ENVIRONMENTAL POLICY STATEMENT

First Option Ltd, Signal House, Jacklyns Lane, Alresford, Hants. SO24 9JJ

First Option Software Ltd. is committed to managing environmental matters as an integral part of our business. In particular, it is our policy to assure the environmental integrity of our processes and facilities at all times and in all places.

To do so, we will follow these principles :

Legal Compliance
Our operations will comply with all applicable regulations and requirements.

Stewardship
We will implement procedures specifically designed to minimize the use of energy and other natural resources, to minimize the generation of waste, minimize use of hazardous materials, and to enable recycling and reuse of materials.

Continual Improvement
We will continually seek opportunities to improve our environmental performance.

Involvement and Communication
We will promote participation and communicate our commitment to responsible environmental management by promoting environmental responsibility among our employees; by providing the necessary training and support to enable them to implement this policy; by informing suppliers of our environmental policy and encouraging them to adopt effective environmental management practices; and by soliciting input from our employees, suppliers and customers in meeting our environmental goals.

To implement these principles, we will :

- Evaluate our operations to look for ways to minimise the waste we create
- Actively promote recycling and reuse of materials.
- Maximize the lifetime of IT equipment and dispose of old IT equipment in line with the WEEE directive.
- Strive to minimise the environmental impact of supply chain materials, production and distribution.
- Monitor and review our environmental policy on a regular basis and update/amend when necessary.
- Identify opportunities to reduce any environmental impact of our activities at an early stage and adopt these changes wherever appropriate
- Raise staff awareness of environmental issues and promote individual good practice
- Give preference to environmentally aware suppliers wherever appropriate
- Make efficient and environmentally responsible use of energy, water and other natural resources
- Employ sound waste management practices, including reduction, re-use and avoidance of unnecessary consumption of office consumables, fuel and energy.

Last Updated February 2019