



PDQ COMPUTERS – ENVIRONMENTAL GREEN POLICY

PDQ Computers core values, current policies and future commitment to our Environmental Green Policy.

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PDQ Computers Ltd recognises its responsibility to proactively invoke an environmental policy that reduces any harmful effects on the environment. We are committed to reducing these effects by sustainable development without compromising the ability of future generations to meet their needs. Our green policy is to constantly look for ways in which we can improve our green credentials.

The entire team at PDQ support and uphold the company's commitment to the environment.

What we've done:

- We have installed multi-functional devices (for faxing, printing & photocopying) in our office that will reduce energy and paper usage.
- We now print on office paper from either recycled or sustainable sources. Where possible we print/photocopy on both sides of paper, and use scrap paper as notepads to reduce usage and wastage, we also use scrap paper as packing materials for deliveries.
- All paper work is correctly disposed of and recycled.
- We recycle mobile phones through our service provider.
- Where possible we recycle old PCs through the local authorities to dispose of unwanted equipment in the correct and environmentally safe manner.
- All PC monitors in the company are LCD monitors as they draw less power, and are more energy efficient than CRT monitors.
- We recycle our fluorescent light tubes used throughout the company.
- We advise all staff to turn off all computer equipment when not in use, and not to use moving images as their screen saver.
- We strive to implement various energy saving procedures throughout the company – all unnecessary lighting is switched off during the day, all heating equipment is correctly maintained and serviced regularly to ensure efficient energy use.
- We use reusable crockery and glasses as opposed to plastic and disposable plates/cutlery.
- Internal communication is mostly via email, to reduce paper usage.
- It is company policy that any documentation that needs to be printed is done so in draft format to use as little ink as possible.

- The use of electronic communications – unless our customers request otherwise we send all our quotes, contracts, renewals and on occasion invoices via email – this saves on both paper and also carbon miles for postage.
- We carefully plan the routes of all our engineers to reduce mileage, and subsequently our carbon emission.
- All cars used by the field engineers are Euro IV rated - Euro IV is an EU emission standard that was introduced in January 2005. Our Euro IV cars produce less harmful emissions than pre-Euro IV cars.

What we want to do next:

- Look to implement new hardware equipment such as thin client PC replacements which have lower power requirements.
- As part of our promise to take climate change seriously and reduce our impact on the environment, we are aiming to produce a plan for carbon reduction across the company.
- We want to attain ISO14001 environmental management accreditation and promote its use with our main suppliers.
- Continue to promote responsibility for the environment within our company and communicate and implement this policy at all levels within the workforce.
- Consider having a Carbon audit commissioned to determine where the biggest changes could be made that would have the greatest impact.