

# Messagepoint Ltd. Environmental Policy

## Policy Statement

Messagepoint Ltd. recognizes the effect its operations and activities have on the environment and therefore is 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.

This statement covers the activities of our business and our goals to achieve our Environmental considerations. Messagepoint Ltd. is dedicated to:

- Reducing waste and resource consumption
- Reusing materials and equipment whenever possible
- Recycling and properly disposing of waste
- Continuously improving our environmental performance

### REDUCE

#### Energy Conservation

- Implement energy-efficient lighting and equipment
- Encourage employees to turn off lights and electronics when not in use
- Set computers and other devices to energy-saving modes

#### Water Conservation

- To promote efficient use of water and minimise wastage.
- Regularly check for and repair leaks

#### Waste Reduction

- Minimize printing and promote digital documentation
- Encourage the use of reusable containers and utensils in office kitchens
- Implement a sustainable procurement policy to reduce packaging waste

### RECYCLE

#### Recycling Program

- Provide clearly labelled recycling bins
- Recycle paper, plastic, glass, and food waste according to local guidelines
- Correctly dispose of electronic devices

#### Education and Training

- Ensure staff are updated regularly on the proper recycling practices

#### Procurement

- To source and use local suppliers wherever possible and require that goods and materials purchased comply with current legislation and recognized environmental best practice.
- To purchase recycled, recyclable or re-furnished products and materials where these alternatives are available, economical and suitable.

## REUSE

### Equipment and Furniture

- Repurpose or donate usable equipment and furniture
- Share rarely used equipment

### Office Supplies

- Reuse office supplies where feasible

### Packaging Materials

- Reuse packaging materials for shipping and storage

### Travel & Transport

- To encourage responsible travel to/from work by use of public transport, cycle or walking.
- To avoid unnecessary air travel and encourage public transport or shared travel when business trips are unavoidable.

## Environmental Aims

- To communicate our environmental commitment to our employees, customers, stakeholders and the public and encourage them to support it.
- To strive to continually improve our environmental performance and minimise the social impact and damage of activities by periodically reviewing our environmental policy in light of our current and planned future activities.
- To consider environmental concerns and impacts in all decision making and activities.
- To measure environmental performance.

## Implementation and Monitoring

### Goals and Metrics

- Conduct regular waste audits and record findings.
- Set annual targets for waste reduction, energy conservation, and recycling rates
- Monitor and report on progress towards these goals quarterly

### Employee Engagement

- Encourage employee suggestions for improving environmental practices
- Recognise employees who contribute significantly to sustainability efforts

## Review and Continuous Improvement

This policy will be reviewed regularly by the management of Messagepoint Ltd. Updates will be made as necessary to reflect new sustainability practices, technologies, and organisational goals.

## Communication

- This policy will be communicated to all employees during onboarding and through regular reminders. It will also be made available to the public on our website and will form part of our annual business planning review.
- By adhering to this policy, Messagepoint Ltd. aims to significantly reduce its environmental impact and contribute to a more sustainable future.
- All staff are expected to take measures to minimise their environmental impact through simple day to day measures.
- We believe that businesses are responsible for achieving good environmental practice and operating in a sustainable manner.
- We are therefore committed to reducing our environmental impact and continually improving our environmental performance as an integral and fundamental part of our business strategy and operating methods.
- It is our priority to encourage our customers, suppliers and all business associates to do the same. Not only is this sound commercial sense