



Environmental Policy

Introduction

OPT Services LTD manufactures equipment and tools for the telecommunications industry, as well as providing logistics for 3rd parties. We are committed to improving the environment and subsequently communities our business impacts.

We recognise our obligation to comply with the law and to carry out our work in an as environmentally sound manner as possible. This policy is part of our commitment to minimising the negative impact of our operations on the environment to as low a level as is practically and economically feasible. We will comply with the environmental legislation and regulations that relate to OPT Services Limited.

Our Environmental Impact

Our main impacts are from office and transport operations. These operations result in carbon emissions from electricity, gas, diesel and waste produced in the office. We also consume natural resources such as paper in our office function. As part of manufacturing, we also use metal and plastics.

Policy Objectives

- 1) Identify inefficient processes so we can reduce our energy consumption.
- 2) Promote the use of sustainable travel for staff such as cycling, public transport and carpooling.
- 3) Promote reduce, reuse, recycle with staff to reduce waste going to landfill.
- 4) Reduce fuel and transport cost by promoting alternative methods such as video and phone conferencing.
- 5) Instead of conventional cleaning products, seek cleaning materials which are environmentally friendly.
- 6) Reduce the amount of paper we use by promoting digital forms of communication and storage.
- 7) Ensure all suppliers have publicly accessible environmental policies and/or certifications+
- 8) Achieve and maintain certification ISO 14001.
- 9) Introduce more natural and greenspaces to offset our negative environmental impacts.
- 10) Make sure staff are aware of our environmental policies.
- 11) To integrate sustainability considerations into all our business decisions.

Plan To Achieve These Objectives

- 1) Identify inefficient processes so we can reduce our energy consumption.**
 - a) Have a clear reporting structure to flag these inefficiencies.
 - b) Create action plans with suitable people accountable for each task.
- 2) Promote the use of sustainable travel for staff such as cycling, public transport and carpooling.**
 - a) Provide suitable storage facilities for those who wish to cycle.
 - b) Ensure staff are aware of our cycle to work scheme.
 - c) Offer shared transport when multiple staff members must go to the same venue.
 - d) We have reduced the need for our staff to travel by supporting alternative working arrangements.



- 3) Promote reduce, reuse, recycle with staff to reduce waste going to landfill.**
 - a) Any electrical items deemed surplus to the company are offered to staff to prolong the life of the device.
 - b) All new electrical equipment that is purchased is refurbished.
 - c) Old out of service desktops are replaced with more energy efficient laptops.
 - d) Having dedicated bins for waste electronics, scrap metal, rubber gloves, soft plastics and batteries alongside the normal recycling and general waste bins.
 - e) Staff actively publicise our waste wood products such as pallets and drums.
 - f) Have moved to using recyclable packaging on 80% of our products.
- 4) Reduce fuel and transport cost by promoting alternative methods such as video and phone conferencing.**
 - a) All computers are equipped with webcams to enable video conferencing.
 - b) A VoIP Phone system is available to all employees.
 - c) Introducing a work from home option for some members of staff.
- 5) Instead of conventional cleaning products, seek cleaning materials which are environmentally friendly.**
 - a) Looking at alternatives to current cleaning products.
 - b) Using local suppliers to minimize the impact of transport where alternatives aren't available.
- 6) Reduce the amount of paper we use by promoting digital forms of communication and storage.**
 - a) Upgraded IT infrastructure to allow more shared data storage.
 - b) Measure consumption of paper and printing use using the printer functions and records from our stationery supplier.
- 7) Ensure all suppliers have publicly accessible environmental policies and/or certifications.**
 - a) All current suppliers have a minimum of an environmental policy available on their website.
 - b) All new suppliers are checked before being added to an approved supplier list.
- 8) Achieve and maintain certification ISO 14001.**
 - a) Ensure Green Mark Level 1 certification is achieved every year.
 - b) Work toward achieving Green Mark Level 2 before renewal in 2024.
 - c) Become ISO 14001 certified by 2025.
- 9) Introduce more natural and greenspaces to offset our negative environmental impacts.**
 - a) Planting wildflowers in the space behind the new unit to promote wildlife.
 - b) Have discussions with the neighbours about creating a designated communal green space or garden.
- 10) Make sure staff are aware of our environmental policies.**
 - a) Our environmental policy is shown to all new employees and is also available digitally for anyone to access.
 - b) We have signs in place promoting energy saving practices such as turning off lights or equipment when leaving a room.
 - c) We have signs advising staff to keep heating between 18 and 21 degrees.

