

# Environmental and Sustainability Policy

At Dardan, we are committed to minimising our adverse effects on the environment in all activities and developing processes of work that provide a positive contribution to the environment of the future.

We recognise that as a people based service provider, our impact on the environment might be less than in other industries. However, we believe all organisations have a responsibility to minimise their negative impact. We actively promote energy conservation measures and investigate strategies to minimise our overall impact on the environment.

This commitment is achieved through the adoption and application of an integrated management system, based on the requirements of ISO14001 and reflects the competence of the Company to existing customers, potential customers and independent auditing authorities. The Directors have overall responsibility for all environmental matters with the support of Senior Management and is managed through the appointment of the Management Representative.

In order to help reduce the impact of our actions on the environment we aim to, but not limited to:

- Make all staff aware of the company and their environmental responsibility awareness through an annual awareness presentation and monthly environmental newsletter
- Minimise the use of energy such as gas and electricity, promoting the need to turn off unnecessary equipment and lighting with the aim to continue to reduce energy consumption by 5%
- Increase fuel efficiency in our vehicles by aiming to replace vehicles every 3 years with more fuel efficient and lower Co2 emission vehicles, restricting the speed of vehicles and awareness training to our staff with the aim to continue increasing fuel efficiency by 5%
- Reduce our 'travel' footprint with the use of technology to hold 'virtual' meetings through Skype and other online platforms
- Reduce the use of paper and ink using technology, creating more processes on line within cloud-based systems with the aim to continue to reduce paper and ink usage by 10%
- Waste will be recycled and will not be placed into landfill and electronic equipment is disposed of as the requirement of WEEE (Waste Electrical and Electronic Equipment recycling) and uniform is recycled into usable material
- Where feasible, move to 'Green' suppliers for products and services

The contents of this Environmental and Sustainability Policy shall be communicated through the Dardan Hub

Signed:  \_\_\_\_\_

Mark Duffy – Chairman

Dated: 8<sup>th</sup> February 2019