

Environmental Policy

Purpose

This policy outlines Sodak's commitment to protecting the environment and promoting sustainability in all aspects of our operations. Our aim is to minimize our environmental footprint, inspire our employees, clients, and partners to follow suit, and contribute positively to our planet's future.

Scope

This policy applies to all our operations, including training, consultancy, office management, travel, procurement, and any other activities that could have an environmental impact.

Principles

- **Sustainability:** We aim to integrate sustainability into every aspect of our business, striving for efficiency and minimal waste.
- **Responsibility:** We take responsibility for our environmental impacts and commit to continuous improvement by setting and reviewing environmental objectives.
- **Compliance:** We comply with all applicable environmental laws, regulations, and standards, and where possible, we aim to exceed these requirements.
- **Prevention:** We prioritise pollution prevention, waste reduction, and resource conservation in all our operations.
- **Innovation:** We encourage innovative approaches to achieve our environmental goals, including adopting new technologies and practices.
- **Education:** We commit to educating and training our employees on environmental issues and the impact of their activities, empowering them to contribute positively.

Commitments

- **Reduce Carbon Footprint:** We aim to minimize our carbon emissions through efficient energy use, sustainable travel policies and sustainable production methods.
- **Waste Management:** We strive to reduce, reuse, and recycle materials, minimizing waste to landfill. In purchasing decisions, the lifecycle

environmental impact of products and services will be a key consideration. This includes discussing with clients effective methods of recycling for any materials we provide, supporting and following our co-working office's recycling procedures, and giving consideration to whether materials are required.

- **Sustainable Procurement:** We will procure goods and services that meet recognised environmental standards, prioritising suppliers who demonstrate environmental responsibility.
- **Water Conservation:** We are committed to reducing water usage and promoting water conservation practices. As a member of the Tribe co-working office, we follow and adhere to their procedures and ensure these match our policies.
- **Biodiversity and Conservation:** Where applicable, we will engage in practices that support biodiversity and the conservation of natural habitats.
- **Community Engagement:** We will actively participate in community initiatives aimed at environmental sustainability and education.
- **Reporting and Transparency:** We commit to annual reporting on our environmental performance, maintaining transparency with stakeholders about our progress and challenges.
- **Transportation & Distribution:** We will adopt and use eco-efficient transportation options, prioritising low-emission options provided by our courier services to minimize environmental impact. We will consider how we package materials, using sustainable packaging where possible and minimising the number of packages when safe to do so.
- **Hazardous Waste Disposal:** Where applicable, we use stringent hazardous waste management practices to ensure safe, legal, and environmentally responsible disposal.
- **Purchasing:** We prioritize the procurement of local and eco-friendly products to reduce environmental impact and support sustainable community development. We engage with suppliers to encourage and support them in making their products and processes more environmentally friendly.

Implementation

Roles and Responsibilities: All employees are responsible for adhering to this policy, with specific responsibilities assigned to key personnel and departments.

Training: We will provide ongoing training for our team to ensure they have the knowledge and skills to contribute effectively to our environmental objectives.

Monitoring and Review: We will regularly monitor our environmental performance, review the effectiveness of our environmental management practices, and make necessary adjustments.

Environmental Management System Audits

Sodak has established and maintains procedures to carry out periodic audits of the environmental management system. The responsibility for conducting these audits will be overseen by Sodak's CEO.

We used the B Impact Assessment as the audit tool for benchmarking, comparing, and improving Sodak's environmental performance.

A copy of the most recent B Impact Assessment audit can be found here:

Related Documents

- Annual Report
- Environmental Reporting form
- Corporate Travel Policy