

# ManDev Ltd Environment Policy

The purpose of this Policy is to ensure that we are socially responsible for reducing our carbon footprint. We actively promote an attitude to lowering negative environmental impact.

## ***Procedures and Processes***

- We use public transport and shared car journeys where possible.
- We encourage our clients to use venues that are geographically suited to their workforce.
- We promote the use of video and/or teleconferencing.
- We use recycled paper where possible.
- We recycle paper where it does not contravene the data protection act.
- We recycle ink cartridges, through charitable institutions.
- We switch off any energy sources when not in use.
- We support the recycling initiatives of our clients, e.g. bins for cans, plastics, paper.
- We advise the recipients of our e-mails to be aware of the environment and therefore not to print them unnecessarily.

We will ensure that all staff, customers and clients are aware of the Policy, and that our staff understands that they are responsible for observing it.

Our Environmental Policy action plan outlines the steps we will take to give effect to this Policy. We will monitor the action plan and review the progress we have made each year, to make sure the Policy is achieving its aims.

- We will keep abreast of any environmental developments and incorporate any practical actions into the plan.

*January 2009*