



Environmental Policy Statement: 1 Business Activities

- 1.1 Quelltex Ltd primarily provides classroom web based training services to a wide range of clients and in particular to the aviation and maritime security sectors.
- 1.2 Quelltex Ltd accepts that aviation and maritime transport has a sizeable environmental foot print in general and that as a company we have an obligation to do what we can to reduce our part of this.

2 Reducing Our Impact

- 2.1 All Quelltex staff work from home based offices and we will avoid unnecessary commuting.
- 2.2 Routine communication between Quelltex staff will be through e-mail and telephone, with staff meetings being held over video conferencing (Zoom is currently our preferred method).
- 2.3 We will use energy saver lighting, in particular LED office lighting, wherever possible.
- 2.4 Our computers are switched off or put into sleep mode when they are not expected to be used for more than 1 hour.
- 2.5 We run energy efficient inkjet printers and we ensure maximum use of our cartridges.

3 Paper Usage

- 3.1 We will always use FSC approved papers from UK or European sources.

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- 3.2 Invoicing will be completed by entirely by electronic means unless the client cannot process e-mailed invoices. Quelltex also encourage all of their clients to use email for remittance advices and all other accounting communications.
- 3.3 Payment by electronic means will be encouraged wherever possible.
- 3.4 We will respond positively to all requests to e-mail electronic remittance rather than paper confirmation.

4 Recycling

- 4.1 All recyclable waste paper will be deposited at recycling collection points.
- 4.2 All other computer and printer hardware will be recycled at the end of its useful life, sold or donated to a community computer group, if considered still operable, but no longer required.

Document prepared by:

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2.2 Addition of video conferencing for staff meetings.

3.2 Email remittance and other communications reference

Next revision date: May 2023