Decoded

Environmental Policy

Document Owner	Head of Quality
Authorised By	SLT

Purpose

Decoded is committed to a sustainable future with a number of initiatives to preserve the environment across all areas of the business. Without compromising on quality or experience, we will always deliver our programmes in a manner that ensures a safe and healthy workplace for our employees and minimises our potential impact on the planet. We operate in compliance with all relevant environmental legislation and we will strive to use pollution prevention and environmental best practices in all we do.

In April 2024, Decoded started measuring its business emissions using the SME Global Climate Hub.

The full report and plan to achieve Net Zero emissions by 2050 is detailed in our Carbon Reducation Plan.

In addition, Decoded will comply with the environmental and sustainability policies of our clients when requested to do so for specific engagements.

Our Commitment

Decoded will always:

- Integrate 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 refurbished 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.

— 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.

Specific initiatives

Travel

— 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.

— Travel policy optimisation (global): Employees fly economy class, as it has a smaller carbon footprint per passenger. Company policy supports Direct flights over layovers as direct flights often burn less fuel than journeys with multiple layovers.

— Travel policy optimisation (local): We have guidelines that promote fuel-efficient transportation choices like trains instead of cars.

— Reduce travel frequency (client): We have already reduced travel significantly by utilising video conferencing for the delivery of our training programmes.

— Carbon off-set flights (where permitted under client travel expense policies)

— Reduce travel frequency (internal): We have also reduced travel by implementing working from home and encouraging video conferencing for internal collaboration and to minimise unnecessary trips. Company socials have been transformed to allow virtual participation.

— Use public transport rather than taxis or cars wherever possible and equipment permitting.

Office

- The company has office space in a shared office building. Office attendance is optional, which further reduces our overall company emissions as commuting to work is not a mandatory requirement of the business.

Review

This policy will be reviewed every 12 months. Improvements may be identified and implemented by team members at any time.

Document control

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