

Chess Limited is a telecommunications and ICT company based in Alderley Edge, Cheshire and with an additional site at Burnley together ("the Chess Group"). The Chess Group provides fixed line, mobile, broadband, ICT, cybersecurity and other associated data services to its customers. The Chess Group operates an environmental policy that is groupwide and which is in relation to the office locations listed.

Protection of the environment in which we live and operate is part of Chess' values and culture and we consider it to be sound business practice. Care for the environment is one of our key responsibilities and an important part of the way in which we do business.

The Chess Group aims to understand how its activities impact negatively on the environment and where it can, will do all it can to reduce this impact.

In this **policy statement** we commit our company to:

- Complying with all relevant environmental legislation, regulations and approved codes of practice;
- Protecting the environment by striving to prevent and minimise our contribution to pollution of land, air, and water;
- Seeking to keep wastage to a minimum and maximise the efficient use of materials and resources;
- Managing and disposing of all waste in a responsible manner;
- Providing training for our staff so that we all work in accordance with this policy statement, the Chess *Blueprint* and within an environmentally aware culture;

We carry out the aims of this policy by implementing the following:

1. Encouraging our people to recycle office and personal waste and provide mechanisms to aid this activity.
2. Purchasing where we can from local suppliers, supporting local businesses and reducing delivery transportation.
3. Promoting the use of public and shared transport for our people and provide a Cycle to Work Scheme.
4. Fully embracing working from home arrangements for our people where possible to reduce the need to travel.
5. Holding an annual "Wellbeing Week" and engaging in health and wellbeing activities throughout the year.
6. Encouraging our people to lower energy usage by turning off electrical and electronic equipment when not in use and to avoid using standby functions.
7. Encouraging customers to use energy saving products such as video and audio conferencing. Utilising Microsoft Office 365 and Microsoft Teams for business meetings.
8. Encouraging our customers to use online billing rather than having hard copy invoices sent to them.
9. Encourage use of public transport when attending team/company events by organising coaches to transport groups rather than individual vehicles.

The policy statement will be regularly reviewed and updated as necessary. The management team endorses these policy statements and is fully committed to their implementation.

Name: Mark Lightfoot

Position: Chief Executive Officer

Signed: *Mark Lightfoot*

Date: 04/01/2021

Name: Sandra Lovell-Struthers

Position: Head of Quality & Compliance

Signed: *Sandra Lovell-Struthers*

Date: 04/01/2021