

**Introduction and aim**

Finalytic Ltd, is a financial services company that operates from an office in Edinburgh. We recognise that our operations result in the generation of waste. It is our aim to comply with legislation and other requirements, continue to reduce the environmental impacts of our business and operate in an environmentally responsible manner. This policy describes how we will achieve our aim.

**Responsibility**

This environmental policy applies to all of our operations including management, office services, travel and procurement. Joanna Mitcham is responsible for ensuring that the policy is implemented. However, all employees have a responsibility in their area to ensure that the aims and objectives of the policy are met.

**Resources**

We will ensure that resources are available to enable us to achieve our objectives and targets.

**Objectives**

During 2010 and 2011, we aim to:

- reduce print waste and continue to operate as a paperless office;
- Minimise domestic flights with a preference for train travel; and
- inform all customers and suppliers of our commitment to reducing our environmental impact.

**Targets**

To achieve our aims, we have set ourselves the following targets:

inform all customers and suppliers about our environmental policy by January 2011 and, thereafter, all new customers and suppliers.

Incorporate training on our environmental policy into the induction programme for new starters.

**Monitoring and auditing**

Progress against these objectives will be monitored through monthly management meetings.

**Communication**

This environmental policy is available on request. If you wish to discuss our progress against our objectives, please contact us at [info@finalytic.co.uk](mailto:info@finalytic.co.uk) . This policy is also available on our website at [www.finalytic.co.uk](http://www.finalytic.co.uk).

Damian Mitcham  
Director  
14 May 2010