

Environmental Policy

Equita recognises its responsibility towards the protection of the environment and the continuous improvement of all elements of the environmental performance of the company, and is committed to discharging this responsibility in all its activities.

We are committed to safeguarding the natural and built environment and to improving the quality of life now and for future generations.

It is our aim to conduct all activities in an environmentally responsible manner. We recognise that our day-to-day activities impact on the environment in both positive and negative ways. Pursuit of economic growth and a healthy environment are closely linked, and ecological protection and sustainable development are the collective responsibility of the government, businesses, individuals and communities.

Equita undertakes that all necessary resources, both human and material, are provided to ensure that the Policy is implemented through the establishment of Environmental Management Systems.

Company management provides all possible guidance, training and support to enable staff to contribute to the implementation and maintenance of this policy.

Management monitor and audit all operations to achieve specific targets and objectives.

The Policy is reviewed annually and amended as necessary. Any changes are communicated to all employees.

Equita's objective is to conduct the whole of its operations in an environmentally responsible manner and to reduce the environmental impact of our activities consistent with sound business practice.

To this end we have developed an Environmental Policy, which focuses all activities to conserve resources. Equita's policy is that our employees should conduct themselves at all times in accordance with best business ethical standards. We place responsibility on all staff to comply with applicable environmental laws and regulations and to monitor the impact of our business upon the environment.

To demonstrate our commitment to the environment we:

- Comply with all existing environmental legislation and other requirements
- Ensure an effective waste management system and minimise the creation of waste.
- Ensure our operations meet, and if possible exceed, statutory environmental requirements.
- Actively promote office recycling.
- Procure recycled products wherever possible.
- Task managers to instruct staff in environmental issues and to comply with environmental policies.
- Actively encourage environmental innovations from staff.
- Identify procedural economies of scale and implement them at an early stage to avoid duplication of resources and costs.
- Conserve energy/resources.

To achieve our objectives, Equita:

- Sets environmental objectives based on the significant environmental aspects identified within our business and allocates sufficient management resources to ensure effective implementation of the policy
- Communicates our Environmental Policy to all employees and any contractors working on our behalf
- Measure, monitor and report on our environmental performance and progress against objectives on an annual basis to our parent company, Capita plc
- Review our policy regularly to take into account new developments within environmental management and/or legislation

Equita has achieved BS EN ISO 14001 accreditation for its environmental management systems. This accreditation is awarded by QMS, who audit us on an annual basis to ensure compliance.

All reasonable and practical steps are taken to promote safe and healthy working conditions throughout the company from an environmental standpoint. We aim to make effective use of all raw materials, including food, fuel and other products, to maximise their use, reduce waste and effectively use any by-products. We also re-use, reduce and recycle packaging, stationery and containers to lessen our dependence on non-reusable products.

Wherever possible we reduce harmful emissions e.g. replacing our current fleet of petrol/diesel vehicles with new LPG (Liquefied Petroleum Gas) or CNG (Compressed Natural Gas) vehicles.

To support this and lessen our impact on the environment Equita has introduced three new methods of business operation that will see our employees reduce the number of hours spent on the road, therefore reducing their carbon emissions:

- **BT Meet Me:** an instant conferencing service that requires only access to a phone to enable highly productive meetings with up to 40 participants.
- **Webex:** Web conferencing lets you meet with anyone, anywhere, in real time. WebEx combines desktop sharing through a web browser with phone conferencing and video, so everyone sees the same thing while you talk.
- **Capita Messenger:** Capita Messenger provides real-time availability, instant messaging, ad-hoc collaboration and online meeting capabilities through a single user interface. This facility is available to all employees of Capita plc.