# Environmental Policy

*ISO 14001:2015 Accredited | Document Scanning Bureau | United Kingdom*

| | | | |
|---|---|---|---|
| **Document Reference** | PSS-ENV-POL-001 | **Version** | 1.0 |
| **Issue Date** | January 2026 | **Review Date** | January 2027 |
| **Approved By** | Board of Directors | **Classification** | Public |

## 1. Introduction and Company Overview

Pearl Scan Solutions Ltd is one of the United Kingdom's leading document scanning bureaux, providing professional digitisation, document management, and data capture services to clients across the public and private sectors. We are headquartered in the United Kingdom and operate with a strong commitment to responsible business practices.

As a company that processes large volumes of paper and physical media, we recognise that our operations have an environmental footprint. We are therefore deeply committed to managing that footprint responsibly, continually improving our environmental performance, and contributing positively to the UK's goals of achieving a sustainable, low-carbon economy.

This Environmental Policy sets out our commitment to environmental responsibility and forms part of our certified Environmental Management System (EMS) in accordance with ISO 14001:2015.

## 2. Scope of This Policy

This policy applies to all activities, processes, services, and facilities operated by Pearl Scan Solutions Ltd, including:

- All document scanning, digitisation, and data capture operations
- Storage, handling, and secure disposal of physical documents and media
- Office and administrative functions at all Pearl Scan Solutions Ltd premises
- Procurement of goods and services
- Logistics, transport, and courier activities associated with our services
- All employees, contractors, and third parties operating on our behalf

## 3. ISO 14001:2015 Accreditation

Pearl Scan Solutions Ltd holds ISO 14001:2015 accreditation — the internationally recognised standard for Environmental Management Systems. This accreditation demonstrates that our environmental management is:

- Underpinned by a structured, audited, and independently verified management system
- Subject to regular internal and third-party surveillance audits
- Committed to continual improvement of environmental performance over time
- Aligned with applicable legal requirements and best practice guidance

Our ISO 14001 certification is maintained by an accredited third-party certification body and is available for inspection upon request during procurement processes.

## 4. Our Environmental Commitments

### 4.1 Legal Compliance

We commit to full compliance with all applicable UK environmental legislation, regulations, and standards, including but not limited to the Environment Act 2021, the Climate Change Act 2008 and associated carbon budgets, the Waste (England and Wales) Regulations, and the Hazardous Waste Regulations. We monitor regulatory developments and update our practices accordingly.

### 4.2 Carbon and Energy

We are committed to reducing our direct and indirect greenhouse gas emissions. Our specific commitments include:

- Measuring and reporting our Scope 1 and Scope 2 carbon emissions annually
- Setting and working toward meaningful carbon reduction targets aligned with UK net-zero ambitions
- Prioritising energy-efficient equipment in scanning and IT operations
- Sourcing electricity from renewable or low-carbon tariffs wherever possible
- Reducing energy consumption across heating, cooling, lighting, and office infrastructure

### 4.3 Waste Minimisation and Responsible Disposal

Our document scanning services inherently contribute to clients' paperless objectives. Beyond the environmental benefit we provide to clients, we manage our own operational waste responsibly:

- Paper and cardboard waste from scanned or shredded documents is recycled through certified waste contractors
- Electronic and IT equipment is disposed of via WEEE-compliant recyclers
- Hazardous materials such as printer consumables and cleaning chemicals are disposed of in accordance with hazardous waste regulations
- We monitor waste volumes and actively seek to reduce waste generated at source
- We aim to achieve a zero-waste-to-landfill position for all operational waste streams

### 4.4 Paper and Resource Use

While document scanning enables clients to reduce their own paper consumption significantly, we are equally committed to minimising our internal resource use:

- Internal paper use is minimised through digital workflows and double-sided printing policies
- Consumables are procured from suppliers with credible sustainability credentials
- We consider the environmental impact of all equipment and materials at the procurement stage

### 4.5 Transport and Logistics

Document collections and deliveries are an integral part of our service. We are committed to reducing the environmental impact of our logistics by:

- Optimising collection and delivery routes to reduce vehicle mileage
- Transitioning our vehicle fleet towards lower-emission alternatives, including electric and hybrid vehicles, as operationally feasible
- Encouraging low-carbon commuting options for staff, including cycling facilities and public transport incentives
- Using remote and digital channels wherever transport can be avoided

### 4.6 Supply Chain and Procurement

We recognise that our environmental impact extends beyond our own operations into our supply chain. We therefore:

- Include environmental criteria in our procurement and supplier selection processes
- Encourage key suppliers to hold or work towards their own ISO 14001 or equivalent certification
- Seek to work with suppliers committed to responsible sourcing, carbon reduction, and ethical disposal practices

### 4.7 Biodiversity and Local Environment

We are mindful of our impact on the local environment and communities in which we operate. We commit to avoiding pollution incidents, managing any chemical or hazardous material use carefully, and supporting initiatives that benefit biodiversity or local environmental quality where practical.

## 5. Environmental Objectives and Targets

Pearl Scan Solutions Ltd sets, monitors, and reviews environmental objectives and targets as part of our ISO 14001:2015 management system. These objectives are documented in our Environmental Programme and reviewed at management review meetings. Current focus areas include:

| Focus Area | Objective | Target / Timescale |
|---|---|---|
| Carbon Emissions | Reduce Scope 1 & 2 emissions | Year-on-year reduction; annual measurement |
| Energy Consumption | Reduce energy use per unit of output | Baseline set in 2025; target reduction agreed annually |

| | | |
|---|---|---|
| Waste to Landfill | Achieve zero operational waste to landfill | Zero to landfill by end of 2029 |
| Recycling Rate | Increase proportion of waste recycled | 95%+ recycling/recovery rate by end of 2028 |
| Fleet Emissions | Transition to lower-emission logistics | 50% lower-emission fleet vehicles by 2029 |
| Supply Chain | Assess key suppliers on environmental criteria | 100% of tier-1 suppliers assessed by end of 2027 |

## 6. Roles and Responsibilities

Environmental responsibility is embedded throughout our organisation at every level:

### 6.1 Board of Directors

- Provide visible leadership and strategic commitment to environmental performance
- Approve this policy and ensure adequate resources are available to implement it
- Review overall environmental performance at management review meetings

### 6.2 Environmental Management Representative

- Maintain and continually improve the ISO 14001:2015 Environmental Management System
- Monitor regulatory compliance and communicate legislative changes to the business
- Set, review, and report on environmental objectives and targets
- Act as primary point of contact for environmental audits and third-party assessors

### 6.3 All Employees

- Comply with this policy and all relevant environmental procedures
- Take personal responsibility for minimising environmental impact in day-to-day activities
- Report environmental concerns, incidents, or improvement opportunities promptly
- Participate in environmental training as required

## 7. Training, Awareness and Communication

Pearl Scan Solutions Ltd ensures that all employees receive appropriate environmental awareness training as part of their induction and on an ongoing basis. Staff whose roles have a direct environmental impact receive specific training relevant to their responsibilities.

We communicate our environmental performance, objectives, and this policy to employees, clients, and relevant external stakeholders. This policy is published on our website and is available to clients and public sector procurement teams on request.

We welcome feedback from clients and stakeholders on our environmental performance and use this to support continual improvement.

## 8. Monitoring, Review and Continual Improvement

Consistent with the requirements of ISO 14001:2015, Pearl Scan Solutions Ltd monitors and measures its key environmental indicators on a regular basis. Internal audits of the Environmental Management System are conducted at planned intervals, and results feed into our management review process.

This policy is formally reviewed at least annually by the Board of Directors, or sooner in the event of significant changes to legislation, our operations, or our identified environmental aspects. The outcomes of reviews, including any updates to objectives, are communicated to all relevant parties.

We are committed to the principle of continual improvement and to demonstrating measurable progress in reducing our environmental impact year on year.

## 9. Environmental Incident Management

Pearl Scan Solutions Ltd maintains documented procedures for the identification, reporting, investigation, and corrective action of environmental incidents, near-misses, and non-conformances. All incidents are investigated promptly, root causes identified, and appropriate corrective and preventive actions implemented to prevent recurrence.

Where required by legislation, environmental incidents are reported to the appropriate UK regulatory authorities, including the Environment Agency (England) or equivalent devolved bodies.

## 10. Our Commitment to Public Sector Clients

Pearl Scan Solutions Ltd understands the importance of environmental responsibility within public sector procurement frameworks, including compliance with the UK Government's Procurement Policy Notes on sustainability and the social value requirements of the Public Services (Social Value) Act 2012.

We are committed to supporting our public sector clients in meeting their own sustainability objectives by:

- Providing a digitisation service that directly reduces client reliance on physical paper storage and associated carbon costs
- Offering transparent environmental performance data and supporting client sustainability reporting
- Maintaining and further developing our ISO 14001:2015 accreditation as evidence of our systematic environmental management
- Participating in client-specific environmental improvement programmes or sustainability workstreams where required
- Ensuring our subcontractors and supply chain partners meet the environmental standards expected of Pearl Scan Solutions Ltd

| **Authorised and approved by:** | **Pearl Scan Solutions Ltd** |
|---|---|
| Signature: ____*M. N Ashraf*_____<br><br>Name: Naveed Ashraf<br><br>Position: Director | ISO 14001:2015 Certified<br>Document Reference: PSS-ENV-POL-001<br>Version 1.0 \| January 2026<br>Next Review: January 2027 |