

1.1.1 SUSTAINABILITY POLICY

1.1.1.1 Scope

The scope of this policy extends to all Personnel employed by Edocuments and or any sub contractor engaged to represent Edocuments.

1.1.1.2 Policy Statement

Edocuments Ltd recognises that sustainability encompasses environmental, social and economical concerns. We are committed to seeking continuous improvement in our performance on sustainability, in both our internal and procurement functions, which is consistent with providing value for money for our customers by:

- Complying with all relevant UK Government policies on sustainability development, sustainability procurement and all relevant legislation & regulations
- Establishing sustainable development as a clear feature of Edocuments Ltd decision making from board level downwards and ensuring that all managers and staff follow the principles of this policy;
- Educating, training, assisting and motivating colleagues to work in a sustainably responsible manner and to develop new initiatives;
- Ensuring that sustainability principles are given due consideration at each stage of the management process, including:
- Building a detailed appreciation of customers sustainability requirements and ensuring that customers have access to sustainable products and services;
- Encouraging the appropriate uptake of sustainability products across the public sector.
- Striving to improve the sustainability performance of all Edocuments Ltd activities including travel, marketing and communications. This will include:
- Preventing direct and indirect pollution where possible, or striving to reduce it;
- Make efficient use of all resources and decreasing the consumption of non-renewable resources.

The Directors of Edocuments Ltd will co-ordinate and promote the implementation of the above policies.

1.1.1.3 Policy Maintenance

We aim to periodically review the effectiveness of the relevant policies and procedures that we have in place. We do not have key performance indicators in relation to Sustainability

1.1.1.4 Deviations from Policy

Unless specifically approved, any deviation from this policy is strictly prohibited. Any deviation to or non-compliance with this policy shall be reported to the BMS Manager / Operations Director / Applications Director as appropriate.