Environmental Policy

Document owner	Directors, Cambridge Cyber Security Ltd	**Version**	2.1
Applies to	All employees, contractors and company activities	**Next review**	October 2027

1. Policy Statement

Cambridge Cyber Security Ltd (CCS) recognises that every business, however small, has an impact on the environment. As a cyber security consultancy and certification body, our impacts come mainly from the energy we use, the IT equipment we buy and dispose of, business travel, and the suppliers we work with.

We are committed to understanding these impacts, reducing them where we reasonably can, and meeting or exceeding all applicable environmental legislation. We aim to make environmentally responsible choices a normal part of how we work, and to improve our performance year on year.

2. Scope

This policy applies to all CCS employees, directors and contractors, and covers our office at Colmworth Business Park, home and remote working, client site visits, and the goods and services we purchase. Health, safety and welfare matters are covered separately in our Health and Safety Policy.

3. Our Commitments

To deliver this policy, CCS will:

- Comply with all relevant environmental legislation and regulations, including the Environmental Protection Act 1990, the Waste Electrical and Electronic Equipment (WEEE) Regulations 2013 and our waste duty of care.
- Prevent pollution and minimise waste by following the principles of reduce, reuse and recycle.
- Use energy efficiently and favour renewable energy where we have the choice.
- Reduce the need for travel and choose lower-carbon options when travel is necessary.
- Take account of environmental performance when selecting suppliers, products and contractors, and source locally where practical.
- Set measurable objectives, monitor progress and review them at least once a year.
- Make sure all staff understand this policy and their part in delivering it.

4. How We Put This Into Practice

Energy and IT equipment

- Switch off lighting, heating and equipment when not in use, and enable power-saving settings on all devices.
- Choose energy-efficient equipment when replacing hardware, and extend the working life of devices through maintenance, upgrades and redeployment before buying new.
- Favour cloud and hosting providers that publish carbon reduction or renewable energy commitments.

- Dispose of end-of-life IT equipment only through licensed WEEE recyclers, with certified data sanitisation or destruction so that environmental and information security obligations are met together.

Travel

- Carry out assessments, audits and meetings remotely wherever the scheme rules and client needs allow.
- Plan on-site visits efficiently, combining appointments by area where possible.
- Encourage public transport, car sharing and lower-emission vehicles for business travel.

Waste and resources

- Operate as a paper-light business, using electronic documents, reports, signatures and invoicing by default.
- Separate and recycle paper, card, plastics, cans and glass, and recycle toner cartridges and batteries.
- Avoid single-use items in the office and buy recycled or responsibly sourced consumables.

Suppliers and community

- Consider environmental practices when choosing and reviewing key suppliers and contractors.
- Support local businesses and organisations where this offers good value, reducing transport and supporting the local economy.

5. Objectives and Monitoring

CCS will set environmental objectives each year and track them through the measures below. Progress will be reviewed by the Directors as part of the annual policy review.

Area	Objective	How we will measure it
Travel	Deliver the majority of assessments and client meetings remotely	Proportion of engagements delivered remotely; business mileage
Energy	Reduce office energy use and move to a renewable tariff where possible	Annual electricity and gas use (kWh); tariff type
IT equipment	Extend device life and recycle all retired equipment responsibly	Average device age at replacement; WEEE and data destruction certificates
Paper	Keep printing to a minimum	Paper purchased per year

6. Roles and Responsibilities

- **Directors** own this policy, provide the resources to deliver it, approve objectives and lead the annual review.
- **Managers** apply the policy in day-to-day decisions, including purchasing, travel planning and supplier selection.
- **All employees and contractors** follow this policy, use resources responsibly and suggest improvements.

7. Training and Communication

This policy is included in staff induction and is available to all employees. We will share updates on our objectives and progress internally, and make the policy available to clients, suppliers and other interested parties on request.

8. Review

This policy will be reviewed at least annually, and sooner if there is a significant change to our business, premises or legal obligations. Cambridge Cyber Security Ltd is committed to keeping this policy legally compliant and consistent with current practice.

Version Control

Version	Date	Author	Change Description
1.0	04/07/2025	Jenny Manning	First release
2.0	22/09/2026	Jenny Manning	Review
2.1	01/10/2026	Philip Mashinchi	Reviewed and updated