



UNIT4 Environment Policy

"Aiming to protect the environment both now and in the future through minimising pollution and promoting environmental issues under the guidelines of ISO 14001 "

UNIT4's Commitment

The Management and all who work for UNIT4 are committed to the care of the environment and the prevention of pollution both now and in the future. As such UNIT4 continually seeks to ensure that its business activities, as far as possible, do not have a detrimental effect on the environment and are carried out in conformance with the relevant environmental legislation. UNIT4 is registered to the Quality Management Standard ISO 9001, and where possible the requirements of ISO 14001 and ISO 9001 have been integrated into a common management system.

UNIT4's Actions

UNIT4 seeks to minimise waste, promote recycling, reduce energy consumption, encourage "green travel" and where possible to work with suppliers who themselves have sound environmental policies. An essential feature of the environmental management system is a commitment to improving environmental performance. This is achieved by setting annual environmental improvement objectives and targets which are regularly monitored and reviewed. The objectives and targets are publicised throughout the organisation and all staff are committed to their achievement.

In particular UNIT4 :

- Recycles office materials where possible including paper, packaging, printer toner cartridges, fluorescent lighting tubes, mobile telephones, tins, cans, cardboard and electronic equipment.
- Disposes of waste within current legal requirements, with waste transfer notes stored accordingly.
- Reduces energy consumption in its offices by encouraging staff to switch lights off in vacant rooms, using timed heating controls, setting storage heaters correctly for optimum use, and upgrading to Infrared sensors to control lighting and energy efficient products when refurbishing offices.
- Requests organisations to allow tender documents to be submitted via one single hard copy master to reduce paper consumption, with any further copies supplied electronically.
- Makes 'green travel' recommendations to help reduce the numbers of car journeys being used to get to the work place.
- Only purchases company cars with CO² emissions which are lower than 160g/km.
- Offers training documents and manuals electronically in preference to paper copies.

Travelling to Sites

As a business providing services to many customers across the country, staff are required to travel frequently to meetings, demonstrations and to provide services at customer sites. Staff are asked to consider whether their journeys are essential or whether it is possible to carry out the meeting / demonstration remotely through video conferencing and desktop sharing software. UNIT4 hopes its customers will embrace these options to help reduce its impact on the environment. However, where this is not possible, UNIT4 will attempt to offset its carbon footprint and to take environmentally friendly methods of transportation.

Travelling to the Office

In order to reduce the number of cars used by staff to commute to work each day UNIT4 encourages staff to consider using alternative methods of transport to travel to and from work, eg car sharing, walking, cycling or using public transport. Where car travel is essential, staff are reminded to ensure that tyres are pumped to the correct level to reduce fuel use. UNIT4 displays appropriate literature and information on staff notice boards to assist with this, e.g. cycle route map, local bus timetables or relevant travel web site addresses.

The Green and Pleasant Office Policy offers staff guidance aimed at achieving best possible office practice to reduce waste, limit energy usage, improve house-keeping, motivate staff and provide a more pleasant office space for all.

Suppliers and contractors that complement these initiatives will be favoured, and visitors and customers will be advised of achievements via the UNIT4 website.

UNIT4 will also ensure the procurement of "green" services and supplies as it refurbishes its offices and identifies equipment and furniture requiring repair or replacement throughout its operations.

The main areas for consideration are:

Energy	reduction in gas and electricity usage
Water	reduction in water usage
Recycling	favour purchases of items made from recycled materials that can themselves be recycled and reduce wastage sent to landfill
Safety	encourage employees to maintain a safe office, free from slip and trip hazards and to report any equipment and furniture that requires maintenance or replacement
Tidy desk policy	monitor and maintain clean and tidy desks
Storage	encourage safe disposal of unwanted and unsightly clutter and archive important documents correctly
Shared areas	promote the maintenance of clean, tidy and hygienic kitchens and washrooms for the benefit of all staff
Employee participation	welcome initiatives and suggestions from employees for improvements
Training	ensure all employees are trained in health and safety as per legislation, monitor for compliance and advise regularly

As part of its Corporate Responsibility Programme, UNIT4 is committed to ensuring that its office premises are constructed and operated in a way which considers both environmental and energy impacts.

To that end, UNIT4 will

- Consider energy consumption and carbon emissions when purchasing, refurbishing and leasing properties,
- Seek to use sustainable sources of energy where it is commercially feasible, to reduce overall carbon emissions,
- Actively promote practical ways of conserving energy and water to employees through its Green and Pleasant Office Policy,
- Comply with all relevant legislation.

UNIT4 will achieve these aims by

- Promoting the Corporate Responsibility Programme which includes the Energy Policy, the Environmental Policy and the Purchasing Policy,
- Liaising with Environmentally Aware building designers to ensure properties are acquired and / or refurbished with consideration to energy consumption,
- Regularly carrying out management reviews to ensure compliance with company environmental policy and review energy usage,
- Publicising as examples of good practice those offices / departments / individuals that are recognised for green office involvement, initiatives and improvement,
- Ensuring that renewable energy is always considered as an option when making supply procurement decisions,
- Carrying out standards compliance inductions to raise awareness of systems and processes,
- Encouraging staff and contractors to further highlight opportunities for energy savings,
- Working with specialist energy consultancy organisations dedicated to offering best practice and ensuring maximum efficiencies are realised.

Concern for the environment is at the forefront of many of our minds and is growing steadily across the world. As a company, UNIT4 wants to ensure that it does not adversely impact upon the environment as part of its activities and as such recognises the need to take steps now in order to protect the future.

UNIT4 recognises the importance of embedding continuous environmental improvement into its business model and ethos and will play its part in ensuring the world can continue to sustain our civilisation into future generations.

UNIT4 communicates this policy and the obligations/responsibilities required by the environmental management system to all its employees on their induction into the organisation. It has displayed this policy on internal notice boards and has developed an area on its intranet dedicated to its Environmental Management System.

The responsibility of the upkeep its Environmental Management system lies with :

Standards Compliance Director	Angie Marlow	Ultimate responsibility for strategic direction, aims, objectives and goals
Standards Compliance Manager	Joanne Higginson	Responsibility for ensuring the requirements of the standard are implemented and maintained

To re-enforce our commitment we have nominated Environmental Champions across our organisation in those departments which have the biggest impact on the environment. These individuals continually assess their activities to identify improvement and wherever possible to reduce any negative impact on the environment.

Environment Champions

Sara Merrells	Purchasing and Travel	Geoff Davies	General Manager
Edwina Moore	Facilities Manager	Nicola Garnett	Facilities Manager
Aimee Pinnock	Payroll and Fleet Administrator	Robert Woodgate	Development
David Bales	Quality/Sales Support Placement	Jonathan Howes	ICT
Paul Sutton	Professional Services	Alastair Pollard	Principal Technical Consultant
Brenda Brogan	Catering Administrator	Alan Easton	Administrator
Tony Scott	Software Developer	David Turner	Group Marketing Director
James Cook	Software Development Engineer	Chris Gill	Product Architect
Lee Bennett	Systems Developer	Nadege Chahuau	Call Admin French/Group
Therese Elliot	IT Purchaser	Sue Threadgold	Product Analyst
Valerie Scanlan	Open Systems Developer	Andrea Hawkins	UK Support Coordinator
Andrew Weekes	Support Desk Technician	Debbie Downton	EH Reception
Ian King	Customer Support Manager	Ian Miller	Technical Support Manager
Sara Douglas	Customer Manager	Nick Andison	Development Team Leader
Louise Lambert	Project Coordinator	Nicola Phelps	RH Reception
Raiha Maswood	Marketing Assistant		

Staff Responsibility

All staff are responsible for considering their impact on the environment and they are encouraged to take an active role in the Environmental Management System. In practice this means all staff :

- have a clear statement and understanding of how their activities impact on the environment,
- are aware of the Company's aims for the environment,
- work towards improving their impact on the environment in terms of waste reduction and recycling,
- ensure that matters affecting the environment are communicated to the relevant people,
- ensure that problems/improvements regarding the environment are reported in the most appropriate manner.

UNIT4's Environmental Management System (EMS)

The environmental management system seeks to manage environmental risks and continually improve environmental performance. UNIT4 aims to meet, and wherever possible exceed, environmental legislation and other requirements and in order to achieve this it has implemented an environmental management system which satisfies the requirements of BS EN ISO 14001.

The EMS is structured by means of the following documents

- This Environment Policy
- Registers of Environmental Aspects and Environment Legislation
- Operating Procedures

The documents create the structure and define the processes involved in maintaining our EMS and provide us with a mechanism to control, monitor and improve our activities.

The table opposite highlights how the requirements have been addressed.

Cross reference between our Environmental Management System and BS EN ISO 14001

Cross reference between our Environmental Management System and BS EN ISO 14001

	4.1 General Requirements		4.2 Environment Policy		4.3 Planning			4.4 Implementation and Control					4.5 Checking			4.6 Management Review				
	4.1	4.1	4.2	4.2	4.3.1	4.3.2	4.3.3	4.4.1	4.4.2	4.4.3	4.4.4	4.4.5	4.4.6	4.4.7	4.5.1	4.5.2	4.5.3	4.5.4	4.5.5	4.6
Environment Policy Manual	✓		✓		✓	✓	✓	✓		✓					✓					✓
Register of Environmental Legislation	✓		✓													✓				✓
Register of Environmental Aspects	✓		✓		✓					✓		✓								✓
Environmental Management Review	✓		✓		✓					✓		✓				✓				✓
Environmental Planning	✓		✓		✓					✓		✓								✓
Internal Training/Induction Process	✓		✓		✓			✓		✓		✓								
Job Descriptions	✓				✓			✓		✓		✓								
Implementation and Operation	✓		✓		✓			✓		✓		✓								✓
Quality Work Procedure	✓				✓			✓		✓		✓								
Improvement Notice Procedure	✓		✓		✓			✓		✓		✓					✓			✓
Internal Audit Process	✓		✓		✓			✓		✓		✓			✓		✓			✓
Environmental Record List	✓				✓			✓		✓		✓			✓			✓		✓
Energy Control and Monitoring Process	✓				✓			✓		✓		✓								
Storage, housekeeping and drainage	✓				✓			✓		✓		✓								
Waste Handling, Segregation and Disposal	✓				✓			✓		✓		✓								
Packaging Procedure	✓				✓			✓		✓		✓								
Company Cars Procedure	✓				✓			✓		✓		✓								
Authorised Supplier Procedure	✓				✓			✓		✓		✓								
Environmental Objectives and Targets Procedure	✓		✓		✓			✓		✓		✓								
External Document Control Process	✓				✓			✓		✓		✓								

Environmental Management System Requirements

4.1 General Requirements
4.2 Environmental Policy
4.3 Planning
4.3.1 Environmental Aspects
4.3.2 Legal and other Requirements
4.3.3 Objectives, targets and programme(s)
4.4 Implementation and operation
4.4.1 Resources, roles, responsibility and authority
4.4.2 Competence, training and awareness
4.4.3 Communication
4.4.4 Documentation
4.4.5 Control of Documents
4.4.6 Operational control
4.4.7 Emergency preparedness and response
4.5 Checking
4.5.1 Monitoring and measurement
4.5.2 Evaluation of compliance
4.5.3 Nonconformity, corrective action and preventative action
4.5.4 Control of Records
4.5.5 Internal Audit
4.6 Management review

UNIT4 Environment Management System Scope

The scope of UNIT4's Environment Management System is :

"The Design, Development and Provision of UNIT4 Software and associated services"

ISO 9001 (Quality Management) and ISO 14001 (Environmental Management)

The Environmental Management System has been designed to fully integrate with the Quality Management System based on the requirements of ISO 9001 : 2000. As such, all procedures for environmental management are held within the Quality Management System all of which are stored centrally under :

<http://44mossagruk/quality/Business%20Procedures/Forms/AllItems.aspx>

In addition, UNIT4 has created an area on its intranet site which is dedicated to its Environmental Management System :

<http://44mossagruk/quality/environment/default.aspx>

This area is available to all staff and holds all environmental records and information. It is here that the Register of Environmental Aspects and Register of Environment Legislation can be found.

The Environmental Policy is available to the public on request.

UNIT4 Environment Objectives & Targets

In order for UNIT4 and its staff to identify and monitor its successes and compliance with its Environment Policy, Environment Objectives and Targets have been set across the organisation. This allows performance to be regularly monitored and measured for success. Environment Objectives and Targets are shown below:

General

- Obey the law,
- Embed sustainability into business model and ethos,
- Promote sustainable integrated transport and raise awareness of travel choices,
- Reduce energy consumption by 5% during 2010,
- Increase policy awareness through environmental inductions with all new members of staff,
- Increase policy awareness through the introduction of an Environment MOSS site, Notice Boards in all locations and regular announcements to all staff,
- Reduce unnecessary journeys between offices through encouragement of video conferencing and web meetings,
- Gain certification to ISO 14001 by the end of quarter 1 2010.

Sub-contractors / suppliers

- Carry out an environmental survey on all sub-contractors and suppliers by the end of 2009.

Purchasing

- Acquire at least 40% of purchases from a sustainable source, recycled or be recyclable.

Pollution/Waste Reduction

- Increase waste recycling by 5% during 2010
- Reduce tonnes of total waste produced by 5% during 2010.