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# Environment Policy

## B I O S C R I P T

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### 1 Policy statement

Bioscript is committed to ensuring we have sustainable business practices, and that everyone who we work with - employees, customers, suppliers and partners respects and conform to these standards. We also expect that our suppliers will hold their own suppliers to the same high standards. This policy applies to all persons working for us or on our behalf in any capacity, including employees at all levels, directors, officers, agency workers, seconded workers, volunteers, interns, agents, contractors, external consultants, third-party representatives and business partners. This policy does not form part of any employee's contract of employment and we may amend it at any time.

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### 2 Our commitments

#### Waste

- We will ensure office waste is recycled where possible
- We will avoid purchasing single use plastics and will reduce packaging as much as possible
- We will seek to buy recycled and recyclable products
- We will reuse equipment such as laptops, screens and furniture as much as possible
- We will only use licensed and appropriate organisations to dispose of office waste

#### Transport

- We will encourage methods of transport that minimise environmental impact, such as walking or cycling to work, use of public transport, use of electric vehicles and car sharing
- Whenever possible we will reduce business travel. We will promote the use of alternative methods of communication which reduce the need to travel, such as video conferencing
- We will seek to help clients minimise their travel through advice about alternatives

#### Energy and water

- We will seek to reduce the amount of energy and water used in our offices
- When purchasing new equipment for the office, energy consumption and efficiency will be considered

#### Maintenance and cleaning

- We will choose cleaning materials that minimise environmental impact
- We will choose materials used in office refurbishment that minimise environmental impact

#### Employee engagement

- We actively involve our employees in our environmental policies and solicit suggestions from our teams
- We seek to engage and educate our employees about environment issues and what they can do to help us comply with this policy

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## 3 Responsibility for the policy

The Board of Directors has overall responsibility for ensuring this policy complies with our legal and ethical obligations, and that all those under our control comply with it. Management at all levels are responsible for ensuring those reporting to them understand and comply with this policy and are given adequate and regular training on it.

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## 4 Compliance with the policy

Employees must ensure they read, understand and comply with this policy. Employees are encouraged to raise concerns about the handling of environmental issues in any parts of our business or supply chains of any supplier tier at the earliest possible stage.

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## 5 Communication and awareness of this policy

Training on this policy, and on the importance on environment issues, forms part of the induction process for all individuals who work for us, and regular training will be provided as necessary. Further suggestions for improving our approach to handling environment issues is strongly encouraged.

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## 6 Breaches of this policy

We may terminate our relationship with other individuals and organisations working on our behalf if they breach this policy.