



**FourNet<sup>®</sup>**

# Environmental Policy

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## Document Control

<b>Document Title:</b>	POL-020 Environmental Policy
<b>Owner:</b>	Steph Whittaker
<b>Category:</b>	Restricted
<b>Classification:</b>	ISO Controlled
<b>Version:</b>	3.0
<b>Date:</b>	04.03.26
<b>Review Frequency:</b>	Annually
<b>Next Review Date:</b>	04.03.27

## Document Information

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## Authorisation

Document prepared by: Sarah-Jane Heber-Hall  
Head of Compliance

Verified and authorised by:   
Richard Pennington  
Chief Executive Officer (CEO)

## 1. Overview

This Policy outlines FourNet's commitment to working in a manner that aims to reduce the Company's impact on the environment.

FourNet aims to continually assess and update its practices in line with advancing technology and new understanding in health and environmental science, and regulations within the ISO 14001 Environmental Management Standard.

## 2. Scope of the Policy

This Policy applies to all employees, (whether full or part time, permanent, self-employed contractor, agency worker, authorised volunteers, or work experience personnel).

## 3. Policy

We believe that FourNet has the responsibility to conduct our business as proactive and responsible stewards of the environment, and to seek profits through businesses that provide quality and value to our customers in an environmentally sound manner.

## 4. Day-to-Day Aims

- To meet the requirements of all applicable legislation and regulations
- To eliminate unnecessary use of energy and other natural resources through water and energy saving measures; including purchasing electrical equipment that has an energy efficiency rating of B or above, wherever practical and possible
- To encourage staff to minimise their use of cars to travel to work, and to consider alternatives such as public transport, car sharing, cycling, and walking
- To reduce the need for travel by encouraging the use of available technology such as video conferencing to conduct internal meetings
- Where possible, to purchase goods and services locally in order to minimise the environmental impact of transportation, and support the local economy
- To minimise the amount of waste produced and promote better recycling of waste materials from its activities
- To ensure staff are aware of the potential environmental impacts of their activities
- To set appropriate environmental objectives
- Ensuring this policy is communicated to all staff, contractors, and suppliers

### 4.1 Roles and Responsibilities

- Management accountability for compliance to statutory requirements
- Regular recorded premise audits
- Operation of COSHH regulations
- Promotion of staff awareness and to make available relevant documents on the FourNet SharePoint

## 5. Policy Statement

This Policy applies to all FourNet's interested parties in the design, provision, configuration, management of installation, and support of communication and IT products and systems.

FourNet are committed to operating a professional quality led business, with our primary focus being to provide an exceptional service to all interested parties, and especially our customers.

We align our Environmental Management System (EMS) and associated objectives with the following environmental framework:

- Identifying and evaluating environmental risks and impacts associated with business activities
- Ensuring compliance with applicable environmental regulations
- Tackling specific environmental concerns including greenhouse gas emissions, biodiversity impact, water use and land use
- Conducting a gap analysis against current environmental management practices
- Providing an environmental platform for employees and stakeholders to be more educated and informed about environmental issues and concerns, both within the organisation and within the world
- Meeting our environmental objectives by setting targets, improving performance, and meeting reporting requirements

The FourNet Senior Leadership Team (SLT) commits its full support to the policy and empowers its employees to undertake any steps required to meet its objectives and to ensure that all associated EMS risks associated with the work undertaken by FourNet are identified and mitigated against, and opportunities for improvement are developed and implemented.

The Chief People Officer (CPO) has additional responsibilities for ensuring that the principles of the policy are met, and that the EMS is monitored and improved to ensure that appropriate and robust controls are in place to achieve the Objectives set out in the EMS, namely:

- Reduction of carbon footprint based on last year's figure of 1.86 tonnes per employee
- Reduction of Electricity Usage based on last year's figure of 30.3 tonnes CO<sub>2</sub>e
- Reduction of Gas Usage based on last year's figure of 16.36 tCO<sub>2</sub>e
- Reduction of Waste based on last year's figures of 9.25 tonnes
- Reduction of Company Business Mileage (Grey fleet) from 29.6 tonnes
- Increase the use of Business train travel use by 10% during this period
- Increase the use of Public Transport/Bike/Walking for commuting by 10%, or increase the number of remote working hours by 15% AND promote the use of Electric Vehicles by our employees
- Incorporate volunteering opportunities that assist environmental charities and enterprises and increase our Charitable Giving to £10,000 cash in kind

- Appoint Environmental Ambassadors to promote positive environmental actions and activities within our Social and Environmental Committee (SEC), and across the Business
- Obtain 0 Pollution Incidents each year
- Educate and Inform staff about Environmental concerns and issues
- Continual Improvement of the EMS
- To adhere to Environmental regulatory and legislative requirements and ensure that we measure and monitor Ethical Malpractice
- Publicly commit to the UN Global Compact

Qualitative and quantitative targets have been set for each objective in order to support measuring and monitoring achievement against them.

The ISO 14001 Objectives for 2026 can be found [here](#). The time frame for achievement of our objectives is January to December annually.

This policy and the wider EMS are regularly reviewed by the FourNet Management Team to ensure it is kept up to date and is modified and amended in line with the continual improvement program. The Environmental Management System Manual (MAN-005) further expands the policy with a detailed description of FourNet's approach to environmental management.

The ultimate objective of the Company is to grow, but to ensure that this can occur without detriment to our environment. FourNet believe this is achieved through ensuring every stakeholder strives towards and is measured by the objectives and KPIs, linked to our EMS and championed by our ESG Committee.

## 6. Enforcement

Any member of staff found to have violated this policy may be subject to disciplinary action, up to and including termination of employment. In certain circumstance, investigation by regulatory bodies and or the police may apply.

## 7. Communicating FourNet's Policies

Relevant training, bulletins, education materials, policies, procedures, and processes are provided on an ongoing basis to all employees to ensure they are fully aware of their responsibilities and are kept up-to-date of any new requirements. These are communicated in a number of ways, including, but not limited to:

- Induction sessions
- PDR meetings
- Company meetings
- Atlas/Citation portal
- Regular company bulletins via Microsoft Teams

## 8. Review and Ownership of this Policy

This policy will be reviewed and amended as required, and at least annually by the Head of Compliance. This policy document is ISO controlled and as such, the source document will be stored in the secure compliance management area of the FourNet SharePoint and a PDF version in FourNet's Compliance SharePoint.

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## Change History

Date	Version	Brief Description	Author
05.01.17	0.1	Initial Draft	Toni Hazlewood
07.02.17	0.2	For Board Review	Matt Dawe
23.02.17	0.3	Amendments Following Board Review	Toni Hazlewood
18.03.17	1.0	First Release	Matt Dawe
21.10.20	1.1	Policy Enhancements/Company Rebranding	Toni Hazlewood
09.11.20	2.0	Board Review and Second Release	David O'Brien
19.02.21	2.1	Update to the policy statement	David O'Brien
17.11.21	2.2	Update to the policy Statement (Section 4)	David O'Brien
14.09.22	2.3	Annual Review	Sarah-Jane Heber-Hall
14.09.23	2.4	Annual Review incorporating new Objectives and change of Owner from Diane Greenland	Sarah-Jane Heber-Hall
14.01.24	2.5	Review of Policy Based on changes to Objectives timeframe to Jan to Dec Annually	Sarah-Jane Heber-Hall
25.11.24	2.6	Interim Review and inclusion of framework reference	Sarah-Jane Heber-Hall
04.03.25	2.7	Annual review after Annual Objectives updates and new objectives set.	Sarah-Jane Heber-Hall
04.03.26	3.0	Annual review, including: <ul style="list-style-type: none"> <li>Moved Change History table to end of document to retain full history whilst improving user experience as changes increase.</li> <li>Minor formatting and grammatical amendments throughout.</li> <li>Updated document reference from 002 20 Environmental Policy, to POL-020 Environmental Policy, in line changes to document naming conventions.</li> <li>Updated objectives to align with agreed 2026 objectives, with associated link updated.</li> </ul>	Aimee Whitfield