

Environmental Policy

ITDS Group of Companies

1. Policy Statement

The ITDS Group of Companies ("ITDS" or "the Company") is committed to conducting its operations in a manner that protects and enhances the environment, so far as is reasonably practicable. We recognise that even office-based and technology service businesses have an environmental impact, and we are committed to minimising that impact through responsible practices and continual improvement.

This policy applies to all employees, contractors, and activities undertaken by the Company.

2. Our Environmental Commitments

We aim to:

2.1. Continual Improvement

Continuously improve our environmental performance by reviewing our practices, setting practical objectives, and monitoring progress.

2.2. Responsible Use of Resources

- 2.2.1. Reduce paper consumption by promoting digital processes wherever possible
- 2.2.2. Print double-sided and only when necessary
- 2.2.3. Use recycled or environmentally friendly paper products where practicable
- 2.2.4. Use waste or single-sided paper for internal note-taking where confidentiality is not compromised

2.3. Waste Management

- 2.3.1. Apply the principles of **reduce, reuse, and recycle** in all operations
- 2.3.2. Recycle paper, cardboard, and packaging materials
- 2.3.3. Recycle printer cartridges, toner, and electronic waste through approved providers

2.4. Energy and Equipment

- 2.4.1. Use energy efficiently by switching off lights and equipment when not in use
- 2.4.2. Select energy-efficient equipment and settings where feasible
- 2.4.3. Encourage remote support and digital service delivery to reduce travel where appropriate

2.5. Water Use

Although our operations are office-based and have relatively low water usage, we are committed to using water responsibly by:

- 2.5.1. Avoiding unnecessary water use in kitchens and washroom facilities
- 2.5.2. Promptly reporting leaks or maintenance issues
- 2.5.3. Using water-efficient appliances and fittings, where reasonably practicable
- 2.5.4. Promoting staff awareness of simple water-saving practices



2.6. Compliance

Comply, as a minimum, with all relevant environmental legislation and regulatory requirements, and aim to follow recognised good practice.

3. Suppliers and Environmental Responsibility

ITDS recognises that our environmental impact extends beyond our own operations and into our supply chain. We aim to work with suppliers who share our commitment to responsible environmental practices.

3.1. We will, where reasonably practicable:

- 3.1.1. Consider environmental performance when selecting key suppliers
- 3.1.2. Encourage suppliers to reduce waste, energy use, and emissions in the delivery of their goods and services
- 3.1.3. Favour products and services that are recyclable, energy-efficient, or environmentally preferable
- 3.1.4. Work with suppliers to minimise packaging and promote reuse or recycling
- 3.1.5. Dispose of IT equipment and consumables through approved and environmentally responsible providers

3.2. Ethical Sourcing

- 3.2.1. We are committed to working with suppliers who operate ethically and responsibly. In addition to environmental considerations, we aim to source goods and services from organisations that:
- 3.2.2. Conduct business with integrity and transparency
- 3.2.3. Respect human rights and fair labour practices
- 3.2.4. Comply with applicable laws relating to modern slavery, health and safety, and equality
- 3.2.5. Demonstrate responsible management of their own supply chains
- 3.2.6. Where appropriate, we may request confirmation of supplier policies or standards to ensure alignment with our expectations for ethical and sustainable business conduct.

4. Responsibilities

- 4.1. Management is responsible for implementing this policy and reviewing it regularly.
- 4.2. Employees are expected to support the policy by working in an environmentally responsible manner and following Company procedures.

5. Review

This Environmental Policy will be reviewed periodically and updated as necessary to reflect changes in legislation, operations, or best practice. Senior management endorses this policy and is committed to its effective implementation.

Appendix 1

The ITDS Group of Companies comprises

Name	Country of Registration	Company Number	Registered Office
ITDS Group Holdings Ltd	UK	10062061	The Old Casino, 28 Fourth Avenue, Hove, East Sussex, England, BN3 2PJ
IT Document Solutions Ltd	UK	08939264	The Old Casino, 28 Fourth Avenue, Hove, East Sussex, England, BN3 2PJ
ITDS Managed Services Ltd	UK	12887375	The Old Casino, 28 Fourth Avenue, Hove, East Sussex, England, BN3 2PJ
ITDS Mailroom Solutions Ltd	UK	10549547	The Old Casino, 28 Fourth Avenue, Hove, East Sussex, England, BN3 2PJ
ITDS Web Services Ltd	UK	14887570	78 High Street, Hurstpierpoint, West Sussex, United Kingdom, BN6 9RQ