what is necessary
- Continue to promote the bike purchase scheme to provide discounted bicycles for staff and aim to minimize the use of unsustainable transport
- Provide sufficient and secure cycle storage facilities
- Provide information on cycle and pedestrian routes to the office
- Encourage the use of car sharing to reduce travelling costs, help the environment and reduce parking spaces
- To encourage sustainable procurement
- Use sustainable products where possible
- Purchase efficient and environmentally sound appliances and consider replacing old systems with environmentally friendlier alternatives
- To ensure that the Company buildings are clean
- To ensure that all cleaning products used are environmentally friendly
- Comply with all applicable environmental legislation