QUELLTEX

Version:	Changes:	Date:	Made by:	Review date
V.017a	Initial version	May 2017	Diane McGhee	May 2019
V.019a	Reviewed, no revisions required	May 2019	Diane McGhee	May 2021
V.021a	Reviewed: Point 2.2 addition of "Video Conferencing for staff meetings"	May 2021	Diane McGhee	May 2023
V.023a	Reviewed, inclusion of change table at front of document	Jan 23	Diane McGhee	January 2025
V.024a	Reviewed, removal of point 3.4 paper remittances as now the normal route	Aug 24	Diane McGhee	August 2026

Environmental Policy Statement:

1 Business Activities

- 1.1 Quelltex Ltd primarily provides classroom web based training services to a wide range of clients and in particular to the aviation and maritime security sectors.

- 1.2 Quelltex Ltd accepts that aviation and maritime transport has a sizeable environmental foot print in general and that as a company we have an obligation to do what we can to reduce our part of this.

2 Reducing Our Impact

- 2.1 All Quelltex staff work from home based offices and we will avoid unnecessary commuting.

- 2.2 Routine communication between Quelltex staff will be through e-mail and telephone, with staff meetings being held over video conferencing (Zoom is currently our preferred method).

- 2.3 We will use energy saver lighting, in particular LED office lighting, wherever possible.

- 2.4 Our computers are switched off or put into sleep mode when they are not expected to be used for more than 1 hour.

- 2.5 We run energy efficient inkjet printers and we ensure maximum use of our cartridges.

3 Paper Usage

- 3.1 We will always use FSC approved papers from UK or European sources.

- 3.2 Invoicing will be completed by entirely by electronic means. Quelltex also encourage all of their clients to use email for remittance advices and all other accounting communications.

- 3.3 Payment by electronic means will be encouraged wherever possible.

4 Recycling

- 4.1 All recyclable waste paper will be deposited at recycling collection points.

- 4.2 All other computer and printer hardware will be recycled at the end of its useful life, sold or donated to a community computer group, if considered still operable, but no longer required.