

# Environmental Responsibility Policy

## Statement of Intent

At Panoram we understand that as part of the global community we must strive to deliver our products and services in a way that minimises impact on the environment. We are always striving for ways to improve our carbon footprint and to work with our customers and suppliers to achieve this. On the back of our successful ISO27001 certification in 2021 and ISO14001 certification in 2022, Panoram is committed to maintaining the Environmental Management System to support our objectives of prevention of pollution, reducing resource scarcity, improved sustainability and decreasing our carbon footprint all with the aim of reducing our impact on climate change.

We actively measure the impact of our company on the environment, and continuously look for ways to further enhance our Environmental Management System, all in accordance with the criteria in the ISO14001 framework.



**Rick Seabrook**  
Co-Founder  
Panoram Digital



## Our Priorities/objectives:

- Raise environmental awareness and provide environmental training to employees
- Consider environmental impact during project delivery
- Reduce the carbon footprint of our business activities
- Actively promote reducing, re-using, and recycling company and personal waste
- Assess the environmental performance of our key suppliers, expecting improvement in their environmental performance as well as our own.
- Review our Environmental Policy regularly

## Smart Phones

- We operate a BYOD device policy and run MDM to secure company content. This minimises the number of mobile devices required by the business.
- Employees use laptops to perform the majority of their business functions
- We encourage employees to recycle their devices at end-of-life and provide a certified disposal service.

## Paper and Recycling

- Paper Printing - strictly necessary printing only
- Panoram does not provide any printers in our work spaces or home offices
- Where printing is necessary, we use recycled paper and recycled printer cartridges where possible
- We have a strict Clear Desk policy, for both security and paper reduction.
- Recycle waste bins are provided in work spaces for the recycling of paper and other materials. Employees are encouraged to also recycle at home and at client sites.



## Travel

- We limit all air travel to necessary trips only. These are trips considered necessary by management based on client request. All staff are encouraged to work with clients and suppliers to limit these trips to a minimum.
- Where employees do travel, we encourage them to utilise carbon offsets.
- Panoram encourages the use of public transport for all travel. This includes travel to and from the work place.

## Personal Computers

- Panoram employees are issued Laptops and optional larger screen. Laptops are configured as standard to run in power saving mode including auto shut down and screen brightened reduction. The screens all have power saving mode.
- All Panoram issued laptops meet energy saving certification.
- At their end-of-life, all laptops are sent for recycling.
- We operate a Leaver Policy such that the disk of any leaver is forensically imaged, and the image is stored in a secure location. Where possible, laptops are then recycled for use i.e. scrubbed, rebuilt and re-issued to other employees.

## Servers

- Panoram runs all services in the Cloud
- Panoram does not operate any physical server hardware
- We rely on Azure for economic power consumption. Microsoft has successfully certified the entirety of its manufacturing and supply chain as ISO 14001 compliant.

## Office Working/Remote Working

- Panoram's policy is to attend the working space only when necessary or at the specific request of clients or where it is deemed for Company or employee benefit e.g., improved mental health.
- Employees are encouraged to travel to and from the working space on public transport.
- We encourage our employees, clients and suppliers to meet virtually. We deploy MSTEams to support this function from a video/audio perspective. We also support the use of other audio and video software
- We encourage our employees, clients and suppliers to collaborate virtually where possible. We deploy secure MSTEams to create collaborative work spaces to share documents, task lists, and other information to support this objective.

## As part of our future Environmental Management Plan we aim to focus on the following areas:

### Energy

- Tracking carbon dioxide emissions resulting from the company's energy usage and business travel activities.
- Carbon management programme including
  - Energy efficiency programmes
  - Renewable energy procurement
  - Travel management use of collaboration tools

### Natural Resources

- Minimise the consumption of natural resources through procurement opportunities and operational conservation
- Aiming to reuse and recycle where opportunities exist – manage waste, e-waste and water.

### Compliance

- Comply with all applicable environmental obligations.

### Employees

- Encourage employees to seek certification in Green IT or Eco-design for Digital services.
- Encourage environmental awareness

### Client and Suppliers

- Engage with our clients to consider the environmental impact of how we deliver our work and support them in addressing their own environmental impacts.
- Consider environmental factors when procuring goods and services.