

ENVIRONMENTAL POLICY

ZygoLOGY Ltd recognises that it has a responsibility to the environment beyond legal and regulatory requirements. We are committed to reducing our environmental impact and continually improving our environmental performance as an integral part of our business strategy and operating methods. We will encourage customers, suppliers and other stakeholders to do the same.

Responsibility

Helen McCorkindale, Office Manager, is responsible for ensuring that this environmental policy is implemented, however, all employees have a responsibility in their area to ensure that the aims and objectives of this policy are met.

Policy Aims

We endeavour to:

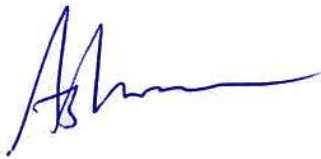
- Comply with all relevant regulatory requirements
- Continually improve and monitor environmental performance
- Continually improve and reduce environmental impacts
- Incorporate environmental factors into business decisions
- Increase employee awareness and training

We will:

- Minimise the use of paper in the office
- Reduce packaging as much as possible
- Seek to buy recycled and recyclable paper products
- Reuse and recycle all paper where possible
- Minimise the use of plastic in packaging
- Seek to buy recycled and recyclable plastic products
- Recycle all plastic where possible
- Seek to recycle any food waste where possible
- Reduce the amount of energy used as much as possible
- Where practical, switch off lights and electrical equipment when not in use
- Adjust heating with energy consumption in mind
- Take energy consumption and efficiency of new products into account when purchasing them

- Evaluate if a purchase requirement can be met in another way
- Evaluate the environmental impact of any new products we intend to purchase
- Favour more environmentally friendly and efficient products wherever possible
- Reuse and recycle everything we are able to
- Promote the use of travel alternatives such as email or video phone conferencing
- Make additional efforts to accommodate the needs of those using public transport or bicycles
- Favour “green” vehicles and maintain them well to ensure ongoing efficiency
- Use cleaning materials that are as environmentally friendly as possible
- Encourage cleaning subcontractors to use cleaning materials that are as environmentally friendly as possible
- Only use licensed and appropriate organisations to dispose of waste
- Review this policy and any related business issues at management meetings
- Update this policy at least once annually in consultation with staff and other stakeholders where necessary
- Involve staff in the implementation of this policy for greater commitment and improved performance
- Provide staff with relevant environmental training

Signed by:

A handwritten signature in blue ink, appearing to be 'A. B. M.', written over a horizontal line.

Position: Operations Director

Date: 14th June 2021