

Environmental Policy

Introduction

Infinity Software is a small company with no industrial activity; the measures that can be taken to reduce our impact on the environment are, in isolation, minimal. However if all businesses regardless of size were to take these measures, the aggregate reduction in environmental impact would be significant. Infinity Software therefore takes its own small contribution to reducing environmental impact very seriously.

This document details the environmental policy that Infinity Software employs during its normal business operations.

Policy

Infinity Software conducts business in a manner which, as far as practicable, has minimal adverse effects on the environment.

Infinity Software will maintain an awareness of all legislation, regulations and codes of practice on environmental matters, and take all reasonable actions to ensure compliance.

Infinity Software will, where viable and consistent with its clients needs and expectations, use materials and products from sustainable sources.

Infinity Software makes every reasonable effort to ensure minimal disruption to neighbours and passers-by during the conduct of its business.

Infinity Software will periodically assess its environmental impact and review this policy accordingly.

Suppliers & Partners

Infinity Software holds environmental awareness and sustainability as key factors in the selection of strategic partners and suppliers of services.

Infinity Software will continually review its list of suppliers and strategic partners and their environmental policies.

Waste Management

Waste cannot be completely eliminated however steps are taken to keep waste production to a practical minimum. Infinity Software prioritises waste management as:

1. Elimination/avoidance
2. Minimisation
3. Re-use
4. Recycling
5. Responsible disposal

Paperless Office

Infinity Software maintains a generally paperless office. Although an entirely paperless operation is not practicable, paper usage is kept to a minimum for example by using duplex printing.

Furthermore, since the majority of the documentation utilised or maintained by Infinity Software is frequently updated, hardcopy is usually restricted only to the relevant pages. Entire documents are on rare occasions reproduced in full at the request of the client.

Daily business operations are fulfilled using a bespoke database that enables the following business functions to be paperless (*):

1. Client records
2. Project management
3. Quotations
4. Electronic invoicing & reconciliation
5. Customer relationship & contact management
6. Employee timesheets
7. Training & reference materials

(* Notwithstanding the minimum information that we are required by law to maintain in hardcopy)

Paper Waste

What little paper waste is produced will as much as possible be composted for use the following year in the modest business gardens. Composting requires a roughly equal amount of paper and similar waste (called 'brown') and vegetable waste ('green'). Infinity Software has modest lawned grounds that contribute the green element, however in order to maintain the correct ratio for a useful composted product, there may be a small surplus of paper waste. Such excess will be recycled.

Other Waste

Any other waste is recycled where possible.

Energy Supply

Our current energy provider for both electricity and gas supplies is **Southern Electric**. They are reputedly one of the country's leading producers of energy from renewable sources. Infinity Software regularly reviews the marketplace to ensure it uses the most environmentally responsible energy providers.

Details on Southern Electric can be found at <http://www.southern-electric.co.uk/>

Energy Consumption

Infinity Software has taken the following steps to minimise its energy consumption:

1. Using low-energy compact fluorescent lighting wherever practical
2. Powering down any IT or other equipment that is not required
3. Enabling power saving features on all equipment
4. Using timers and thermostats to heat the premises only as required
5. Using air-conditioning in the summer only as a last resort
6. Heating only those areas that are in frequent use
7. Lighting only those areas that are in use

Electricity and gas supplies are metered and the consumption monitored, allowing for seasonal changes in demand.

Business Travel

Infinity Software takes advantage of a government initiative to assist staff in purchasing cycle and safety equipment through a tax-efficient salary sacrifice system; they are encouraged to use those cycles to travel to work or undertake short business journeys.

Longer journeys are fulfilled using public transport where practical.

Mileage in motor vehicles is impossible to completely eliminate but is kept to a practical minimum; the use of vehicles with good fuel economy are encouraged.