



BECOME GREATER

# Environmental Policy

Document Version 4.0

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## Identification

File Name	Owner
Environmental Policy	Head of Governance & Sustainability

## Preparation & version tracking

Version	Title	Date	Action/comment
0.1	Head of Compliance	28/10/2022	Initial draft
1.0	Head of Compliance	25/11/2022	Issue 1
2.0	Head of Sustainability and Compliance	18/12/2023	Annual review: → Updates to Section 1; → New Sections 2, 3, 4 and 7 added.
3.0	Head of Sustainability and Compliance	13/12/2024	Annual review: → New Sections 3 and 4 added → Sections 1, 5, 7 and 8 updated
4.0	Head of Governance & Sustainability	19/12/2025	Annual review: → Update to team names and titles in Section 2; → Update to Section 4; → Update to Section 6 for clarification.

## Reviewers/Authorisers

Title	Reviewer/Authoriser	Date	Date of Next Review
Global Operations Director	Authoriser	19/12/2025	December 2026



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# 1 Policy Statement

Kocho is committed to providing a quality service that minimises our impact on the environment and ensures a safe and healthy workplace for our employees. We will operate in compliance with all relevant environmental legislation and will strive to use pollution prevention and environmental best practices in all we do.

This Environmental Policy commits us to:

- Integrate the consideration of environmental concerns and impacts into our decision making and activities:
  - Minimise our waste and then reuse or recycle as much as possible;
  - Minimise energy and water use within our buildings and processes in order to conserve supplies and minimise the consumption of natural resources;
  - Reduce the environmental impact of business travel through the use of video conferencing, virtual meetings, and remote working;
  - As far as is possible, purchase products and services that do the least damage to the environment.
- Educate and inform our employees about environmental issues that may affect their work, promote environmental awareness and encourage them to work in an environmentally responsible manner.
- Continually improve our Environmental Management System and use it as a framework to achieve our environmental objectives.
- Remain compliant with the relevant environmental legislation in the jurisdictions in which we operate.
- Communicate our environmental commitment to clients and the public and encourage them to support it.

## 2 Governance and Responsibilities

The Governance & Sustainability team is responsible for the management of the Environmental Management System as part of Kocho's overall ESG Strategy.

Environmental risks are managed via Kocho's risk management framework.

The Head of Governance & Sustainability is the owner of this Policy and undertakes a review of the document on at least an annual basis with the Global Operations Director.

This Policy is available to all employees via the Kocho intranet and can be shared with clients and third parties on request.

## 3 ISO 14001 Certification

In September 2024 Kocho achieved ISO 14001 certification for our Environmental Management System, and this complements our existing certifications in ISO 27001 (Information Security) and ISO 9001 (Quality).



## 4 Reporting

Kocho's first carbon report covered the calendar year 2023, and completion of the second report covering 2024 highlighted the challenges of reporting and the collection of data. We therefore intend to digitise our reporting to enable the production of more meaningful carbon reports, covering consumption and emissions, the identification of trends, and our plans for further reductions and improvements.

## 5 External Third Party Sustainability Assessments

Kocho has completed sustainability assessments with EcoVadis and CDP. The scorecards detailing the results of these assessments can be shared on request via the EcoVadis or CDP portals.

## 6 Recycling in Kocho Office Locations

Waste material at the Kocho office locations is separated into items that can be recycled (plastics, glass, cans, non-confidential paper) and items that are non-recyclable. This also ensures Kocho remains compliant with the relevant legislation on recycling in the workplace (for example, the Waste Separation Requirements (Wales) Regulations 2023 at the Cardiff office).

Note: Confidential paper documents are shredded and treated as Confidential Waste in line with the requirements of our ISO 27001 certification.

## 7 Recycling of Old Equipment

Under the provisions of our ISO 27001 certification, any device containing data must be securely wiped and certified by an authorised data destruction partner before being sent for recycling:

- Equipment classified as end-of-life is collected by our trusted third-party recycling partner. This includes:
  - Laptops and desktop computers;
  - Mobile phones;
  - Monitors, printers and scanners.

The environmental policy of our recycling partner also states their intention not to dispose of any IT equipment in landfill and to schedule their collections to minimise emissions.

- Equipment that cannot be reused by the Company but is not considered end-of-life is instead securely wiped in-house by the Group IT team and included in Kocho's recycling programme offered to employees and local charities.

## About Kocho

At Kocho, we believe greatness lies in everyone.

That's why we exist, to help ambitious companies realise their potential.

By combining the power of Microsoft cloud technology with world-class identity, cyber security and our team of talented people, we take our clients on a journey of secure cloud transformation.

And we're with you every step of the way. Because the path to greatness isn't walked alone. We help you adopt and embrace the right technology solutions at the right time.

The result? Sustainable and secure growth that amplifies your business success.

Kocho. Become Greater.

**Kocho** 

 Microsoft  
Solutions partner

Think  
greater.




Better  
together.



Do what's  
right.



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