



Environmental Policy Statement:

Quelltex Ltd:

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 impact 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, iMessage, text and telephone.
- 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.
- 2.6 Quelltex sources course folders from an EU based manufacturer that uses recycled materials.
- 2.7 Quelltex has for some years supplied students with Bic Biro pens on the basis they are manufactured in the EU. Now we think we can do better and we are transitioning during 2020 to using pencils manufactured in the UK.
- 2.8 Staff will be awarded for ideas to reduce our impact on the environment.
- 2.9 2020 will see us commence a new project to attempt to reduce paper waste through a project to move lengthy written assessment processes to entirely electronic forms.

3 Paper Usage

- 3.1 We will always use FSC approved papers from UK or European sources.
- 3.2 Where ever possible, invoicing will be completed by entirely by electronic means unless the client cannot process e-mailed invoices.
- 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.

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on 03/04/2011

Updated 10/09/2016

| Reviewed | Changes |
|-------------|-------------------------------------------------------------------|
| 10 Sep 2016 | 2.6 Inkjet printers |
| 27 Jan 2020 | 2.2 inclusion of iMessage and text, addition of points 2.6 to 2.9 |
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