



ENVIRONMENTAL & SUSTAINABILITY POLICY

RIDGEON NETWORK LTD

An ISO9001 & ISO27001 Certified Business

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Document Change History

Reference/Version	Date	Author	Reason/Changes
RN_ENVSUS_240306	06 March 2024	C.Ridgeon	Initial document.
RN_ENVSUS_240308	08 March 2024	C.Ridgeon	Reviewed & Classification changed to Public

INTRODUCTION

The purpose of this policy is to explain and detail our approach to sustainability and environmentally friendly practices within our business operations. The scope of the document is for our UK office and data centre operations.

Sustainability and being aware of the environmental impact of our operations is important to our business to reduce it where possible and provide reassurance to our clients that we take this matter seriously.

OUR COMMITMENT

Ridgeon Network is committed to take steps where reasonably possible to reduce our environmental impact and carbon footprint at key stages of our business operations. This includes (but is not limited to) reviewing the energy efficiency of significant equipment being purchased for business operations and the correct disposal or redeployment of that equipment when it is no longer required.

We promote recycling both within our general office operations and also of equipment that can be securely repurposed.

We are also actively working with Oblong Trees to plant trees in the UK and internationally to offset our carbon footprint.

LEGAL COMPLIANCE

Ridgeon Network complies with all legal requirements for sustainability and environmental impact under UK law.

ENVIRONMENTAL IMPACT REDUCTION & SUSTAINABLE RESOURCES

To help reduce and offset our environmental impact and carbon footprint we have implemented the following practices:

- In 2023 we planted 55 trees through the Oblong Tree's programme who plant trees to re-wild, restore & improve biodiversity
- In 2024 we plan to plant an additional 500 trees internationally and 100 trees in the UK. You can read more at <https://www.oblongtrees.com/plant.html>
- Reduction of deliveries here possible by grouping purchases
- Extensive recycling where possible (see Sustainable Resource Usage)
- Electric car charging is available at our office
- Our offices and water are heated partly by a biomass boiler
- Use of green / low environmental impact cleaning products in our offices
- Use of refillable consumables in our offices
- Use of trusted and approved suppliers for equipment purchases

WASTE MANAGEMENT

We take waste management seriously and where possible will recycle any waste. We also securely wipe or shred any equipment containing data before it is disposed of. Any suitable equipment that is no longer required is disposed of under WEEE regulations by an approved supplier.

We have implemented the following practices for waste management:

- WEEE Compliant collection and recycling of electrical goods
- Secure cross-cut shredding of paper documents for recycling
- On-site recycling of paper, card, metals and plastics
- Plastic film collection recycling
- Further equipment packaging recycling using local supplier
- Secure shredding and disposal of hard drives

ENERGY EFFICIENCY

One of the key ways we can reduce our carbon footprint is through efficient energy use and we employ the following practices to do so:

- Office is powered by energy from a renewable energy tariff
- Many employees use laptops rather than desktops
- Sleep mode for displays is implemented to vastly reduce power usage when not in use
- Equipment not in use/for testing is powered off when not required
- New equipment being purchased is checked for its power consumption and compared against its objective for efficiency.
- Our offices and water are heated partly by a biomass boiler
- Office air-conditioning is run by modern, energy efficient units

SUSTAINABLE TRANSPORTATION

Being a digital IT business, our reliance on transportation is low in our day-to-day business operations. We do however try to reduce our transport carbon impact through the following means:

- Longer journeys with good connections can be made by train (such as meetings in London)
- Journey by electric car where possible and practical
- No diesel company-owned cars are used
- Where there is no benefit to an in-person meeting, meetings are carried out online

EMPLOYEE ENGAGEMENT AND TRAINING

Through our extensive ISO management systems, our employees have access to all required and relevant policies. Introduction to our policies and ISO systems is also part of employee induction.

Any additional training required can also be requested and will be reviewed and provided as needed.

PERFORMANCE MEASUREMENT, REPORTING & IMPROVEMENT

As part of our ISO processes, we conduct internal audits of our policies and procedures, and are also externally audited against the standards annually. Any issues highlighted during an audit may be raised as a non-compliance report (NC) and will be tracked and updated until reviewed & resolved.

POLICY REVIEW AND UPDATE PROCEDURE

This policy is reviewed annually as part of our ISO 9001 compliance. The author will be notified where required if a change is required. The author also has the authority to update the policy at any time.

KEY CONTACTS

Policy Owner: Chris Ridgeon
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If you have any questions regarding our Environmental & Sustainability Policy, please feel free to contact us for further information.