



FourNet[®]

Environmental Policy

RESTRICTED

Table of Contents

DOCUMENT CONTROL.....	3
CHANGE HISTORY.....	3
DOCUMENT INFORMATION.....	3
AUTHORISATION.....	3
1. OVERVIEW.....	4
2. SCOPE OF THE POLICY.....	4
3. POLICY.....	4
3.1 DAY-TO-DAY AIMS.....	4
3.2 ROLES AND RESPONSIBILITIES.....	4
4. POLICY STATEMENT.....	5
5. ENFORCEMENT.....	6
6. COMMUNICATING FOURNET'S POLICIES.....	6
7. REVIEW AND OWNERSHIP OF THIS POLICY.....	6

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14.09.22	2.3	Annual Review	Sarah-Jane Heber-Hall
14.09.23	2.4	Annual Review incorporating new Objectives and change of Owner from Diane Greenland	Sarah-Jane Heber-Hall

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Authorisation

Document Prepared by: Sarah-Jane Heber-Hall, Head of Compliance

Verified and Authorised by: Richard Pennington
Chief Executive Officer (CEO)



1. Overview

This Policy outlines FourNet's commitment to working in a manner that aims to reduce the impact to the environment.

FourNet aims to continually assess and update its practices in line with advancing technology and new understanding in health and environmental science, and regulations within the ISO 14001 Environmental Management Standard.

2. Scope of the Policy

This Policy applies to all employees, (whether full or part time, FTE, self-employed contractor, an agency worker, authorised volunteers, or work experience personnel).

3. Policy

We believe that FourNet has the responsibility to conduct our business as proactive and responsible stewards of the environment and to seek profits through businesses that provide quality and value to our customers in an environmentally sound manner.

3.1 Day-to-Day Aims

- To meet the requirements of all applicable legislation and regulations;
- To eliminate unnecessary use of energy and other natural resources through water and energy saving measures;
- To encourage staff to minimise their use of cars to travel to work and to consider alternatives such as public transport, car sharing, cycling, and walking;
- To reduce the need for travel by encouraging the use of available technology such as video conferencing to conduct internal meetings;
- To purchase goods and materials which can be manufactured, used, and disposed of in an environmentally sustainable way and from suppliers who adhere to environmental legislation and regulations;
- Where possible, to purchase goods and services locally in order to minimise the environmental impact of transportation and support the local economy;
- To minimise the amount of waste produced and promote better recycling of waste materials from its activities;
- To ensure staff are aware of the potential environmental impacts of their activities;
- To set appropriate environmental objectives; and
- Ensuring this policy is communicated to all staff, contractors, and suppliers.

3.2 Roles and Responsibilities

- Management accountability for compliance to statutory requirements;
- Regular recorded premise audits;
- Operation of COSHH regulations; and
- Promotion of staff awareness and to make available relevant documents on the FourNet SharePoint®.

4. Policy Statement

This Policy applies to all FourNet's Interested Parties in the design, provision, configuration, management of installation and support of communication and IT products and systems.

FourNet are committed to operating a professional quality led business, with our main focus being to provide an exceptional service to all interested parties, and especially our Customers.

The FourNet Senior Leadership team commit its full support to the Policy and empowers its employees to undertake any steps required to meet its objectives and to ensure that all associated EMS risks commensurate with the work undertaken by FourNet are identified and mitigated against and opportunities for improvement are developed and implemented. The Head of People & Talent has additional responsibilities for ensuring that the principles of the policy are met and that the EMS is monitored and improved to ensure that appropriate and robust controls are in place to achieve the Objectives set out in the EMS, namely:

- Reduction of Carbon Footprint by 50% by 2030 from Baseline 2022 of 311.82 Tonnes of CO₂e
- Reduction of Electricity Usage by 50% by 2030
- Reduction of Gas Usage by 50% by 2030
- Reduction of Waste by 50% by 2030
- Reduction of Company Business Milage by 50% by 2030
- Increase the use of train use by 10% in this period
- Increase the use of Public Transport /Bike/Walking for Commuting by 10% or increase the number of remote workers by 10%
- Incorporate volunteering opportunities that assist environmental charities and enterprises
- Become a Silver Carbon literate Organisation, accredited by the Carbon Literacy Project
- Obtain 0 Pollution incidents each year
- Educate and inform staff about Environmental concerns and issues
- Continual Improvemenet of the EMS
- Adhere to Environmental regulatory and legislative requirements

As a result of these Objectives, Qualitative and Quantitative targets have also been set.

The ISO 14001 Objectives for 2023 -24 can be [found here.](#)

We believe that FourNet has the responsibility to conduct our business as proactive and responsible stewards of the environment and to seek profits through businesses that provide quality and value to our customers in an environmentally sound manner.

Additionally, FourNet is committed to quality and to the internal operational procedures, processes, measurement, and continuous improvement which form the foundation of the EMS. It is FourNet's policy to provide customers and business partners with products, support, and innovative services to meet or exceed their expectations and to ensure that internal operational procedures fit this purpose. FourNet ensure that all contracts are carried out to the Customer's specification and comply with current regulations and standards, with particular emphasis on quality and safety.

This policy and the wider EMS are regularly reviewed by the FourNet Management Team to ensure it is kept up date and is modified and amended in line with the continual improvement program. The Environmental Manual further expands the policy with a detailed description of FourNet's approach to environmental management.

The ultimate objective of the Company is to grow. FourNet believe this is achieved through ensuring every member of Employees strives towards and is measured by the objectives and KPIs.

5. Enforcement

Any member of staff found to have violated this policy may be subject to disciplinary action, up to and including termination of employment. In certain circumstance, investigation by regulatory bodies and or the police may apply.

6. Communicating FourNet's Policies

Relevant training, bulletins, education materials, policies, procedures, and processes are provided on an ongoing basis to all employees to ensure they are fully aware of their responsibilities and are kept up-to-date of any new requirements. These are communicated in a number of ways, including, but not limited to:

- Induction sessions;
- PDR meetings;
- Company meetings;
- Atlas/Citation portal; and
- Regular company bulletins via Microsoft Teams.

7. Review and Ownership of This Policy

This policy will be reviewed and amended as required, and at least annually by the Head of Compliance. This document is managed by the ISO review process and, as such any revisions will be authorised at Board Level prior to general release.

This policy document is ISO controlled and as such, the source document will be stored in the secure area of the FourNet ISO SharePoint[®] and a PDF version in FourNet Open Access ISO Documents PDFs folder, sub-folder 002 Policies.