Environmental Management Policy

# Version Control

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| Version | Date | Amended By | Summary of Change | Approved by: |
| 1.0 | February 2023 | Abigail Hoff | New Policy | Michael Moore, Legal Counsel |
| 2.0 | January 2025 | Abigail Hoff | Review and Update | Michael Moore, Legal Counsel |

Contents

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[Version Control 1](#_Toc189035270)

[Introduction 1](#_Toc189035271)

[1 Waste Management 1](#_Toc189035272)

[2 Key Focus Points of 2025 2](#_Toc189035273)

[3. Emissions 3](#_Toc189035274)

[4. Science based targets and route to net-zero 4](#_Toc189035275)

[5. Steps to Reduce Emissions 4](#_Toc189035276)

[6. Roles and Responsibilities 4](#_Toc189035277)

[7. Monitoring and Performance Review 5](#_Toc189035278)

[8. Monitoring 5](#_Toc189035279)

# Introduction

Microlink recognises that the delivery of the service it provides unavoidably has an impact on the environment in various ways, including delivery of products, generation of waste and use of energy for heating and lighting, to name a few. Through a continued and determined effort, Microlink aims to reduce its emissions and its impact on the environment, putting environmental sustainability at the forefront of its business.

Microlink’s environmental goals include:

* Becoming ISO14001 Certified by the end of 2026.
* Reducing the amount of waste that is disposed of via landfill, opting for more sustainable wate management strategies.
* Reducing the amount of electricity we use, or creating our own electricity from renewable resources – this will be done through encouraging hybrid working and be installing solar panels of the roof of Microlink House.
* Providing staff with training and instruction to develop and encourage environmental awareness within the workforce.
* Setting measurable and realistic targets to assist Microlink in reducing emissions across Scopes 1, 2 and 3, and to assist in Microlink becoming Net-Zero by 2050.

# 1 Waste Management

* 1. All waste produced by Microlink is segregated into:
  + Metal: steel and aluminium are collected, separated and delivered to or collected by a local metal scrap dealer.
  + Cardboard and paper are collected and shredded in our on-site paper shredder. This is then used as packaging for deliveries sent out by Microlink in place of single-use plastic.
  + Paper and confidential documents are collected and destroyed by a specialist contractor, to ensure secure destruction and recycling.
  + Hard drives and similar storage for electronic data are wiped, using approved software, prior to being physically destroyed (shredded) by a specialist organisation, to ensure destruction of all data, the waste materials then go for recycling.
  + Similarly, miscellaneous recyclables created by the organisation are collected by an approved processor, Veolia.
  + WEEE, is collected for reuse or recycling.
  + General waste is collected by Veolia, for use as power station fuel for conversion to electricity.
  + End of life fluorescent tubes are returned to the supplier, for destruction and recovery of hazardous materials.
  + Sanitary waste is collected by a registered hazardous waste carrier.
  + Waste, dry and rechargeable batteries are recycled through the Waste Care “Battery Back” scheme, who provide corrosion proof containers in which to store the waste batteries until they are collected.
  1. End of life Lead Acid Batteries both liquid and Gel are collected by a specialist contractor for recycling.

* 1. Due to the low volumes and nature of hazardous waste produced, Microlink is no longer required to register with the Environment Agency, however when we were required, our registration number was: NDB182.
  2. We are also a member of the Veolia WEEE compliance scheme, reg no: WEE/JH0621WR.
  3. Microlink PC (UK) Ltd has had a zero waste to landfill policy since the introduction of “Waste to Energy” Power Stations in the Hampshire area.
  4. The current breakdown of our waste is (Calendar Year 2024):

|  |  |  |
| --- | --- | --- |
| * 1. **Landfill Waste** | * 1. **Diverted Waste** | * 1. **Recycled Waste** |
| * 1. 0 KG | * 1. 36400 KG | * 1. 0 KG |
| * 1. 0% | * 1. 100% | * 1. 0% |

# 2 Key Focus Points of 2025

* 1. For 2023 Microlink’s Key areas of focus are:
  2. Researching ISO 14001 with the hope of certification by the end of 2026.
  3. Continuation and development of the scoring system through which we can rate our suppliers on their sustainability and carbon emissions data. This data will allow us to more accurately calculate our emissions. We will work with our suppliers to help them become as sustainable as they can by supporting them through the emission calculation process and through providing knowledge and expertise where it is needed.
  4. As part of the above, we intend to continue to check that all of our suppliers also check their emissions and that they too are ISO 14001 certified, or are at least working towards the certification. For our suppliers that may not be based in the UK, we are researching the European equivalent of the ISO standard also.
  5. Encourage manufacturers to supply carbon calculations for their products so that we can add a sustainability rating to our catalogue. We can do this through providing information and tools to make the calculations easier for the supplier.
  6. Investigating ways in which we can reduce our upstream leased assets emissions.
  7. Looking further into solar panels and if they can be installed onto Microlink House to reduce our Scope 1 emissions.
  8. Create an Environmental Impact Assessment to assess how Microlink affects the environment locally, and how it can circumvent these effects.

# Emissions

3.1 Current Data. Our current Scope 1, 2 and 3 Emissions for Microlink Global are as follows:

* Scope 1 – 19.991 tCO²e
* Scope 2 – 13.873 tCO²e
* Scope 3 – 89.432 tCO²e

3.2 Of the 15 Categories under Scope 3, 7 were relevant to Microlink and are detailed below:

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| --- | --- |
| **Category** | **Emissions (kgCO²e)** |
| Capital Goods | 1575.019 |
| Upstream Transportation and Distribution | 770.868 |
| Waste Generated in Operations | 122.041 |
| Business Travel | 270.196 |
| Employee Commuting | 53566.231 |
| Upstream Leased Assets | 29413.222 |
| Downstream Transportation and Distribution | 3714.587 |

# Science based targets and route to net-zero

4.1 Microlink has set targets to reduce its emissions to net-zero by 2050.

4.2 Microlink have a Science-Based Near Term target of a 42% reduction by 2035.

# Steps to Reduce Emissions

5.1 Hybrid workforce – lowers consumption of energy at Microlink House, lower emissions from travel.

5.2 Solar panels on Microlink House roof, with batteries to store solar energy.

5.3 In-house shredder to reduce paper and cardboard waste. Shredded paper and cardboard from goods-in are used for protective packaging on goods out, reducing single-use plastic consumption.

5.5 Creating a system on which we can rank suppliers on their level of sustainability and carbon emissions. Future aim is to only work with suppliers who are actively trying to lower emissions – carbon neutrality.

5.6 Work with energy providers who collect energy from renewable resources.

# Roles and Responsibilities

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| **Role** | **Responsibilities** |
| Head of Facilities | Ensure the Waste Management procedures are stringently followed.  Identify any further measures that can be taken to reduce or offset emissions |
| Compliance Manager/Assistant | Ensure company follows all Environmental Laws and Regulations  Ensure continued progress towards Net-Zero  Ensure continued progress towards Science-Based Targets  Ensure policy is relevant and updated at least annually |
| Departmental heads | Ensure that all staff are adhering to the Environmental Policy  Communicate with staff the expectations of them in regard to the Environmental Policy |
| Employees | Ensure that they follow the Environmental Policy.  Undertake work with regard for environmental management, ie:   * Turning off computers at the end of the day * Reducing the use of paper in the office and home * For those travelling for business, try to use public transport or hire electric vehicles where possible |

# Monitoring and Performance Review

7.1 Microlink will monitor its environmental impact and calculate emissions annually.

7.2 This policy will also be reviewed annually to continue to be in line with its environmental stance and progress towards Carbon Neutrality and Net-Zero.

7.3 After each review of the policy, the updated version will be circulated amongst all staff to ensure continued compliance and understanding.

# Monitoring

8.1 MLPC commit to reviewing this policy and procedure regularly to ensure best practice and that they remain within the legal framework and current legislation. The policy will be reviewed annually.

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| Name: | Michael Moore |
| Position: | Legal Counsel |
| Date: | 29/01/2025 |
| Signature: |  |