

Tauri-Tec Ltd.
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78 Liverpool Road
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England

Environmental policy Tauri-tec Ltd.

Tauri-tec Ltd is a London based I.T. consultancy focused on software development. It is the policy of Tauri-tec Ltd to comply with the requirements environmental legislation, and to manage the environmental effects and aspects of its operations. It is expected of all employees to observe the regulations stipulated in the companies environmental policy, which is communicated in the following ways:

- Explanation of the environmental policy is included as part of the induction training of new employees.
- The environmental policy is available on the company website.
- The environmental policy is discussed and reviewed at the general meeting every 6 months.

Overall responsibility for adhering to environmental legislation is responsibility of the managing director. The everyday maintaining of environmental standards is the responsibility of the environmental officer. The company keeps environmental impact within acceptable limits through the following methods:

- **Continuous improvement:** Whenever a change is introduced within the office (new technology, operations etc.) the environmental policy is reviewed to ensure that measures described in the policy remain suitable and up-to-date.
- **Monitoring progress:** Every 6 months, the environmental impact of operations within the workplace is reviewed to ensure that standards are being upheld.
- **Transportation:** Employees are encouraged to walk, cycle or take public transport to work, in order to lower the impact of carbon emissions. To this end, employees are also given the choice of working at home.
- **Electrical appliances:** Employees are encouraged to switch off all electrical appliances when not in use, to conserve energy usage in the office.
- **Recycling paper:** All waste paper in the office is placed into recycling bins, and printer paper is reused wherever possible.

- **Workplace:** Employees should ensure that all water and electricity are conserved within the workplace. This includes ensuring that water faucets and lights are switched off after use.
- **Contractors:** It is expected that all contractors working in the Tauri-tec Ltd office should respect and adhere to the companies environmental policies.

This policy is the responsibility of **Edward Suvanaphen**, Tauri-tec Ltd Environmental officer, and will next be reviewed in:

Review date: _____

Signed: _____

Current Date: _____