

# Environmental Policy



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Webropol Group provides software solutions to customers worldwide. We own operations in the Finland, Sweden, UK and Germany. Independent Webropol resellers operate in Turkey, Latvia and Belgium. The Webropol group of companies maintain policies and procedures which will ensure the conservation of natural resources and minimise any adverse environmental impact from our operations. Environmental issues are a focus for the whole Group, so that from the outset our Software is built and designed in an environmentally efficient way including, but not limited to re-use and recycling.

We aim to review our environmental policy regularly to improve our performance and quality. All employees are made aware of this policy and their responsibilities for environmental issues.

## Communicating our policy

All employees and resellers across the group are expected to observe the regulations stipulated in the Groups environmental policy, which is communicated in the following ways:

- This policy statement is on display at the head office based in Finland.
- A copy of our policy is published on our website.
- A copy of this environmental policy is included as part of the induction training of new employees and resellers.
- The environmental policy is discussed and reviewed annually by management.
- All employees and resellers are informed and provided with an updated copy of the policy containing any revisions to the policy.

The Group operates an energy conservation policy to ensure that:

## Workplace

- Non-critical electrical equipment is switched off when not needed.
- Employees should ensure water conservation within the workplace by ensuring water faucets are switched off after use.
- Lighting and heating levels are reduced.
- Air-conditioning is used only when temperatures are too high to be controlled through opening windows alone.
- Low energy electrical equipment will be preferred for purchase.
- We seek to purchase products which are environmentally

friendly, re-usable, recyclable and which do not damage the environment.

- Incoming packaging materials are re-used.
- Waste materials are recycled (paper, cardboard, bottles and cans etc.).
- Contractors: It is expected that all contractors working at premises owned by Webropol Group should respect and adhere to the Groups environmental policy.

## Transport

Our main transport requirements are to give demonstrations of our software and consulting to our clients.

- We endeavour to perform business electronically (web-based product demonstrations; e-mails; phone and conferencing) to avoid travel where it is feasible and possible.
- Public transport is to be used for business purposes where reasonably possible.
- We encourage employees to use public transport or cycle when travelling to work.
- We endeavour to make more effective use of our premises, reduce car parking spaces and travel by encouraging employees, when possible, to work from home and provide them with the necessary equipment to do so such as laptops and mobile phones.

## Our Product:

- The main environmental impact comes from the energy used by our servers and co2 emissions produced. However we constantly work towards minimising the impact on the environment by ensuring that our service provider offers more energy efficient servers and cooling systems. They must also have a corporate and social responsibility policy which incorporates energy efficiency and sustainability, whilst using renewable energy which is measured by the PUE value.
- We distribute our software and software manuals electronically so as to avoid the need to print manuals and copy CDs.
- As a web based survey software provider we actively promote the environmental benefits of online surveys as opposed to paper surveys.
- We distribute all customer invoices electronically to avoid the need to print invoices and at the same time stressing the benefits of e-invoicing



## Purchasing

Webropol Group endeavours to carry out its purchasing activities in an environmentally responsible manner. To achieve this we will:

- Ensure that we only buy goods and services that are truly necessary.
- Encourage upgrade, reuse, repair and recycling of products.
- We prefer equipment which is water and energy efficient both in its manufacture and operation.
- Encourage the purchase of goods containing recycled materials.
- Minimise the use of non-renewable natural resources and support the use of sustainable sources.
- Work with our suppliers to investigate and introduce environmentally friendly processes and products.
- Ensure our existing and potential suppliers are aware of, and understand our corporate environmental policies.
- Existing and potential suppliers are aware that we will only accept electronic invoices to avoid the need to send paper invoices whilst stressing the benefits of e-invoicing.
- Ensure that appropriate consideration is given to the costs and benefits of environmentally friendly alternatives.
- We review the performance of our environmental purchasing on an annual basis and seek continual improvement.



This policy is the  
responsibility of  
Heidi Tillivirta, Chief  
Financial Officer,  
who will:

Ensure the policy is continually updated  
in response to changes in information.

Ensure the policy is reviewed annually.  
Next review date: 1.6.2017

**Signed:** Heidi Tillivirta  
**Position:** Chief Financial Officer  
**Current date:** 8.6.2016