

## OCF Limited - Corporate Sustainability Policy

OCF is a leading high-performance compute and storage provider and integrator of complex technology-based solutions. We are a Small to Medium enterprise of less than fifty employees and our reputation is extremely important to us, built over years of trading.

Our environment is being negatively impacted by human activity on an unprecedented scale. As active members of the community, OCF understands that its activities impact the environment and therefore it has a role to play in how that impact can be reduced.

OCF complies with all relevant environmental regulations and conduct operations in an environmentally sound manner. We use the following principles to guide our efforts:

- 'Reduce, Reuse and Recycle' in product development, deployment marketing and facility management
  - Staff kitchens are supplied with reusable cutlery and crockery (removing single use plastics), and on-site water fountains encourage the use of reusable water bottles.
  - Meeting agendas and minutes are circulated electronically, and "paperless" working practices are encouraged
  - OCF have a goal to recycle all OCF paper/cardboard waste by 2021
- Actively promote environmental responsibility among our employees and encourage them to take environmental initiatives
  - Working from home is possible for all staff members, reducing emissions from commuting
  - Staff are supported in choosing low carbon transport options for commuting and long-distance business travel
  - Car-pooling and use of public transport for commuting are encouraged
  - Pursue the aims listed in our Corporate Social Responsibility Policy
- Strive to ensure that suppliers agree to comply with environmental regulations
  - All new suppliers are asked whether they comply with environmental regulations
  - Pursue the aims listed in our Sustainable Procurement Policy
- Aggressively pursue continuous improvement in our environmental performance
  - OCF is registered to the NETpositive Engagement Tool and created a bespoke sustainability action plan
  - OCF monitors its carbon footprint to assess its progress
  - A sustainability check is performed on all decisions made at board level
- Clearly communicate OCF's environmental policy, practices, and impact to interested parties
  - This policy is published on the OCF website and circulated to all employees
  - Any questions regarding this policy or OCF environmental performance can be sent to [sustainability@ocf.co.uk](mailto:sustainability@ocf.co.uk)

Sustainability is a continual process, not an achievement, and OCF is committed to that end.

Signed: 

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### High Performance Data Processing, Management and Storage

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