

# **DWP\_5-4 Dworkin® Environmental Policy**

**Dworkin® ISO 9001: 2015 Documentation**

Created 20.02.2025

Last updated by: Michael WILLIAMSON on: 4 Jul 2025

File name: DWP\_5-4 Dworkin Environmental Policy

If you think this is an outdated copy (each document is reviewed every 12 months), you can find the latest document on: <https://album.dworkin.eu> in the /Dworkin Internal/ISO Documentation folder

## Contents

1.	Statement of Intent.....	3
2.	Responsibility .....	4
3.	Policy aims.....	5
4.	Policies on individual environmental areas .....	6
4.1	Paper .....	6
4.2	Energy (carbon footprint).....	6
4.3	Water.....	6
4.4	Waste management.....	6
4.5	Office supplies.....	6
4.6	Carbon Emissions-Company Logistics and Travel.....	7
4.7	Maintenance and cleaning .....	7
5.	Monitoring and improvement.....	8
6.	Recycling Systems .....	9
7.	Dworkin® Environmental Culture Conclusion.....	10
8.	Table of Amendments.....	11

## **1. Statement of Intent**

Dworkin® recognises that it has a responsibility to the environment beyond legal and regulatory requirements. We are committed to reducing our environmental impact, carbon footprint and continually improving our environmental performance as an integral part of our business strategy and operating methods, with regular review points. We will always encourage customers, suppliers and other stakeholders to do the same.

## 2. Responsibility

Dworkin® is responsible for ensuring that the environmental policy is implemented. However, all employees have a responsibility in their area to ensure that the aims and objectives of the policy are met. This means that for example, as a field engineer, you should always monitor the processes that you are doing with regard to the environment. If at any time a better, greener method or system can be used with regards to saving on waste or improving our carbon footprint then you should declare it and Dworkin® will always consider and respond to these suggestions.

### 3. Policy aims

*Dworkin® will always endeavour to:*

- Comply with all relevant regulatory requirements and exceed them when reasonably practicable
- Continually improve and monitor environmental performance (yearly review)
- Continually improve and reduce environmental impacts
- Incorporate environmental factors into business decisions
- Increase employee awareness and training

## **4. Policies on individual environmental areas**

### **4.1 Paper**

- Dworkin® will minimise the use of paper in all its offices as much as possible, will continue to develop paper-free processes and solutions, and strive to reduce the amount of paper it uses
- Brno Tech Centre and all Warehouses will reduce packaging as much as possible and have already made great advances with the reduction in both packaging and the transportation of packaging
- Dworkin® will seek to buy, and use recycled and recyclable paper products as much as possible
- As a matter of course Dworkin® will reuse and recycle all paper where possible

### **4.2 Energy (carbon footprint)**

- Dworkin® will seek to reduce the amount of energy used as much as possible, as a company, Dworkin® always ensure that they utilise the latest energy saving, low current technology in order to stop wasteful use of electricity
- Lights and electrical equipment must be switched off when not in use and where safe, not counterproductive to any energy saving initiative
- Heating will be adjusted with energy consumption in mind (ideal office temperatures are around 21-22 degrees C)
- The energy consumption and efficiency of new products will be considered when purchasing not just for our own use, but we also advise and encourage our clients to purchase the most energy efficient products

### **4.3 Water**

- Dworkin® will make all practicable and reasonable efforts to use water efficiently and reduce demand within our operations
- Where possible we install water saving devices for employee washing and toilet facilities for example, dual flush toilets and modern mixer taps

### **4.4 Waste management**

- Dworkin® provides facilities at all its offices for employees to refill their drinking containers and encourages the use of reusable bottles and cups
- A company-wide, internal toner cartridge recycling program was implemented to ensure proper recycling of cartridges  
The ability to separate different types of waste product in order to recycle is available in all Dworkin® locations

### **4.5 Office supplies**

- We will try to avoid the throw-away approach and instead go for long life, repairable products or reuse and recycle everything that we are able to, especially with still serviceable computer hardware
- We will evaluate alternative options to buying new e.g. second hand, refurbished equipment or renting/sharing is an option before any decision is made
- Dworkin® as a company will always evaluate the environmental impact of any new products we intend to purchase
- Dworkin® will favour more environmentally friendly and efficient products wherever viable
- We will evaluate if the current need can be met in another way other than simply purchase new products (re-using paper when drafting out new ideas, using whiteboards instead of flipcharts)

#### **4.6 Carbon Emissions-Company Logistics and Travel**

- Dworkin® will promote the use of travel alternatives such as e-mail or video/phone conferencing
- We will examine closely all aspects of travel and will travel when only necessary.
- We will make additional efforts to accommodate the needs of those using public transport or bicycles
- When there is a need to genuinely use car transport, Dworkin® will always endeavour to make full use of the meeting by scheduling as many meetings as possible and transporting goods that would otherwise have been sent by a third party logistics company (e.g. when employees from Brno travel to Prague, they always bring hardware that would otherwise have been sent by post)

#### **4.7 Maintenance and cleaning**

- Cleaning materials used in our office areas will be as environmentally friendly as possible
- Materials used in any office refurbishment will be as environmentally friendly as possible
- We will only use licensed and appropriate organisations to dispose of any waste we have created

## 5. Monitoring and improvement

Dworkin® always tries extremely hard to maintain a greener and more efficient environment to work in, In the past, simple changes like speaking to our suppliers to ask them to reduce packaging and waste has helped us to not only keep a greener company but has even helped us to save time and money which all points towards better efficiency.

- Dworkin® will comply with all relevant regulatory requirements and exceed them when possible
- As a company Dworkin® will continually improve with regards to the reduction of environmental impact
- When we plan new projects and tasks, Dworkin® will endeavour to incorporate environmental factors into these business decisions
- We will always strive to increase employee awareness through training and self awareness
- This policy is scheduled for review every year, and is always considered during any related business issues during our management meetings



## 6. Recycling Systems

Dworkin will always ensure on a day to day basis that any waste materials that can be recycled, will be. Each one of our offices has the facility to ensure that the ability to recycle the following are provided.

a. Paper

Paper recycling bins are provided at all Dworkin buildings, if any documents are to be recycled, it is important to ensure that they have been shredded first (to prevent any accidental access to personal or sensitive information). Heavier cardboard packing products must also be recycled. When placing cardboard products into the recycling bin, it is important that the cardboard is packed in such a way that it is a small and manageable item and won't unnecessarily block the paper bins (make sure boxes are collapsed to a smaller size).

b. Plastics

Plastics where applicable must be recycled, Dworkin buildings are provided with a plastic recycling service. With plastic items it is also necessary to ensure that they are rendered small enough (crushed up) to not take up too much unnecessary room in the recycling bin.

c. Tin and other light metal waste.

There are separate recycling bins available for these items. When recycling these products, try to crush them into a smaller item in order to save room in the recycling bin.

d. Normal (black) waste

Normal waste is basically what remains after what can be recycled, has been. After normal recycling, there is usually much less waste in this category. This waste is to be placed into the standard waste disposal system.

## 7. Dworkin® Environmental Culture Conclusion

- Dworkin® will involve staff in the implementation of this policy, for greater commitment and improved performance
- As a matter of course Dworkin® will review & update this policy at least annually in consultation with staff and other stakeholders where necessary
- We will provide staff with the relevant environmental training and rely on their common sense of responsibility
- We will encourage our suppliers, contractors and sub-contractors to improve their environmental performance, especially with logistics and with packaging
- We will review all options when selecting contractors and materials and use our best endeavours to select solutions that are in line with our policy aims
- ALL Dworkin® employees are responsible for the maintenance, new ideas and implementation of this Environmental Policy

Signed

Jan KUBES

Position

CEO

Implementation review date:

26.02.2025

## 8. Table of Amendments

Name of Amender	What was Amended	Date of Amendment
Michael WILLIAMSON	Change of entire document to new Dworkin® font design	28.01.2020
Michael WILLIAMSON	Review of documents validity	28.01.2020
Michael WILLIAMSON Simone NEWSON	Review of documents validity	27.07.2020
Michael WILLIAMSON	Review of documents validity	11.11.2020
Michael WILLIAMSON	Review of documents validity	07.09.2022
Michael WILLIAMSON	Review of documents validity	24.05.2023
Michael WILLIAMSON	Review of documents validity	05.06.2024
Michael WILLIAMSON Martin KRIVY	Review of documents validity	27.02.2025