SPOOK

ENVIRONMENTAL POLICY

Version SPKEP01

Last updated:
03/07/2023

Reviewed: Annually or when new industry guidelines are issued.

ENVIRONMENTAL POLICY

Spook accepts that our activities can have an adverse impact on the natural environment through the consumption of resources and the generation of waste and pollution. This policy sets out our desire to reduce this as far as possible.

As a consequence, Spook recognises that environmental protection, resource efficiency and sustainable development are necessary to ensure environmental damage is limited and that positive actions should be taken to improve the existing environment for future generations.

In our daily business operations Spook does have to comply and accept third party service provider environmental policies too, such as, but not limited to, the Regus Group (part of IWG Plc) and Amazon Web Servers (AWS).

Document main areas:
• Flexible working
• Recycling
• Rubbish
• Sales
• Printing

Flexible working
Since the Covid-19 pandemic Spook has implemented a work from home policy for all employees. This positive action by Spook reduces environmental overheads and includes:

• Providing low energy office equipment for home office use.
• Conference calling and virtual meeting infrastructure, negating the need for employees to travel to offices for physical meetings.
• Reduction of commuter travel associated environmental overheads.

Recycling
• Head office waste paper is stored and removed for shredding and recycling in line with the Regus Group policies.
• Cardboard boxes are kept to be re-used or put in the recycling bin.
• Toner cartridges are sent to be recycled.
• Mobile phones are sent to be recycled.
• All expired computer equipment is sent for disposable under WEEE regulations (The Waste, Electrical and Electronic Equipment Regulations Act 2013).
• Where applicable all usable parts in equipment are refurbished, stripped to component parts or re-used.

Rubbish

Rubbish collection is outsourced to a company who operate collection services to Spook's head office within The Regus Group. Local collection services are used by each home office based employee.

Sales

The sale of Spook products includes providing third party monitoring hardware, customer provided computer equipment and third party hosting services.

> Spook's technical summary:

- Hosting via Amazon Web Services (AWS).
- Hardware for a customers solution is sourced by various vendors that are serious about their environmental responsibilities, all publish their own policies.
- Customer based installations, whereby Spook sends preconfigured equipment for easy installation by local staff.
- Teleconferencing services to avoid unnecessary travel.

Printing

Spook has limited requirements for printing and:

- Uses internet based billing for customers.
- Uses internet based contracts for customers.
- Use of PDF attachments rather than paper brochures.
- Scanning of hardcopy originals for internal distribution and storage.
- Paper free administrative processes.
- Double sided photocopying of documents is if applicable is encouraged.

For more information regarding this policy please contact us and we will address each query accordingly.

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