





## 1 BACKGROUND

1.1 The Bluesource environmental policy establishes the following important commitments:

-  Compliance with all relevant legislation
-  Prevention of pollution by minimizing the generation of wastes where possible, reducing consumption, recycling materials, and disposing of wastes in an environmentally responsible manner.
-  Include environmental considerations into decision-making processes where possible.
-  Reduce the environmental impact of staff's commuting to and from places of work, such as client sites.

1.2 All Bluesource's employees are responsible for being aware of the environmental and health impacts of their jobs and for continually striving to minimize these impacts as set forth in this policy.

## 2 SCOPE

- 2.1 This document describes Bluesource's policies and procedures for conducting operations and activities in an environmentally responsible and sustainable manner.
- 2.2 With hybrid working, the Company encourages all its remote workers to apply the principles of this policy wherever they are working, if applicable.



## 3 POLICY STATEMENT

3.1 Bluesource Information Limited is committed to providing effective and efficient IT business services. In providing this service, Bluesource consumes resources and produces waste materials, which in turn effects the environment.

Bluesource therefore acknowledges that they have a responsibility to consider the environmental implications of its corporate business strategy and to support policies and practices that will provide a responsible approach to the management of the company and reduce the overall environmental impact of Bluesource.

This can be achieved by a combination of improved working practices, greater awareness and involvement and an on-going commitment to the pursuance of technical improvements.

As part of Bluesource's commitment to the environment, this policy statement has been prepared to outline its strategy to achieve this:

-  Comply with all relevant legislation.
-  Educate, train, and motivate employees to understand and undertake their role in preventing, controlling, and reducing Bluesource's environmental impact.

- ☒ Raise awareness of environmental issues among staff and encourage them to observe best practice.
- ☒ Minimise waste by evaluating operations and ensuring they are as efficient as possible.
- ☒ Minimise toxic emissions through the selection of the most economical and environmentally friendly transportation appropriate and whenever possible use public transport.
- ☒ Endeavour to use suppliers who are environmentally aware and have their own environmental policies.
- ☒ Actively promote recycling both internally and amongst its customers and suppliers.
- ☒ Separate food, recyclable and non-recyclable waste in to separate collections.
- ☒ Dispose of IT & Office equipment responsibly, following WEEE recycling guidelines, where appropriate.
- ☒ Actively promote the use of electronic media whenever possible and reduce paper usage.
- ☒ Source and promote services which minimise the environmental impact of both production and development environments.
- ☒ Consider environmental costs in resourcing, purchasing, disposal, and transport decisions.

## 4 POLICY

- 4.1 Bluesource is committed to protecting public health by conducting our operations and activities in an environmentally responsible and sustainable manner. We are committed to complying with all applicable laws and regulations. We recognize that reducing and, where possible, eliminating the environmental impacts of our activities is an important part of our mission. We strive to achieving environmental excellence and will work with our employees and other internal and external entities to establish and follow principles that will guide our environmental practices.
- 4.2 The Bluesource guiding principles and practices to achieve resource conservation, waste reduction, and sustainability overall are summarized in the policy statement above.
- 4.3 All Bluesource office waste must be separated out into the following separate collections, using the waste collection facilities provided:
- ☒ Confidential waste for secure destruction,
  - ☒ Food waste,
  - ☒ Recycling waste, and
  - ☒ Non-Recyclable waste.
- 4.4 This policy has been endorsed by the Company's Board of Directors and responsibility for its implementation lies with the management structure and every member of staff. The policy and supporting management systems will be subject to regular review.

## 5 RESPONSIBILITIES

### 5.1 Energy Conservation

Employees shall:

- 1) Turn off lights when not in use and use natural light when possible.
- 2) Turn off, not just log off, all computers, terminals, speakers, and other office equipment at the end of every workday.
- 3) Activate power down features on computers and monitors to enter a low-power or sleep mode when not in use.
- 4) Unplug equipment that drains energy even when not in use (e.g., cell phone chargers, fans, coffee makers, desktop printers, radios).
- 5) Use compact fluorescent light bulbs (CFLs) in desk lamps as opposed to incandescent lights whenever possible.
- 6) Use the stairs when possible.
- 7) Utilise videoconferencing and conference calls as an alternative to travel when possible.
- 8) Limit the use of space heaters.
- 9) Turn off air conditioning, office heating and fresh air systems when they are not needed, such as when the office is unoccupied.
- 10) Only turn on and use the shower room tail rail when about to use the shower and turn off again after use.

### 5.2 Reduction of Materials Consumption

Employees shall:

- 1) Avoid using paper by distributing and storing documents electronically.
- 2) Print and photocopy only when necessary and use double sided printing whenever possible.
- 3) Request and promote double-sided documents whenever possible.
- 4) Use the back side of old documents for faxes, scrap paper, or drafts.

### 5.3 Reduce Fossil Fuel Consumption and Air Pollution

Employees shall:

- 1) Utilise videoconferencing and conference calls as an alternative to travel when possible.
- 2) Walk to locations near the London office whenever possible.
- 3) Use public transport whenever possible.
- 4) Share transportation with colleagues, over single use of cars, whenever possible.

## 5.4 Minimize Waste and Increase Recycling

Employees shall:

- 1) Use durable reusable cups, plates, and utensils.
- 2) Reduce the amount of toner in documents that will be printed whenever possible.
- 3) Print documents in black and white or greyscale whenever possible.
- 4) Recycle paper, paper products, plastic, binders, folders, catalogues, boxes, bottles, cans, batteries, electronics, toner, and ink cartridges whenever possible.
- 5) Recycle plastic and paper products in accordance with environmental regulations and recycling schemes.
- 6) Dispose of IT & Office equipment responsibly, following WEEE recycling guidelines, where appropriate.
- 7) Donate used furniture and electronics to charities, as nominated by the company.
- 8) Actively promote recycling both internally and amongst its customers and suppliers.
- 9) Separate out food waste from non-recyclable and recyclable waste.

## 5.5 Minimize Toxics and Hazardous Waste

Employees shall:

- 1) Not pour toxic or hazardous substances down the drain.
- 2) Reduce the use of toxic chemicals and use less toxic alternatives wherever possible.
- 3) Not use or purchase mercury or mercury-containing equipment, unless approval has been obtained.
- 4) Purchase chemicals in the smallest quantities needed to avoid over-ordering.
- 5) Dispose of hazardous chemicals appropriately and in accordance with their disposal guidelines and other legal requirements.

## 5.6 Commitment to Green Purchasing

Employees shall:


- 1) Purchase copier and printer paper that contains post-consumer recycled content whenever possible.
- 2) Purchase office supplies and furniture that contain the highest percentage of recycled and non-toxic content whenever possible.
- 3) Purchase products that contain biodegradable content whenever possible.
- 4) Purchase "Energy Star", or other energy efficient, office equipment.

## 5.7 Increasing Awareness of Bluesource's Impact on the Environment

All employees are required to be aware of:

- ☒ Bluesource's environmental strategy
- ☒ Bluesource Environmental Policy Statement
- ☒ Bluesource Green and Recycling Policy

## 6 SIGN-OFF

For Bluesource	
Name	Nick Jagers
Position	Head of Operations
Signature	
Date	22 February 2025

## 7 REVISION

7.1 The Head of Operations is responsible for the administration, revision, interpretation, and application of this Policy. The policy will be reviewed annually and revised as needed.

7.2 The revision history of this Policy is as follows:

DATE	NAME	SUMMARY OF CHANGE
01/03/2020	Nick Jagers	Policy updated for publication
22/06/2021	Nick Jagers	Policy reviewed and no update required
01/03/2022	Nick Jagers	Policy reviewed and no update required
23/02/2023	Nick Jagers	Policy reviewed and updated to refer to hybrid working and shutting off aircon, towel rail and fresh air systems.
22/02/2024	Nick Jagers	Policy reviewed and rebranded
22/02/2025	Nick Jagers	Policy reviewed and updated for new waste separation requirements.