

ENVIRONMENTAL POLICY

Organisation: Graphinixx

Environmental Policy

Graphinixx

Effective Date: 11 May 2026

Review Date: 11 May 2027

1. INTRODUCTION

1.1 Purpose

This Environmental Policy outlines Graphinixx's commitment to environmental sustainability and responsible business practices. The policy establishes a comprehensive framework for identifying, monitoring, and reducing the environmental impacts associated with our operations as a professional services provider. This policy applies to all employees, contractors, suppliers, and stakeholders engaged with Graphinixx.

1.2 Scope

This Environmental Policy applies across all aspects of Graphinixx's operations, including but

not limited to:

- Office and workspace management
- Business travel and transportation
- Energy consumption and utilities
- Waste management and recycling
- Water usage and conservation
- Procurement and supply chain management
- Information technology and digital infrastructure
- Client service delivery

1.3 Policy Statement

Graphinixx recognises that environmental responsibility is integral to sustainable business operations and corporate social responsibility. We acknowledge our obligation to minimise negative environmental impacts and to contribute positively to environmental conservation. We are committed to complying with all relevant environmental legislation, regulations, and best practice standards within the United Kingdom and beyond.

Our approach is based upon the principles of prevention, precaution, and continuous improvement. We will actively seek to reduce our environmental footprint, engage stakeholders in environmental initiatives, and promote a culture of environmental awareness throughout the organisation.

1.4 Responsibility and Accountability

1.4.1 Board and Senior Management

The Board of Directors and Senior Management Team retain overall responsibility for this Environmental Policy. They are accountable for:

- Establishing environmental objectives and targets
- Allocating adequate resources to support environmental initiatives
- Ensuring compliance with environmental legislation

- Communicating the importance of environmental responsibility to all employees
- Regular review and approval of environmental performance data

1.4.2 Environmental Management Representative

Graphinixx shall designate an Environmental Management Representative responsible for:

- Implementing this policy across the organisation
- Co-ordinating environmental initiatives and projects
- Maintaining records of environmental performance
- Liaising with relevant authorities and third parties
- Reporting on environmental matters to senior management
- Conducting internal audits and assessments

1.4.3 Employee Responsibility

All employees are responsible for:

- Complying with this Environmental Policy in their daily work
 - Identifying opportunities for environmental improvement
 - Reporting environmental concerns or breaches
 - Participating in environmental training and awareness programmes
 - Adopting sustainable practices in their roles
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2. ENVIRONMENTAL IMPACT

2.1 Identification of Environmental Aspects

Graphinixx acknowledges the following significant environmental aspects associated with our operations:

2.1.1 Energy Consumption

As a professional services provider, our primary energy demands arise from:

- Heating and cooling of office premises
- Lighting systems and electrical equipment
- Computer networks and data processing infrastructure
- Kitchen facilities and appliances

We recognise that energy consumption contributes to greenhouse gas emissions and climate change. The organisation will prioritise energy efficiency measures and the transition to renewable energy sources.

2.1.2 Business Travel

Employee travel for client meetings, conferences, and business development activities represents a significant environmental impact area. This includes:

- Private vehicle usage
- Public transport utilisation
- Domestic and international air travel
- Accommodation during business trips

Graphinixx acknowledges the carbon intensity of business travel and commits to reducing travel demand through virtual alternatives and sustainable travel choices.

2.1.3 Waste Generation

Operational activities generate various waste streams, including:

- Paper and cardboard waste from office operations
- Electronic waste from IT equipment
- General refuse and contaminated materials
- Consumable packaging from supplies and refreshments

We are committed to waste minimisation, source separation, and responsible disposal.

2.1.4 Water Consumption

Water usage occurs through:

- Sanitation and hygiene facilities
- Kitchen and refreshment facilities
- Cleaning and maintenance activities

Whilst water consumption may not represent a critical environmental issue for professional services operations, we remain committed to conservation and efficiency.

2.1.5 Procurement and Supply Chain

The procurement of goods and services impacts environmental outcomes through:

- Manufacturing and production processes
- Transportation and logistics
- Packaging and material usage
- Supplier environmental practices

Graphinixx recognises our responsibility to consider environmental criteria in purchasing decisions.

2.1.6 Digital Infrastructure

As a professional services provider, our reliance upon digital infrastructure creates environmental impacts through:

- Data centre energy consumption
- Cloud computing services
- Software licensing and updates
- Electronic communications infrastructure

2.2 Legal and Regulatory Context

Graphinixx operates within the following legislative framework:

- Environmental Protection Act 1990

- Climate Change Act 2008
- Energy Saving Opportunity Scheme (ESOS) Regulations
- Environmental Liability Directive 2004/35/EC
- Waste and Contaminated Land (Northern Ireland) Order 1997
- Environmental Information Regulations 2004
- Corporate Governance and reporting requirements

The organisation is committed to exceeding minimum compliance requirements and adopting best practice standards.

3. COMMITMENTS

3.1 Greenhouse Gas Emissions

Graphinixx commits to:

3.1.1 Baseline Assessment and Target Setting

- Conduct a comprehensive baseline assessment of Scope 1, 2, and 3 greenhouse gas emissions within twelve months of policy adoption
- Establish science-based reduction targets aligned with UK climate commitments and the Paris Agreement
- Set intermediate milestones and annual reduction targets
- Publicly communicate emissions targets and progress

3.1.2 Energy Efficiency

- Implement energy management systems to identify and eliminate wasteful consumption
- Conduct regular energy audits of office facilities
- Upgrade lighting systems to LED technology across all premises

- Optimise heating, ventilation, and air conditioning (HVAC) systems
- Promote behavioural change through employee awareness campaigns
- Target a minimum 30% reduction in energy consumption per full-time equivalent within five years

3.1.3 Renewable Energy

- Procure renewable electricity from certified suppliers where economically feasible
- Investigate on-site renewable energy generation (solar panels, heat pumps) at suitable facilities
- Engage with landlords and property managers regarding renewable energy installation
- Set a target to source 80% of electricity from renewable sources by 2030

3.1.4 Business Travel Reduction

- Encourage virtual meetings and communications as the default option for client interactions and internal meetings
- Implement a business travel policy that prioritises low-carbon transportation modes
- Establish preferential rates with sustainable transport providers (rail travel, car sharing schemes)
- Restrict domestic air travel except where justified and unavoidable
- Offset remaining business travel emissions through verified carbon credit schemes
- Target a 50% reduction in business travel-related emissions by 2030

3.2 Waste Management and Circular Economy

Graphinixx commits to:

3.2.1 Waste Minimisation

- Eliminate unnecessary single-use items from office operations
- Implement digital-first practices to reduce paper consumption
- Design services and operations to minimise waste generation
- Target a 50% reduction in waste to landfill within three years

3.2.2 Waste Segregation and Recycling

- Establish clearly labelled, accessible recycling facilities throughout all premises
- Separate waste streams including paper, cardboard, plastics, glass, and metals
- Achieve a minimum recycling rate of 90% of suitable waste streams
- Implement food waste composting where feasible
- Ensure responsible disposal of hazardous and electronic waste through certified contractors

3.2.3 Procurement and Circular Practices

- Favour suppliers demonstrating strong environmental credentials and circular economy practices
- Prioritise products with minimal packaging or recyclable packaging
- Extend the lifespan of equipment through maintenance and repair
- Establish an IT equipment refurbishment and reuse programme
- Incorporate environmental criteria into all supplier selection and evaluation processes

3.3 Water Conservation

Graphinixx commits to:

- Install water-efficient fixtures (taps, toilets, showers) in all facilities
- Monitor water consumption and establish reduction targets
- Train employees in water conservation practices
- Investigate rainwater harvesting or grey water recycling systems where feasible
- Target a 30% reduction in water consumption within five years

3.4 Biodiversity and Land Use

Where Graphinixx occupies or controls land, we commit to:

- Maintaining and enhancing habitats that support biodiversity
- Avoiding the use of harmful pesticides or chemicals
- Creating green spaces, landscaping, and planting schemes
- Supporting local environmental conservation initiatives

3.5 Environmental Management Integration

3.5.1 Environmental Management System

- Establish or maintain an environmental management system aligned with ISO 14001 standards
- Document and communicate environmental procedures and responsibilities
- Conduct regular internal audits and management reviews
- Continuously improve environmental performance

3.5.2 Employee Engagement and Training

- Provide mandatory environmental awareness training to all employees
- Establish an environmental committee with cross-departmental representation
- Create channels for employee suggestions and participation in environmental initiatives
- Recognise and reward exemplary environmental performance
- Integrate environmental considerations into job descriptions and performance objectives

3.5.3 Stakeholder Communication

- Communicate environmental objectives, progress, and performance publicly
- Engage with clients regarding environmental service delivery standards
- Collaborate with industry peers on environmental best practice
- Respond transparently to stakeholder enquiries regarding environmental matters
- Participate in environmental certification and benchmarking schemes

3.5.4 Supply Chain Management

- Establish environmental criteria for supplier selection and evaluation
- Require suppliers to demonstrate environmental compliance and commitment
- Conduct audits of significant suppliers' environmental practices
- Encourage suppliers to adopt environmental management systems
- Transition to suppliers offering environmentally preferable alternatives

3.6 Climate Change Resilience

Graphinixx commits to:

- Assess physical climate risks to our operations and supply chains
- Develop adaptation strategies to ensure business continuity under climate scenarios
- Incorporate climate resilience into property, procurement, and operational decisions
- Monitor and report on climate-related financial risks
- Support clients in addressing their own climate-related risks

3.7 Innovation and Research

- Evaluate opportunities to develop environmentally improved services and processes
 - Investigate emerging technologies and practices that enhance environmental performance
 - Support research into environmental management and sustainability practices
 - Foster a culture of innovation aligned with environmental objectives
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4. MONITORING AND REVIEW

4.1 Key Performance Indicators

Graphinixx will monitor and report upon the following environmental performance indicators:

4.1.1 Energy

- Total energy consumption (kWh) and intensity per FTE
- Renewable energy percentage and consumption

- Year-on-year energy consumption change

4.1.2 Emissions

- Scope 1, 2, and 3 greenhouse gas emissions (tonnes CO₂e)
- Emissions intensity per FTE and per £ revenue
- Year-on-year emissions change
- Business travel-related emissions

4.1.3 Waste

- Total waste generated (tonnes) and intensity per FTE
- Percentage diverted from landfill
- Recycling and recovery rates by waste stream
- Hazardous and electronic waste managed

4.1.4 Water

- Total water consumption (m³) and intensity per FTE
- Year-on-year water consumption change

4.2 Reporting and Transparency

- Publish annual environmental performance reports to stakeholders
- Disclose environmental data in corporate reporting
- Comply with mandatory environmental and climate reporting regulations
- Participate in environmental benchmarking and disclosure schemes (e.g., Carbon Disclosure Project)
- Communicate progress towards environmental targets

4.3 Internal Audit

- Conduct internal environmental audits at least annually
- Review compliance with environmental legislation and policy

- Assess effectiveness of environmental management systems
- Identify non-conformances and opportunities for improvement
- Document audit findings and corrective actions

4.4 Policy Review and Revision

This Environmental Policy shall be reviewed annually or upon material changes to business operations, environmental legislation, or organisational circumstances. Reviews shall consider:

- Environmental performance against targets
- Stakeholder feedback and engagement
- Changes in legislation and best practice guidance
- Emerging environmental risks and opportunities
- Scientific evidence regarding environmental priorities

The next formal policy review is scheduled for 11 May 2027, with comprehensive revision every three years.

4.5 Document Control

Document Title: Environmental Policy

Version: 1.0

Effective Date: 11 May 2026

Review Date: 11 May 2027

Approved By: Board of Directors

Date Approved: [To be completed]

End of Policy Document

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