

Environmental Policy

Environmental Policy – Document Logistix Ltd (DLX)

This Environmental Policy has been reviewed by our Senior Management Team and approved by our CEO as part of Document Logistix's ('DLX') commitment to conducting our operations in a socially and environmentally responsible manner. It provides the framework for setting, monitoring and reviewing, our environmental objectives and targets, in alignment with the requirements of ISO 14001:2015 and our strategic direction.

Scope and Context

DLX recognises the environmental impacts of its activities, products, and services, and is committed to protecting the environment, preventing pollution, and fulfilling compliance obligations. This policy applies to all areas of our operations, including our supply chain, office activities, and service delivery.

We aim to integrate environmental management into our strategic direction and business processes, considering the needs and expectations of interested parties and the context in which we operate.

The scope of our integrated management system is defined as:-

'Development and supply of electronic document management and workflow software, consulting, configuration, integration and support services to implement and maintain systems comprising the EDMS. The provision of document digitising and classification services. Management of cloud-based IT resources to deliver EDMS.'

Commitments

DLX is committed to:

Compliance: Identifying and complying with applicable legal and other environmental obligations through the maintenance and regular review of our Legal Register.

Environmental Aspects: Assessing, monitoring, and controlling the environmental aspects and impacts of our activities, products, and services.

Competence and Awareness: Raising awareness and competence among employees and relevant external parties regarding environmental issues and responsibilities including our supply chain.

Waste Management: Minimising waste generation and promoting reuse, recycling, and responsible disposal to avoid landfill/end of life where possible.

Energy Efficiency: Reducing energy consumption and promoting the use of renewable energy sources where possible considering the size and scope of our organisation.

Sustainable Procurement: Considering environmental and climate change criteria in the procurement of goods and services within our supply chain and for our professional use.

- **Net Zero Commitment:** Pursuing a path to achieve net zero carbon emissions by 2043.
- **Lifecycle Perspective:** Considering environmental impacts throughout the lifecycle of our products and services.

Continual Improvement: Enhancing our Environmental Management System (EMS) to improve environmental performance.

Leadership and Accountability

DLX demonstrates leadership and commitment to environmental management by:

- Taking accountability for the effectiveness of the EMS.
- Ensuring environmental objectives are compatible with our strategic direction.
- Integrating EMS requirements into business processes.
- Providing necessary resources for effective environmental management.
- Communicating the importance of environmental management to all interested parties.
- Supporting roles and responsibilities across the organisation to ensure EMS effectiveness.

Monitoring and Review

We commit to:

- Reviewing this policy annually or when significant changes occur (whichever event occurs first).
- Conducting bi-annual reviews of environmental objectives and performance.
- Ensuring the EMS achieves its intended outcomes.
- Promoting continual improvement through feedback, audits, and performance evaluations.

This policy is communicated to all employees and made available to interested parties. It reflects our ongoing commitment to environmental stewardship and sustainable development.

Approved By

Name:	Frank De Wit – CEO
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