

CARBON REDUCTION POLICY

Principles

We know that, as we do business, we change the world around us. It's our responsibility not to damage it. We've put in place rules to make sure we look after our environment, by using resources responsibly and recycling.

To help achieve this the Company will:

- Comply with all current energy legislation, seeking to meet or better legislative targets.
- Minimise waste, promote recycling and the use of recycled products to help reduce the burden on landfill, and corresponding methane generation.
- Promote environmental awareness and responsibility amongst employees and others, and seek where practicable to continuously improve our environmental performance.

Actions currently being undertaken include:

- Staff are home-working, reducing the use of vehicles, and their impact on the environment.
- Actively promote Teams/telephone conferencing as a means of reducing travel requirements.
- Encourage staff to turn off lights and electrical equipment when not in use.
- All materials that can be recycled are segregated into specific waste bins / skips and forwarded to waste transfer stations.
- We have become a paperless office.
- Processing information electronically is also much more energy and carbon-efficient than physically sending hard copy correspondence.
- We recycle old computers and other IT responsibly.
- We recycle mobile phones and printer cartridges.
- We ensure that we adhere to current environmental standards and energy conservation requirements.

Our future aims:

Our carbon reduction strategy is aligned with our company **Environmental Sustainability Policy** and current codes of practice on waste and environment protection.

- We aim to encourage our employees and suppliers to be responsible, corporate green citizens and to reduce our carbon footprint.
- Consider environmental impacts in our purchasing.
- It is our intention to operate our business in as environmentally friendly and sustainable way as possible.

Signed by: *A Ellis* Date: 22/02/2024

On behalf of Cognisco Limited