## **ENVIRONMENTAL POLICY**

Basetek Limited is committed to leading the industry in minimising the impact of its activities on the environment. We are currently in the process of beginning our accreditation to ISO 14001:2015, environmental management system, in order to minimise, measure and report its environmental impact. We hope to achieve this accreditation by 2022. The types of measures that we will be looking to report include but are not limited to the following: energy use, water use, waste production, CO2 production and continual improvement.

The key points of our strategy to achieve this are:

- Minimise waste by evaluating operations and ensuring they are efficient as possible.
- Actively promote recycling both internally and amongst our customers and suppliers.
- Meet and exceed all the environmental legislation and sustainability commitments that relates to the company.

In February 2020 Basetek moved into a purpose-built combined office and warehouse. One of the main drivers for building premises was to take control of its environmental impact and eventually allow Basetek to report the environmental impact per order to its customer. The building is powered entirely by electricity that is sourced from renewable sources through a reputable renewable energy company. The environmental impact of operating was designed into the building and so Basetek can monitor and report its energy and water consumption as well as emitted CO2.

Basetek is not a manufacturer and we are predominantly office based.

In terms of our impact on the environment, responsible waste disposal is foremost in our company policy and ethos. The main source of waste comes from the warehousing side of the business which repacks and consolidates goods. In 2017 Basetek diverted the cardboard stream of its waste through a shredder that generates environmentally friendly packing material so that any cardboard that would otherwise have been wasted is then reused.

We have an office recycling scheme in place to ensure we minimise the amount of waste going to landfill. Recycling, general waste and food waste bins are located in various areas of the office, ensuring convenience for our staff. All of our food waste goes into our on-site compost bin, and recycling and general waste is redirected to a local waste management company who recycle a minimum of 95% of all recyclable materials collected. Depreciated computer systems are donated and reused wherever possible.

Basetek encourages staff to take advantage of our Cycle to Work Scheme where we promote cycling to and from work and to reduce environmental pollution. We also encourage staff to use public transport and/or carpool with colleagues who live locally in order to help in reductions of energy consumption and emissions.

We work collaboratively with our suppliers to ensure the sustainability and minimisation of their packing materials. Ideally, our suppliers will hold an ISO 14001 accreditation of Environmental Management, although, this is not mandatory, therefore, we request their environmental policy for review. It is paramount that our suppliers hold the same environmental values as us. We work to continually improve our environmental policy and ensure communication with our stakeholders on this matter. We provide feedback to our suppliers if their packing is unstainable and/or excessive.