

# IDOX group



## Environmental Policy

28 May 2009

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**IDOX**

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## 1. Policy Statement

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IDOX plc (the 'Organisation') operates an Environmental Management system that has gained BS EN ISO 14001:2004 accreditation, the scope of which is set out below.

The Organisation recognises the importance of environmental protection and is committed to operating its business responsibly and in compliance with all legal requirements relating to the development and sale of products for document, content and information management, providing innovative e-government and e-business solutions that allow the delivery of information to the citizen and customers across the internet, extranet or intranet. It is the Organisation's declared policy to operate with and to maintain good relations with all regulatory bodies.

It is the Organisation's objective to carry out all measures reasonably practicable to meet, exceed or develop all necessary or desirable requirements and to continually improve environmental performance through the implementation of the following:

- a) Assess and regularly re-assess the environmental effects of the Organisation's activities
- b) Training of employees in environmental issues
- c) Minimise the production of waste
- d) Minimise material wastage
- e) Minimise energy wastage
- f) Promote the use of recyclable and renewable materials
- g) Reduce and/or limit the production of pollutants to water, land and air
- h) Control noise emissions from operations
- i) Minimise the risk to the general public and employees from operations and activities undertaken by the Organisation

This policy is communicated to all employees, suppliers and sub-contractors and is made available to the public.

The person responsible for implementation of this policy is the Chief Executive Officer of IDOX plc, the undersigned.

Signed:



**Richard Kellett-Clarke, Chief Executive Officer**

Dated: May 2009



QMS Quality Management Systems

# Registration Certificate

This document certifies that the environmental management systems of  
**IDOX SOFTWARE LIMITED**

have been assessed and approved by QMS Quality Management Systems to the following environmental management systems, standards and guidelines:-

**BS EN ISO 14001 : 2004**

The approved environmental management systems apply to the following:-  
**THE DEVELOPMENT AND SALE OF PRODUCTS FOR DOCUMENT, CONTENT AND INFORMATION MANAGEMENT, PROVIDING INNOVATIVE E-GOVERNMENT AND E-BUSINESS SOLUTIONS THAT ALLOW THE DELIVERY OF INFORMATION TO THE CITIZEN AND CUSTOMERS ACROSS THE INTERNET, EXTRANET OR INTRANET.**

Original Approval: 01 February 2006

Current Certificate: 04 April 2008

Certificate Expiry: 31 January 2016

Certificate Number: GB 13508



  
 On behalf of QMS International plc



This Certificate remains valid while the holder maintains environmental management systems in accordance with the standards and guidelines above, which will be audited by QMS Quality Management Systems. This certificate is the property of QMS International plc and must be returned in the event of cancellation.



## 2. Effects Register

Because of the nature of the IDOX group companies' business, there are no business functions as such to evaluate. The environmental effects register is therefore concerned with office-based functions. The justification for this is demonstrated in the following table.

Category	Activities	Effect
Emissions to air	Energy use in our business <sup>1</sup> ; transport of goods <sup>2</sup> ; business travel by employees <sup>3</sup>	Carbon dioxide - climate change SOx, NOx and particulates - low level air pollution
Water use	Cleaning <sup>4</sup> , toilets <sup>5</sup> , drinking <sup>6</sup>	Use of potable water - a natural resource requiring energy for supply
Water discharges	From cleaning <sup>7</sup> , toilets <sup>8</sup> , accidental spills <sup>(N/A)</sup>	Diluted chemicals and effluent to sewer; chemical and energy use to clean water;
Waste management	Packaging <sup>9</sup> , waste from operations <sup>10</sup> , replenishment of capital resources <sup>11</sup> , redundant items (e.g. filing cabinets) as more paper scanned and disposed of	Re-use and recycling - cyclic use of materials; waste to landfill - end of life materials; use of land
Land usage/contamination	No direct effects	Landfill usage from waste
Use of raw materials and natural resources (Energy & Fuel Use)	Materials and products for use within the business <sup>12</sup>  Energy use in the business (light, heating, electricity for power) <sup>13</sup>  Transport of goods; business travel <sup>14</sup>	Use of natural resources  Use of fossil fuels - extraction and depletion of non-renewable resources  Use of fossil fuels - extraction and depletion of non-renewable resources
Nuisances (Noise, odour, dust, vibration and visual impact)	Not applicable	
Natural Environment	Sourcing of natural materials and products for our use <sup>15</sup>	Sourcing from cultivated and natural environments - species and habitat degradation

## 2.1 Emissions to Air

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1. (Direct) Energy use can be restricted by encouraging all staff to use basic conservation ideas, e.g. last person out of the office at night turns off lights.
2. (Indirect) involves direct delivery of ordered hardware to client site by supplier.
3. (Direct) where possible staff are encouraged to use public transport for travel purposes.

## 2.2 Water Use

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4. (Direct) Use of water for cleaning is restricted to washing up.
5. (Direct) toilets
6. (Direct) drinking

## 2.3 Water Discharges

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7. Cleaning
8. Toilets

## 2.4 Waste Management

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9. (Indirect) Packaging on received goods is not a major factor because of the low rate at which IDOX buys in goods.
10. Waste from operations (direct) not applicable. The only natural wastage is paper. Every office has a recycling bin to separate paper from other rubbish. This is collected weekly by a local paper recycling service (London = London Recycling, Glasgow = Glasgow City Council).
11. Replenishment of capital resources has a direct effect as the original items need to be disposed of. Current practice is to arrange for a pickup by the local Council.

## 2.5 Use of Raw Materials and Natural Resources (Energy & Fuel Use)

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12. Materials and products for use within the business: applies only to paper. Two types of laser (HP) paper are used: 80g/m<sup>2</sup> and 120g/m<sup>2</sup> and is paper produced with elemental chlorine free bleaching process, using wood from sustainable forests. One of the two business processes that uses 120g/m<sup>2</sup> paper has now moved to 100g/m<sup>2</sup>. In addition all teams within the group are tasked to print on both sides of the paper as this functionality is supported by all printers.
13. IDOX produces document management systems and it is company policy that the internal document management system is used for all filing purposes, thus internally practising the “paper-less office” policy that it advocates in its product literature.
14. Energy use  
IDOX purchases its energy from npower juice. Benefits are threefold: reduction of CO<sub>2</sub> emissions, donation of £10 per customer per year to renewable energy research, £50 per year discount for monthly direct debit payments.

The first point is achieved by npower contributing to the national grid one unit of electricity produced from its North Hoyle offshore wind farm for each unit consumed.

IDOX has switched to this provider for its Glasgow and Manchester offices. The changeover cannot be effected in the London office where energy for all units is provided by the landlord.

15. Transport of goods/business travel: as per points 2 and 3 above. Note that, with the exception of daily delivery of planning applications from councils to our Glasgow-based UKPlanning service (DX) delivery of goods is extremely minor and takes place on a monthly rather than daily or weekly basis.

## 2.6 Nuisances

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**(Noise, odour, dust, vibration and visual impact)**

Not applicable.

## 2.7 Natural Environment

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16. Sourcing of goods is governed by the IDOX supplier policy which will prefer suppliers with a published environmental and quality policy.

## 3. Environmental (Purchasing) Policy

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IDOX group companies (the 'Organisation') operates an Environmental Management system that has gained BS EN ISO 14001:2004 accreditation. This policy forms a part of that management system and sets out the principles applied to purchasing by IDOX.

IDOX operates an approved supplier list for all of its purchases. When selecting a supplier IDOX will give preference to a supplier that can demonstrate a sound environmental policy of its own, preferably supported by ISO 14001 accreditation.

In addition, when selecting IDOX for purchase, IDOX applies the following criteria:

### 3.1.1 Resource Use and Recycling

- Does production/extraction of the product cause ecological damage, such as loss of habitats or damage to threatened species? Are there alternatives?
- Is this a remanufactured product?
- Can the product be re-used, refilled, recharged or reconditioned to extend its life?
- Can the item be easily upgraded by adding or replacing a part?
- Does the product have a recycled content? What percentage?
- Is the product accredited with a recognised environmental standard?
- Can the product be recycled easily (in the workplace and/or local community)?

### 3.1.2 Hazardous content

- Is the product or are its components hazardous to humans and/or the wider environment? If yes, what are the health and safety implications and disposal requirements? Are there any non-hazardous alternatives available?
- Are technical data sheets available?

### 3.1.3 Energy

- Does the item use energy (e.g. electrical appliances, equipment, machinery, space heating or vehicles)?
- If so, is the item as energy efficient as the alternatives?
- Does the item have energy consumption data for all operation modes?

### 3.1.4 Packaging

- Can product packaging be reduced or eliminated?
- Is packaging made of recycled material(s)?
- Can packaging be re-used, recycled or returned?

### 3.1.5 Transportation

- Is the product locally manufactured and/or locally supplied?
- Does the supplier have a Green Transport Plan for their operations?

## 3.1.6 Supplier Environmental reporting

- Does the supplier have a company Environmental Management System?
- Does the supplier report on their environmental performance against set targets?

Review Date	Approved by	Reason for Review	Revision number
September 1999	Andrew Fraser, CEO	Implementation	1
March 2000		Half-yearly review	1
December 2000		Half-yearly review	1
July 2001	Andrew Fraser, CEO	Half-yearly review	2
January 2002	Andrew Fraser, CEO	Half-yearly review	3
July 2002		Half-yearly review	3
May 2003		Half-yearly review	4
December 2003		Half-yearly review	4
June 2004		Half-yearly review	4
Sept 2004	Andrew Fraser, CEO	Re-branding	5
March 2005		Half-yearly review	
September 2005		Half-yearly review	6
February 2006	Andrew Fraser, CEO	Policy re-written	7
August 2006	Martin Brooks, CEO	Change of CEO	8
March 2007		Remove Manchester /include purchasing	9
August 2007		Half-yearly review	9
March 2008		Half-yearly review	9
August 2008		Half-yearly review	9
January 2009	Richard Kellett-Clarke	Half-yearly review	10

## 4. Change Control

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Version	Reason for change
3	Add 5 viii, ix, x
4	Added – purchase of paper supplies from either managed forestry suppliers or recycled products
5	Rebranding changes to IDOX plc
6	Inclusion of Environmental Effects Register
7	Policy document re-written to reflect ISO 14001 accreditation and scope of new environmental management system.
8	Change CEO from Andrew Fraser to Martin Brooks
9	Remove reference to Manchester office Include Environmental Purchasing Policy, drafted as a separate document in November 2006
10	Formatting changes, date change of signature and updated certificate
11	Removed statement about company cars

This policy document, together with other company policies and procedures, shall be available to all staff on the company intranet. It is the responsibility of the company induction officer to ensure that all new staff are made acquainted with the company's policies and procedures on their first day at work.

It is the responsibility of the company's compliance officer to ensure that all company policies are reviewed at regular intervals or whenever there is a change in law. IDOX has adopted the policy that all company policies are reviewed at least every six months. The results of reviews will be notified to all staff.

It is the final responsibility of the Chief Executive Officer of the company to ensure that all policies are carried out.