

## IN-FORM SOLUTIONS LIMITED

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Fully established in 2012 In-Form Solutions is a provider of effective management solutions to both community and business organisations. The Company are proud to provide a personal service to an impressive portfolio of clients at home and abroad including the NHS, local and central government, overseas governments, not for profit organisations and commercial clients.

The Company is committed to protecting the environment and minimising the environmental impact of its activities and services. The Company recognises its responsibility to operate in an environmentally responsible manner and to continually improve environmental performance through the effective implementation of its Environmental Management System in accordance with ISO 14001:2015.

The Company has established an environmental management programme that:

- Provides a framework for setting and reviewing environmental objectives and targets.
- Commits to the protection of the environment, including the prevention of pollution, reduction of environmental impact and responsible use of resources.
- Ensures compliance with applicable environmental legislation, regulations and other relevant environmental requirements.
- Delivers services primarily through digital platforms and operates paperless systems to minimise paper consumption.
- Minimises carbon emissions associated with travel by prioritising remote service delivery and promoting sustainable travel methods, including walking, public transport and the use of electric vehicles.
- Monitors travel activity and associated carbon emissions to understand and manage environmental impact.
- Encourages environmentally responsible practices among employees, suppliers, contractors and other third parties, including sourcing local suppliers where possible.

Environmental performance and the effectiveness of the Environmental Management System are monitored through regular review and audits.

This Environmental Policy is communicated to employees and associates and is available to the public and other interested parties via the Company website.

This policy will be reviewed periodically.

SIGNED

A handwritten signature in black ink, appearing to read 'John Griffiths'.

John Griffiths  
Managing Director