



Environmental Policy

1. It is the intended aim of Secure IT Services to ensure that throughout the purchase of materials and services, processing of goods for recycling and resale, packing and despatch to the customer/end user, we are mindful of environmental impacts, legislation and directives. We are committed to comply with all relevant legislation, directives and any requirements so placed upon the business where they are applicable. The company shall at all times ensure compliance with ISO 14001:2015.
2. The Managing Director takes responsibility for the overall policing and/or procedural matters relating to this policy. It is recognised that it is the responsibility of ALL individuals within the company to comply with this policy, and any procedures or instructions appertaining to environmental issues. Systems shall be based upon ISO 14001:2015.
3. There are measures in place to ensure, where practically possible, that waste is kept to a minimum. Where waste is generated and it is deemed to be of a recyclable nature, practical provision shall be made to suitably store the waste for collection by outside agencies for recycling. This shall typically include cardboard, paper, plastics and metals.
4. Any hazardous waste produced within the organisation shall be satisfactorily stored, and then removed by approved agencies from the site. The company shall also at all times ensure pollution, due to its activities and/or processes, is controlled and prevented. These activities shall conform to all applicable legislation and directives.
5. Secure IT Services shall endeavour to prevent pollution to the environment whilst carrying out any of its business activities on its site using safe work practices. If any such events occur it shall have procedures in place to satisfactorily reduce any environmental impact.
6. The environmental awareness of staff shall be re-enforced through staff training and briefings.
7. Secure IT Services shall ensure that the goods supplied to a customer comply with valid environmental legislation, and/or directives.
8. Secure IT Services are committed to continually improve its environmental activities and procedures, and are committed to the ongoing protection of the environment.
9. The Managing Director and/or assigned authorised individuals shall periodically audit the processes to ensure compliance.
10. This policy shall be communicated both internally and externally.

A handwritten signature in black ink, appearing to read 'G Costen', written over a light grey rectangular background.

G Costen – Managing Director – 17.01.18