

Environmental Policy

A GENERAL STATEMENT

Although **ByteAccess Limited** is a small company we embrace good business practice where ever possible.

ByteAccess Limited is a small software development company that produces web based business applications for the SME market. All products are based around an ERP system developed by **ByteAccess Limited** and specially designed for SMEs. All products are licensed by **ByteAccess Limited** for use by its clients. Licenses include a support contract that is delivered by telephone, online or on site visits.

We recognise our responsibilities in respect of environmental issues at work and have in place company policy and an action plan regarding environmental policy.

ByteAccess Limited is therefore committed to following best environmental practice where practical and within the resources available, to mitigate any environmental impact that it is responsible for, be it direct or indirect in terms of the company's operation.

SIMON LAMPERT is responsible for all matters relating to Environmental Policy and will, in consultation with all employees, review and revise, where necessary, these statements and the company provisions in place in the light of any issues arising.

STATEMENT OF POLICY

With the help of an Environmental Advisor, the company has assessed what it believes to be the key impacts of the business and has a process of improvements which are outlined as follows:

Transport

The nature of the business requires some travel. Therefore it is committed to:

- ✓ The use of public transport where possible
- ✓ Car sharing where possible
- ✓ Working out the most efficient route to destinations
- ✓ Regularly servicing of vehicles to reduce emissions
- ✓ Ensuring maximum efficiency of vehicles by sensible driving practice and regular tyre pressure checks and adjustment

Energy

- ✓ Purchasing electricity from a green source
- ✓ Using strip lighting and cool halogen bulbs
- ✓ Using night storage heaters and keeping windows and doors closed
- ✓ Ensuring electrical equipment is not left on standby and switched off at the mains socket when not in use



Company Policy Statement

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Recycling

- ✓ A system in the office to recycle paper, plastic, printer, batteries and photocopier cartridges
- ✓ Ongoing development of systems which significantly reduce paper usage including requesting e-billing where appropriate and use of (non-paper) payment systems.
- ✓ The procurement of recycled paper and stationery (either forestry certified paper or post consumer waste paper) and other appropriate office supplies
- ✓ The storing and re-use of packaging materials where appropriate

Operational Impact

ByteAccess Limited will strive to encourage best environmental practice where possible by:

- ✓ Using and promoting "paperless" processes in pursuit of our day to day business.
- ✓ Encouraging the use of recycled materials
- ✓ Encouraging the use of third parties who are environmentally friendly
- ✓ Encouraging the use of caterers with an environmental policy (i.e. local or organic foods, recycling policy, biodegradable cutlery etc)

ByteAccess Limited recognises that it is necessary for continued improvement and will constantly look for ways to follow best environmental practice as well as encouraging our clients, (through our activities) to focus on environmental issues.

Environmental Assessments

An Environmental Assessments, in consultation with employees, will be undertaken annually by **SIMON LAMPERT**.

Signed

SIMON LAMPERT

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