

Environmental Policy

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Introduction

At Quest we recognise that our activities have direct and indirect effect on the environment on a local, regional and global scale. We are committed to reducing any harmful effects on the environment and continuous improvement in our environmentally conscious operations, striving to achieve a policy of reuse, recycle and sustainability. Therefore our activities are designed in a way that will often be beneficial to the environment, utilising countryside management good practice, and raising awareness through education.

Our Impacts

Quest most significant adverse environmental impacts are:

- Consumption of natural resources in the development, marketing and implementation of our solutions through UK and Europe
- Emissions to the atmosphere from the use of carbon based energy in the marketing, sales and implementation of our solutions through UK and Europe
- The environmental performance of our suppliers
- Production of waste materials.

We will monitor and manage our environmental impact and endeavour to ensure we continually improve our environmental performance and reduce the pollution we produce. In all activities undertaken we will comply with local and regional environmental legislation, regulations and codes of practice governing our activities as a minimum standard. Where possible we will seek to go beyond these minimum standards and achieve excellence in environmental standards.

Quest wishes to be recognised as an environmentally aware and responsible company, with this policy forming the basis of that process.

Policy Statement

This policy contains a variety of practical measures to be taken in order to enable the Quest to make a contribution towards protecting the environment at all levels of our activity.

It is the policy of Quest to:

Environmental Management through:

- Ensure compliance with all relevant environmental legislation and work within the company's operating practices and maintain records as required under ISO 9001:2000 and ISO 14001
- Vew of the environmental policy on a regular basis
- Continually invest in methods and options to improve the efficiency of our activities so as to reduce the use of energy and non-renewable sources.

Environmental Awareness through:

- Having environmental awareness day once a year to educate consultants, suppliers and clients about their impact on the environment in order to work in a more sustainable way
- Include the environmental policy into the induction procedures for our new employees and consultants
- Inform customers about their environmental impact and encourage them to take responsibility for their actions
- Working with and through local people and/or those responsible
- Post Environmental Policy on the company's Websites.

Minimise waste, through:

- Reducing the use of consumable materials and finite energy sources
- Re-using paper and containers: draft copies, internal notices, rough pads, draft printing, and informal hard copies of documents
- Use double-sided printing and photocopying
- Encourage electronic filing and archiving to reduce paper usage
- Recycling paper, plastics, glass, cardboard, tins, aluminium, IT and electrical equipment and printer cartridges, including shredded confidential documents
- Provide clearly labelled containers for material to be recycled, with notices of what can and cannot be recycled
- Re-program fax machines to print reports only if there is a problem
- Take care when producing letters, not to run over on to another page or to include empty line spaces if not necessary
- Dispose of all waste through safe and responsible methods.

Minimise energy use, by:

- Switching off unused appliances
- Arranging the office to optimise natural light
- Improving insulation where appropriate
- Our offices are double-glazed throughout, and doors and windows closed except when ventilation is required
- Using of low energy light fittings in main office areas where appropriate.

Minimise the impact of business transport, through:

- Cycling and walking, whenever possible
- Using public transport for longer journeys, where possible
- Car-sharing
- Careful arrangement of meetings to minimise distance travelled, reduce fuel consumption and lower exhaust emissions.

Minimise the impacts of materials used through

- Use of reduced impact alternatives
- Chemicals of a corrosive or hazardous nature are not used and our cleaning products are environmentally friendly wherever possible. Where waste is produced this is disposed of in a safe and responsible manner.

Minimise the impact of our interventions through:

- Identifying environmental issues and advising our clients
- Searching for alternative options of lower impact
- Provision of appropriate guidance materials.

Quest has committed to monitor and reviews its environmental performance. These will be reviewed on at least an annual basis to ensure continual improvement of its principles and in complying with all applicable laws and regulations.

The policy is communicated to all staff and consultants usually by newsletters, team meetings or internal mail. Policy is accessible on the company web site and it is included in Quest corporate handbook. Our people are aware of their personal responsibilities and commitment in its respect. This policy should not be read in isolation, but cross-referenced with all relevant Quest employment policies.

Managing Director
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