



Cognni Limited
POL107 – Environmental Management
Policy

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1 Policy Statement

Cognni recognises that the delivery of its operations can impact on the environment in a number of ways, for example, through the generation of waste and the use of energy for heating and lighting. Through a commitment to continuous environmental improvement, Cognni aims to ensure that our business operation is undertaken in such a manner as to have minimum impact on the environment. Cognni believes that this commitment can best be delivered through the following policy objectives:

- ensuring that Cognni legal duties, statutory obligations, internal policies and procedures are complied with at all times.
- reducing our consumption of resources and improving efficiency in the use of these resources
- managing wastes generated from our operations according to the principles of reduce, reuse and recycle.
- creating an environment which encourages staff to identify and participate in sustainability initiatives.
- providing staff with sufficient training, instruction, information and supervision to develop and encourage environmental awareness.
- setting measurable targets to assist with Cognni goals of continuously improving its environmental performance
- We are committed to being a Climate Positive organisation from 2021 onwards. Beyond reducing our direct emissions where we can, Cognni will purchase recognised climate credits for at least double our residual emissions each year. More information can be found in our *Climate Positive Statement*.

Cognni recognises that these environmental objectives can only be achieved through the commitment and cooperation of all Cognni staff. In practical terms this means a willingness of all employees to demonstrate a commitment to the achievement of our environmental objectives through the implementation of, and adherence to, this environmental policy.

2 Management plan

Cognni believes that an essential part of reducing its environmental footprint is to understand the environmental impact of its operations. To this end we have commenced an environmental impact assessment to:

- identify the main consequences of its activities on the environment
- confirm legal compliance
- assist with setting environmental performance targets

Our initial assessment of the environmental impact, together with the nature, operation and management of those impacts, the overall impact was considered to be low. We have identified opportunities for improving environmental performance which have formed the basis for Cognni key areas of focus and performance targets.

This policy should be read in conjunction with the following documents:

- Cognni Staff Handbook
- Cognni environmental performance and targets

3 Key areas of focus

Our initial assessment has informed the environmental targets Cognni has set itself. For 2021/22 it has focused on the following key areas:

- energy consumption
- emission offset policy
- waste generation
- environmentally preferred products

The following sections of this policy address:

- Cognni environmental targets for 2021-22
- responsibilities and operation controls
- our approach to communicating and consulting on environmental issues
- monitoring and measuring our environmental performance

The targets set can be summarised as follows:

Target	Action Plan
Reduce energy consumption	Raising staff awareness to switch off lights in rooms when not in use
Reduce energy consumption by 3% in the areas over which Cognni has direct control	Improvements to heating controls in our offices
	Switching PCs and monitors off at night/weekends

<p>Achieve climate positive status</p> <p>Purchase carbon credits to cover at least double our calculated residual emissions</p>	<p>Engage fully recognised and ethically approved carbon credit supplier</p> <hr/> <p>Ensure energy is purchased from renewable suppliers as far as possible</p>
<p>Reduce waste generation</p> <p>Reduce the amount of waste Cognni sends to landfill</p>	<p>Removing individual waste bins and replacing them with centralised recycling facilities</p> <hr/> <p>Liaise with our Landlord on improving recycling and waste disposal services</p> <hr/> <p>Donating electronic hazardous waste to Computer Aid's IT disposal service. All other forms of hazardous waste are disposed of responsibly by local recycling and waste centres</p>
<p>Environmentally preferred products</p> <p>Establish procedures to promote responsible purchasing</p>	<p>Create and raising staff awareness of an approved supplier list for office supplies</p> <hr/> <p>Replace cleaning products with non-toxic versions</p>
<p>Limiting corporate travel</p> <p>Environmental impact assessed for 90% of all business trips</p>	<p>Encouraging flexible home/office working and the use of video conferencing</p> <hr/> <p>Mitigating the environmental impact of private car use where possible</p> <hr/> <p>Monitoring the environmental impacts of business travel, including the fuel emissions from public transport and vehicle fuels</p> <ul style="list-style-type: none"> • Prioritising public transport over individual vehicle use • Establish a passenger mileage rate to encourage car sharing over individual vehicle use

As Cognni is a relatively new organisation, there is limited data available for previous years in some key areas and as this the first time Cognni as an organisation has set environmental targets, they are aspirational in nature.

4 Interested Parties, Legal and Other Requirements

Currently we are not aware of any specific legal requirements that are applicable to our activities. Our activities are not believed to have any direct adverse impact on business or residents in the local area.

This will be reviewed on a continuing basis.

5 Delivery

Cognni recognises that the delivery of improved environmental performance is a collective effort which relies on the commitment and effort of staff across the organisation. The following key areas of responsibility are:

Role	Responsibilities
Board	Integrating environmental and sustainability considerations into the work of Cognni's activities
Department heads	<p>Establishing operational procedures and data gathering activities which will deliver the targets set out in this policy. In particular measuring and recording our environmental performance indicators and analysing these against objectives:</p> <ul style="list-style-type: none">• electric and gas meters (monthly)• waste disposal (quarterly)• waste recycling (quarterly) <p>Identifying, assessing and controlling environmental impacts arising out of discussions with staff and contractors</p> <p>Establishing processes to promote due consideration of environmental effects in making travel arrangements</p> <p>Ensuring environmental impact assessments and their subsequent objectives are reviewed where significant changes to Cognni operations have taken place</p>
All staff	<p>Following the principles of the Environmental Management Policy and any related guidance</p> <p>Undertaking their work with due regard for good environmental management notably in the following areas</p> <ul style="list-style-type: none">• switching off meeting room lights when not required• switching off PCs and monitors at the end of the day and weekends (unless given other instructions regarding IT maintenance)• reducing paper use by only printing when necessary• only using colour printing when necessary and for a final copy• utilising the recycling facilities• using trains for business travel as much as possible, especially within central London (keep the use of taxis to a minimum)• using videoconferencing facilities provided where appropriate rather than making business journeys• Following our sustainability guidelines for home offices where applicable

6 Communication and Consultation

Our Cognni policy of communicating with employees on environmental issues is proportionate to the size of the organisation, the results of the environmental impact assessment and the extent of Cognni's financial and/or operational control to improve its environmental performance. The overall aim is to ensure collective participation in improving our environmental performance and in achieving our environmental targets and objectives as indicated in this policy.

Employees are provided with information on Cognni environmental initiatives and performance in a number of ways including, but not limited to, induction, newsletters, Microsoft Teams, notice boards, and team meetings.

7 Monitoring and Performance Review

Cognni is committed to a process of continually improving its environmental performance, so far as is reasonably practicable. It recognises the importance of regular reviews as an essential component in measuring and validating the organisations compliance with legal requirements and its organisational objectives.

To secure these objectives:

- The Heads of Finance and Corporate Responsibility will provide the Board with an environmental update annually which will include reviewing this policy and setting new environmental targets.
- The Head of Finance will submit a quarterly overview on environmental performance to the Board.
- Results of our monitoring will be shared with staff on a quarterly basis. All Cognni employees are encouraged to contribute any ideas to improve our Environmental monitoring and performance.