



## Sustainability Policy 2023

DGD Shredding is committed to minimising any potential impact our activities may have on the environment and the surrounding community by approaching our business matters responsibly. We will strive to promote sustainability and follow sustainable business practices in our day to day operations.

Our Sustainability Policy is based on the following principles:

- Complying fully with all relevant legal requirements, codes of practice and regulations.
- Assessing the environmental impacts of our operations, continuously seeking to reduce these impacts and improving our resource efficiency through reduction of energy consumption, water use and waste.
- Promoting environmental and energy awareness in our employees through participation and training.
- Monitoring our progress to ensure on-going improvements in our environmental performance.
- Making clients and suppliers aware of our sustainability policy, and encouraging them to adopt sound sustainable management practices.

We are committed to:

### **Energy**

- Reducing our energy usage and associated carbon footprint as part of our overall carbon management strategy.
- Optimising energy efficiency and conservation in all operations.
- Controlling and managing energy efficiency in our business and promoting energy efficiency overall.
- Reducing the carbon impact of transportation in relation to our business activities.

## **Waste**

- Actively promoting reduce, reuse and recycle principles both internally and amongst our suppliers and clients.
- Minimising waste generation by applying reduce, reuse and recycle options where possible.
- Minimising waste generation and unnecessary resource usage during the stages of planning, design and operation of new and existing business activities.

## **Continuous Improvement**

- Setting specific improvement goals, monitoring progress and communicating results internally.
- Developing specific objectives to continually improve our environmental performance.
- Setting objectives and targets for continuous improvement. Measure and review our performance regularly and communicate our results internally.
- Continual performance improvement in minimising environmental impacts of our business.

## **Procurement**

- Choosing suppliers and contractors that adopt best environmental practices, and make this the procurement policy of our company.
- Purchasing products and services that have the least possible environmental impact.
- Encouraging suppliers and contractors to implement sustainable environmental systems.
- Minimising the use of hazardous chemicals and solvents and instructing our agents to do the same
- Using materials, fittings and furnishings from sustainable sources.

## **Awareness / Training**

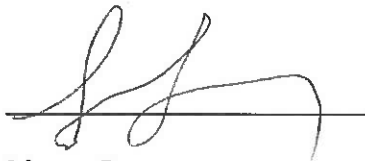
- Encouraging environmental awareness among our employees through appropriate communication and training programmes.
- Promoting environmental awareness throughout our business.
- Ensuring that all employees understand our environmental policy and conform to its standards.
- Continuous training of all staff in environment related issues.

In order to put these principles into practice we resolve to:

- Where possible walk, cycle or use public transport to travel to our offices, attend meetings, site visits etc. particularly when attending multiple sites close together or working from alternative office locations.
- Avoid physically travelling to meetings, site visits etc. where alternatives are available and practical, such as using teleconferencing and web cams.
- Ensure efficient timing of meetings and site visits to avoid multiple trips.
- Share a car where more than one employee is attending a meeting or site visit in the same place unless there is a valid reason not to.
- Reduce the need for staff to travel by supporting agile working, including working from home and alternative office locations, in line with our Agile Working Policy.
- Minimise our use of paper and other office consumables, for example by double-siding all printing where appropriate and identifying opportunities to reduce waste.
- As far as possible arrange for the re-use or recycling of office equipment by purchasing energy efficient equipment and promoting good housekeeping practices.
- Purchase electricity from a supplier committed to renewable energy, in conjunction with our solar PV.
- Actively research and implement renewable energy solutions for our business.
- Ensure that timber furniture, and any other timber products, are recycled or from well-managed, sustainable sources and are Forest Stewardship Council (FSC) certified.
- Purchase fair-trade and/or organic food and beverage.
- Eliminate our consumption of single-use plastic products, by seeking out sustainable suppliers and refilling items such as toner cartridges and hand-soap dispensers.
- Reduce our reliance on paper and reduce office printing. Work with our IT advisors to find less paper intensive file management strategies, and implement to reduce overall paper and printing.
- Take action by advising other businesses on how they can improve their sustainability.
- Keep energy usage low; ensure that all lights and electrical items are switched off when not in use, or on motion sensors.
- Recycle as much waste as possible.

- Recycling equipment that is no longer of use to the company, and where possible look to circular economy uses; for example, giving away electronic items / furniture etc. that we no longer use to not for profit organisations.
- Purchase products made with recycled paper, i.e. toilet paper, paper towels, printer paper and tissues.
- Purchase products with a lower environmental impact, i.e. environmentally friendly cleaning products, soaps and detergents.

This policy is set by the Directors of DGD Shredding, with the aim of addressing, to the best of our ability, the complex challenges presented by climate change.

A handwritten signature in black ink, appearing to read 'Liam Garvey', written over a horizontal line.

**Liam Garvey**

Managing Director