



Environmental & Sustainability Policy

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1. Scope

This policy defines the VCGs commitments to its environmental responsibilities. It is applicable to all employees (part-time and full-time), sub-contractors, suppliers and any third party working on behalf of the business.

2. Responsibilities

All employees have a responsibility to act in accordance with this policy and are also encouraged to suggest environmental and sustainability initiatives that would further reduce VCG's environmental impact.

The Board has the responsibility to foster a culture of environmental responsibility within the business.

It is the responsibility of the Director of Customer Service to ensure that we promote our suppliers that maintain good environmental practices and reduce the use of those that do not.

3. Policy

VCG is committed to being a responsible and environmentally conscientious company. We recognise the important role we have in managing the impact of our day-to-day operations on the environment and in promoting the principles of sustainability in all our activities.

VCG strives to attain a satisfactory balance between economic, social and environmental responsibilities and to support environmental improvements to the company's working practices, where site facilities allow.

Our colleagues should feel free to suggest any further environmental and sustainability initiatives that would further reduce VCG's environmental impact. They can discuss these with their manager or through continual improvement feedback.

3.1 Office Environment and Support

Employees should ensure that all electrical appliances are switched off upon leaving their workstations, laptops, monitors and other personal equipment at the end of their working day.

When using common areas such as the kitchen or toilets, employees should ensure that taps are fully turned off and lights and electrical appliances are switched off.

VCG uses environmentally friendly products wherever possible (e.g. paper from sustainable sources, recyclable printer toner cartridges, and cleaning materials).

Waste paper is shredded and/or recycled in the appropriate receptacles.

Where possible, VCG uses local labour and materials to reduce our CO² footprint and support local communities close to our offices.

3.2 Travel

Employees are encouraged to use environmentally friendly travel options, including the use of public transport and/or cycling (for which employees are entitled to participate in the bike-to-work scheme).

VCG encourages its employees to critically evaluate work-related travel to ensure it is really needed or if alternatives such as email or video/phone conferencing can be used instead.

Where work-related travel is essential, multiple tasks should be undertaken wherever feasible within one journey.

Where multiple staff are attending the same event (e.g. a Company meeting), every effort should be taken to secure transport in as few vehicles as feasible, depending on current restrictions.

3.3 Supply Chain

The business encourages its suppliers to maintain their own culture of environmental responsibility and sustainability.

Suppliers are expected to abide by the VCG Supplier Code of Conduct which includes expectations around environmental responsibility.

Suppliers who maintain good environmental practices will be promoted above those that do not.

3.4 Environmental Considerations for Solutions


When working with our customers we look to promote products that reduce their environmental footprint and improve the sustainability of the environment and we seek to avoid all non-conforming products, maximising customer experience and increasing the customer's success.

4. Document Revision

Revision	Date	Author	Description
1.0	01/08/2021	Stuart Thomas	New document.
1.1	02/08/2022	Stuart Thomas	Documents are annually reviewed. Updated responsibilities
1.2	02/08/2023	Craig Steele	Documents annually reviewed. Updated with New CEO details

5. Authorisation

The Compliance Manager is the owner of this document and is responsible for ensuring that this policy document is reviewed in line with the review requirements stated above. A current version of this document is available to all members of staff on the VCG SharePoint. This policy was approved by the board and the authority evidenced.

Title	Name	Signature	Date
Chief Executive Officer	Robert Moss		02/08/2023