



**Ixion Group**

**Environment & Sustainable  
Development Policy**

## INTRODUCTION

The Ixion Group of Companies (Ixion) are a market leader in delivering programmes which support and engage businesses in initiatives provided by central, regional, local government and non governmental organisations in the UK and internationally.

We are committed to achieving high standards of environmental management and sustainable development in all areas of our business, and complying with all environmental legislation, codes of practice, regulatory controls and customer or insurance requirements. We continuously seek to ensure that our activities are carried out with minimal impact on the environment, to enhance the environment wherever possible, and to promote the use of sustainable resources and discourage wasteful or damaging practices.

We also encourage all of our stakeholders, including local communities, suppliers, customers, and employees to be accountable for the impact of their actions upon the environment, and to strive for continuous improvement.

Ixion Holdings Ltd acquired Computer Gym (UK) Limited - now called Ixion CG Limited - in April 2010, and is actively working towards implementing this policy throughout this multi-site company.

## IXION GROUP POLICY

Our policy is to develop, maintain, monitor and implement policies, procedures and management systems, which assess and minimise the environmental impact of operations, and promote sustainable development particularly in relation to:

- Materials usage;
- Discharges and emissions;
- Waste management;
- Energy management;
- Logistics management.

Smart objectives in each of these areas are used to monitor progress. These objectives will be met through the following activities:

- Maximising the use of recycled materials particularly in the areas of packaging, stationary, training, and office materials;
- Working closely with clients to raise awareness of environmental impact of their actions across the range of activities i.e. production, distribution, use and disposal;
- Providing stakeholders with relevant information to allow them to make informed decisions regarding the environmental impact of their actions;
- Creating systems and measures to encourage employees to take account of the environmental impact of their actions in the workplace.

Progress in meeting our environmental and sustainable development objectives will be communicated regularly in team and staff briefings and on the group intranet.

## ENVIRONMENTAL MANAGEMENT

Ixion's daily business encompasses a wide range of processes from the sourcing of products to the delivery of services.

The two principal elements of this supply chain activity most likely to impact on the environment are:

1. Waste management including waste arising from materials used within the Group, such as office waste and the disposal of "end of life" materials;
2. Energy consumption as a consequence of any business activity. This includes fuel use for transportation as well as for heating and lighting.

Managing these activities across the group is complex and requires support and communication between and within all areas.

## CORPORATE ENVIRONMENTAL AND SUSTAINABLE DEVELOPMENT OBJECTIVES

Our objectives are as follows:

### Use of materials

- Endeavour to minimise use of potentially toxic materials;
- Aim to source materials from sustainable origins;
- Maximise use of recycled and recyclable materials;
- Maximise consideration of the environment in the roll out of new recycling projects.

### Waste Management

- Where packaging is used minimise pack size and material waste;
- Expand practice of materials segregation to allow increased recovery and recycling of waste materials;
- Promote appropriate waste management practices to stakeholders;
- Continuous research to gain a greater understanding of management mechanisms for the benefit of the company and the community.

### Energy/fuel consumption

- Continuously identify ways of minimising energy consumption e.g. car share plan to control unnecessary mileage;
- Continually promote fuel-efficient systems for any vehicles used by staff on company business;
- Promote energy management to employees.

## **Environmental Targets**

Environmental targets may be management or performance related. Management targets relate to the development of the management system, either to enhance the existing mechanism or to enlarge it to cover new areas. Performance targets are linked to inputs and outputs, aiming to improve these figures by a set percentage.

### **Management targets:**

- To improve and develop further mechanisms for internal and external communication relating to corporate environmental issues;
- To report regularly on corporate environmental management issues;
- To research and gather more detailed data relating to the group's key impacts.

### **Performance targets:**

- Aim to increase the recycling of office waste (reducing waste to landfill);
- To introduce a range of recycling projects across the group;
- To comply with all environmental legislation.

Ixion also recognises the contribution it can make, as a company, to sustainable development both through the advice that it provides to clients and in the way it conducts its own business.

## **Monitoring of Energy Consumption and Environmental Activities:**

### **Information Technology:**

- WEE compliant: Electrical equipment; data is wiped and equipment is disposed of by sending for recycling or refurbishment;
- Remote power down of machines used to reduce energy consumption;
- TFT monitors used which reduces energy consumption and heat output.
- Network consumption monitored and controlled to ensure consumption kept to minimum;
- Recycled toner cartridges for printing being tested to reduce waste;
- Promote e-learning (including e-portfolios, e-assessment and e-internal verification), in line with best practice guidelines.

### **Carbon Footprint Reductions:**

- Web / teleconferencing available to reduce travel mileage;
- Company cars not offered to employees as course of normal practice;
- UK based suppliers; International travel not applicable;
- Employees encouraged to book several appointments in same area on same day;
- Car sharing for journeys to/from work or work related travel is encouraged.
- approx half the fluorescent tubes in the main office have been removed to reduce electricity consumption.
- The rota of HO office lock up now includes ensuring all PC's/screen are switched off to reduce electricity consumption.

- Preferential procurement is used where carbon footprint reduction is a major issue at no substantial extra cost.

## **Recycling:**

- Paper, card, wood, metal plastic and glass waste recycled at local materials recycling facility;
- Recycling company sells waste to UK reprocessing mills or is used to burn alongside fossil fuels to provide electricity;
- Confidential paper collected for monthly shredding.

## **General Usages:**

- Employee input and involvement in energy saving is encouraged:
  - Policy of minimum output for printing (double side encouraged, colour only when necessary),
  - Computers and monitors turned off overnight;
- Internet faxing encouraged instead of paper faxing;
- Boiling water in kitchen obtained through tap instead of repeated kettle boiling;
- On-line payroll check system in place (instead of paper system);
- Energy saving light bulbs used throughout buildings;
- Regular monitoring of all equipment including photocopiers and air conditioning units;
- Rentokil; quarterly visits to check sanitation of water tanks and chlorination levels.
- Encouraging use of natural ventilation instead of air conditioning.

## **RESPONSIBILITY FOR IMPLEMENTATION OF THIS POLICY**

We believe that it is everyone's responsibility to ensure this policy is implemented. Roles and responsibilities are as follows:

- The Group Chief Executive is responsible for ensuring that sufficient resources are available to facilitate the effective implementation and maintenance of this policy. The Group Chief Executive is accountable to the Ixion Holdings Board;
- The Ixion Management board and the Ixion CG Management board and their Senior Management Teams are responsible for implementing this policy, and will give their full support to identifying and changing corporate processes and practices which impact on the environment, and promote sustainable development;
- All Company employees are responsible for ensuring that their work areas and activities are operating in accordance with company environmental standards, and that they report any environmental issues to their line manager.

## **RESPONSIBILITY FOR MONITORING THIS POLICY**

This policy will be reviewed annually (or more frequently, if legislation and best practice make it necessary) by Vanessa Manders, Office Manager of Ixion Holdings on behalf of the Ixion group, in order to ensure its continuing relevance.

Any changes to the policy will be communicated to all employees.