



Carbon Reduction Plan & Environmental Policy

Cisilion Limited

Last Amended: April 2022

ENVIRONMENTAL & SUSTAINABILITY POLICY

Name and address of establishment:

Cisilion Limited

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CARBON REDUCTION PLAN & ENVIRONMENTAL POLICY

1. Introduction

Cisilion is an IT business, operating from three sites across London and Leatherhead, Surrey. Our main products are Network Routing, Switching, Data Centre, WAN optimisation, Wireless, Network Load Balancing, Cisco Collaboration suite, Microsoft Teams, Azure and Enterprise Mobility Services installed and supported by our highly skilled work force. We recognise that our operations result in emissions to air and water, and the generation of waste.

We all have a responsibility to act, and take decisions that will support a sustainable, low carbon future. Scientists state that we need to halve global greenhouse gas emissions by 2030, and get to net zero by 2050 to avoid the worst impacts on the environment.

During talks at the COP 26 summit in 2021, targets for government bodies were set to reduce their carbon. However, it is also businesses who have a vital role to play by understanding their own impact on the environment, as well as influencing those organisations within their supply chain.

Cisilion are committed to reducing our impact on the environment and to achieving our goal of becoming net zero by 2050. We continually strive to reduce our carbon impact year on year, initiating additional projects and activities that will further reduce our impact locally and globally, and contribute towards global UN carbon offsetting initiatives. Our commitment to the environment extends to our customers, our communities, our employees, our suppliers and other countries in which we operate.

Our Environmental Policy and Carbon Reduction Plan is based upon the following principles:

1. Comply with, and exceed where practicable, all applicable legislation, regulations and codes of practice;
2. Integrate environmental and sustainability considerations into all our business decisions;
3. Endeavor to reduce our environmental impact year on year;
4. Ensure that all employees are fully aware of our Environmental and Sustainability Policy;
5. Ensure all employees are committed to implementing and improving our policy;
6. Ensure clients and suppliers are aware of our Environmental and Sustainability Policy, and encourage them to adopt sound sustainable management practices;
7. To review, annually report, and to continually strive to improve our environmental and sustainability performance.

2. Environmental Responsibility

This policy applies to all operations including management, office services, sales, printing, delivery and procurement. The HR Department are responsible for ensuring that the policy is implemented. However, all employees have a responsibility in their area to ensure that the aims and objectives of the policy are met.

We are committed to providing a quality service in a manner that ensures a safe and healthy workplace for our employees and minimises our potential impact on the environment. We will operate in compliance with all relevant environmental legislation and we will strive to use pollution prevention and environmental best practices in all we do.

We will:-

- integrate the consideration of environmental concerns and impacts into all of our decision making and activities,
- promote environmental awareness among our employees and encourage them to work in an environmentally responsible manner,
- train, educate and inform our employees about environmental issues that may affect their work,
- reduce waste through re-use and recycling and by purchasing recycled, recyclable or re-furnished products and materials where these alternatives are available, economical and suitable,
- promote efficient use of materials and resources throughout our facility including water, electricity, raw materials and other resources, particularly those that are non-renewable,
- avoid unnecessary use of hazardous materials and products, seek substitutions when feasible, and take all reasonable steps to protect human health and the environment when such materials must be used, stored and disposed of,
- purchase and use environmentally responsible products accordingly,
- where required by legislation or where significant health, safety or environmental hazards exist, develop and maintain appropriate emergency and spill response programmes,
- communicate our environmental commitment to clients, customers and the public and encourage them to support it,
- strive to continually improve our environmental performance and minimise the social impact and damage of activities by periodically reviewing our environmental policy in light of our current and planned future activities.

3. Sustainable Meetings and Travel

Since the COVID-19 pandemic, Cisilion have offered a hybrid working environment for all employees, while employing purely home based members of the team. This has enabled us to lower our gas emissions, reduce air pollution and lower our per employee carbon footprint contribution.

As a cloud-first organisation, we support digital transformation and innovation for our clients through the migration to and adoption of cloud services. The COVID-19 pandemic has changed workplace culture for good, accelerating hybrid and remote working. This has seen the biggest ever shift and up-take of cloud-based services, further helping to reduce the consumption of energy through the reduced use of traditional data centres across our customer base.

Our commercial teams include the full costs of more sustainable forms of transport in our financial proposals, rather than the least cost option which may involve travelling by car or air. Where the only practical alternative is to fly, we will include costs for full air fares rather than budget airlines in our financial proposals.

We will avoid physically travelling to meetings where alternatives are available and practical, such as using teleconferencing, video conferencing or web cams, and efficient timing of meetings to avoid multiple trips. These options are also often more time efficient, while not sacrificing the benefits of regular contact with clients and partners. Cisilion sell the technology to enable us and our clients to be environmentally aware and will endeavor to promote such practices within our proposals.

Cisilion operate two cycle schemes which offer tax relief to those who choose to purchase a bicycle through the scheme. To monitor our impact, we will record and monitor emissions created from business travel. In addition, as of fiscal year 22/23, Cisilion offer an electric

vehicle leasing scheme which again, is processed via a salary sacrifice scheme, allowing employees to make a 40-60% saving. Due to this incentive, uptake has already been high.

4. Office Sustainability

As far as possible, we will arrange for the reuse or recycling of office waste, including paper, computer supplies and redundant equipment. We also aim to reduce the energy consumption of office equipment by purchasing energy efficient equipment and good housekeeping.

Cisilion have an aim to seek to purchase electricity from a supplier committed to renewable energy. We will also seek to maximise the proportion from renewable energy sources, whilst also supporting investment in new renewable energy schemes.

Cisilion ensure that our timber furniture, and any other timber products, are recycled or from well-managed, sustainable sources and are Forest Stewardship Council (FSC) certified. All tea and coffee purchases are that of fair trade organisations.

We have witnessed 80% reduction in Cisilion office use as we have adopted a hybrid working model. This has in turn meant that we have reduced our overall footprint and office supplies usage. We have also updated our own internal systems and client offerings, meaning that very minimal travel is required to communicate with both our employees and our clients.

Within the office, we have removed all single use cups and water bottles, replacing them with permanent crockery and glassware.

Since the global pandemic hit, Cisilion have ensured that all of our cleaning services are robust and effective. We have ensured that our cleaning products are free of carcinogens.

5. Working Practices and Advice to Clients

Cisilion aim to undertake voluntary work with the local community and / or environmental organisations and make donations to seek to offset carbon emissions from our activities. We also ensure that any associates that we employ take account of sustainability issues in their advice to clients.

6. FY22/23 Carbon reduction plan

- Become Carbon Net Zero by 2050.
- Identify carbon net zero partner by July 2022.
- Calculate carbon emissions by December 2022.
- Be able to measure and report on our carbon footprint in full, every year, and share the results publicly along with targets to reduce it.
- Measure and reduce business travel.
- Implement an electric car salary sacrifice scheme.
- Incentivise employees to continue working from home.
- Refit offices with power reducing lighting, heat pumps, air recirculation, natural light and ventilation.
- Continue to support Microsoft by signing the [Partner Pledge \(microsoft.com\)](https://www.microsoft.com/partnerpledge).

7. Employee Resources

We will ensure that resources are available to enable us to achieve our objectives and targets. LearnAmp, Cisilion's new Learning Management Platform supports the organisation with the ongoing training of environmental matters.

8. Useful Contact Telephone Numbers

Rachel Ward-Miller, Head of HR	01372 201131
Jessica Agozzino, HR Administrator	01372 201132

9. Signed by Director



Roger Paul
22 April 2022