

# Voltix Services Ltd

Hayworthe House  
Market Place  
Haywards Heath  
West Sussex  
RH16 1DB



Tel: 0203 510 2016

## Sustainability Policy

(updated 31 January 2020)

Voltix Services Ltd is committed to promoting sustainability (quality, financial, environmental, social and health and safety), which is integral to the Company's professional activities and management. The Company endeavours to follow and to promote good sustainability practice and is committed to the principles of ISO9001:2015, ISO14001:2015 and ISO 45001:2018.

### Principles

The Sustainability Policy is based upon the following principles:

- To comply with, and exceed where practicable, all applicable legislation, regulations and codes of practice.
- To integrate sustainability considerations into all our business decisions.
- To ensure that all staff are fully aware of our Sustainability Policy and are committed to implementing and improving it.
- To minimise the impact on sustainability of all office and transportation activities.
- To make clients and suppliers aware of our Sustainability Policy and encourage them to adopt sound sustainable management practices.
- To review, annually report, and to continually strive to improve our sustainability performance.

### Health & Safety

The Company's Health & Safety Policy is:

- To ensure that work activities do not adversely affect the health or safety of employees or anybody else.
- To consult with employees concerning their Health & Safety.
- To ensure that plant and equipment are safe.
- To offer information, instruction, guidance and supervision to ensure the safety of employees.
- To ensure that employees are competent to carry out their work and offer suitable training.
- To avoid accidents and ill health resulting from work.
- To ensure that safe and healthy working conditions are maintained at all times.
- To review the Health & Safety Policy as frequently as necessary, always keeping it up to date.

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### *All staff must:*

- Co-operate with the Company in matters concerning Health & Safety.
- Not tamper or interfere with anything provided to safeguard Health & Safety.
- Take care of their own Health & Safety and that of others.
- Report any concerns about matters affecting Health & Safety to their Line Manager in the first instance.

### *The Company will:*

- Ensure that safe working procedures are established and monitor their use.
- Maintain all plant and equipment.
- Ensure that new employees complete full Health & Safety training as part of their induction.
- Monitor young workers and trainees.
- Co-ordinate job specific training.

## **Environmental**

The Company's Environmental Policy is to minimise carbon footprint as a result of our activities as far as is possible:

### *Travel and meetings*

- Walk, cycle and/or use public transport to attend meetings, site visits, etc, apart from in exceptional circumstances where the alternatives are impractical and/or cost prohibitive.
- Include the full costs of more sustainable forms of transport in our financial proposals, rather than the least cost option which may involve travelling by car or air.
- Avoid physically travelling to meetings, etc, where alternatives are available and practical, such as using teleconferencing, video conferencing or web cams, and efficient timing of meetings to avoid multiple trips. These options are also often more time efficient, while not sacrificing the benefits of regular contact with clients and partners.
- To reduce the need to travel to meetings and elsewhere, and facilitate regular client contact, Skype calls to clients will be used as a communication aid for the duration of a project where appropriate.
- Reduce the need for our staff to travel by supporting alternative working arrangements, including home working, etc, and promote the use of public transport by locating our offices in accessible locations.

### *Purchase of equipment and consumption of resources*

- Minimise our use of paper and other office consumables, for example by double-

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siding all paper used, and identifying opportunities to reduce waste.

- As far as possible arrange for the reuse or recycling of office waste, including paper, computer supplies and redundant equipment.
- Reduce the energy consumption of office equipment by purchasing energy efficient equipment and good housekeeping.
- Seek to purchase electricity from a supplier committed to renewable energy. Seek to maximise the proportion from renewable energy sources, whilst also supporting investment in new renewable energy schemes.
- Ensure that timber furniture, and any other timber products, are recycled or from well-managed, sustainable sources and are Forest Stewardship Council (FSC) certified.

### *Working practices and advice to clients*

- Undertake voluntary work with the local community and / or environmental organisations and make donations to seek to offset carbon emissions from our activities.
- Ensure that any associates that we employ take account of sustainability issues in their advice to clients.
- Maintain an up to date copy of the Sustainability Policy on the corporate website, to be available to clients and any other interested parties.

A handwritten signature in black ink, appearing to read "Brian Sydney".

**Brian Sydney**  
**Managing Director**

31 January 2020