

# Overt Software Solutions Ltd

## Carbon Reduction Policy



Version 1.0.0

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Version	Date	Author	Changes	Approved by
1.0.0	23/06/23	Maria Caldicott	Initial version	G.Mason
1.0.0	01/12/2025	Maria Caldicott	Changes made to margins and headers, no content change	

## 1 Introduction

There has and continues to be evidence put forward from the scientific community addressed to the worldwide population that climate change is occurring and is caused by human activity.

The environment in which we work and live has never been subjected to as much change as it is now experiencing. Population growth, use of finite resources and greenhouse gas emissions from human activities are taking their toll in many ways not least of all through climate change and pollution.

1 as greenhouse gas concentrations in the atmosphere increase and pollution through waste generation continues.

1.2 This policy has been produced in line with, and should be interpreted in the light of, our organisational values: compassionate, courageous, inclusive, and dynamic

## **2 Purpose**

2.1. This policy must be read in conjunction with the, Working from Home policy and Electronic Waste policy

2.2. Overt Software Solutions Ltd needs to balance its environmental, community commitments with other responsibilities such as providing team members and shareholders a reasonable source of income.

2.3. It is nonetheless our aim to ensure our environmental commitments become an integral part of our day-to-day activities, that we seek ways to continually improve our environmental performance and operate in a responsible manner including reducing waste and making reductions in our carbon emissions from heat, power, and travel

2.4 Overt Software Solutions Ltd will ensure it operates within all environmental, legal, and other requirements as imposed by EU and UK law and best practice

2.5 Overt Software will strive to obtain certification ISO 14001 in environmental management systems and will maintain this accolade as a minimum standard for all present and future environmental and carbon reduction initiatives.

## **3 Scope**

3 Overt Software Solutions Ltd aims to control its impact on the environment through the following objectives:

3.1 Minimise our contribution to pollution by reducing our carbon emissions and waste together with recycling, reusing, and reducing wherever possible

3.2 Assess the adverse effects our operations/partnerships may have on the environment and seek ways to minimise them

3.3 Introduce into our procurement practice supplier selection criteria based on a minimum environmental standard

3.4 Promote environmental awareness within the induction of new staff

3.5 Monitor, report and reduce carbon emissions specifically from heat, power and travel We will achieve the objectives through the following activities:

a. Selecting the most appropriate form of travel considering carbon emissions as well as other business factors; and only travel when necessary

- b. Ensuring that our buildings are operated in such a manner so to optimise use and reduce emissions through control of heat and power
- c. Reducing waste through control of packaging for bought- in goods
- d. Recycling all appropriate waste such as paper, card, metals, and plastics.  
Reducing our use of plastics
- e. Ensuring that the induction process for new starters contains information about this policy and obligations to adhere to it
- f. Challenging behaviour of colleagues who act in a manner contrary to this policy
- g. Implementing a central reporting mechanism to allow senior management to be informed about environmental issues within the organisation and achievements made in mitigating the overall environmental impact
- h. Expanding the availability and use of new technologies to allow for changes in behaviour particularly around travel, e.g., greater use of video conferencing and expand the 'virtualisation' of IT systems
- i. Including in supplier selection and review criteria minimum environmental standards expected of current and future suppliers for bought in goods and services

This policy is applicable to, and will be communicated to, all staff and third parties who interact with information held by Overt Software Solutions Ltd and the information systems used to store and process it.

## **4 Responsibilities**

All our Team within and outside of the UK are responsible for complying with this policy and supporting our efforts to minimise our impact on the environment.

4.1 Management and all those in a supervisory role have the responsibility for implementing the policy within their areas of responsibility, and should ensure that environmental issues are given adequate consideration in the planning and execution of our operations, services, and programs

5.1 We will ensure we operate within all environmental, legal, and other requirements as imposed by EU and UK law and best practice.

## **5.1 Review and development**

This policy shall be reviewed by the HR department at least every six months to ensure that it remains appropriate in the light of any relevant changes to the law, organisational policies, or contractual obligations.

## **6 Policy Compliance**

### **6.1 Compliance Measurement**

The Human Resources Department will verify compliance to this policy through various methods, including but not limited to, business tool reports, internal and external audits, and feedback to the policy owner.

### **6.2 Exceptions**

All exceptions are to be authorised by Human Resource Department

### **6.3. Non- Compliance**

An employee found to have violated this policy may be subject to disciplinary up to and including termination of employment.