

# 1. Environmental Policy

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## 1.1 Policy Statement

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Idox group companies (the 'Group') operate an Environmental Management system that has gained BS EN ISO 14001:2004 accreditation, the scope of which is set out below.

The Group 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 Group's declared policy to operate with and to maintain good relations with all regulatory bodies.

It is the Group'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 Group'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 Group

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: January 2012

## 2. Environmental (Purchasing) Policy

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Idox group companies (the 'Group') 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 the Group.

The Group operates an approved supplier list for all of its purchases. When selecting a supplier the Group 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 a product for purchase, the Group applies the following criteria:

### 2.1.1 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)?

### 2.1.2 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?

### 2.1.3 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?

### 2.1.4 Packaging

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

### **2.1.5 Transportation**

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

### **2.1.6 Supplier Environmental reporting**

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