

Datagraphic

Environmental

Policy

010



5.2a Environmental Policy

Document Information

| | |
|------------------------|--|
| Version: | 1.6 |
| Status: | LIVE |
| Issue date: | 19/03/2026 |
| Classification: | Public |
| Approved by: | S Butler – Managing Director |
| Author: | P Wells – Responsible Business Manager |
| Owner: | P Wells – Responsible Business Manager |

This policy is:

- Effective from the Version and Issue date above. It supersedes previous versions, which are withdrawn, and hard copies are destroyed.
- Effective for Datagraphic Limited and Datagraphic Group Limited (Herein referred to as “Datagraphic”).
- Uncontrolled when printed. The 'master' document is held securely within our IT system. All documents, policies and procedures are controlled following the procedure for controls, documents and records.
- Subject to change by Datagraphic in line with changes in statutory law, case law and best practice.



Contents

| | |
|--|----|
| Purpose | 3 |
| Scope..... | 3 |
| Compliance..... | 3 |
| Core Commitments..... | 4 |
| 1. Environmental Protection | 4 |
| 2. Climate Change, Energy and Carbon Management..... | 5 |
| 3. Resource Efficiency and Water Management | 6 |
| 4. Sustainable Procurement and Materials Management..... | 7 |
| 5. Pollution Prevention and Control..... | 9 |
| 6. Product Design, Use and End-of-Life | 12 |
| 7. Biodiversity and Environmental Stewardship..... | 13 |
| 8. Governance..... | 14 |
| 9. Monitoring, Measurement and Audit..... | 15 |
| 10. Stakeholder Training, Engagement & Advocacy | 16 |
| Roles and Responsibilities..... | 17 |
| Review & Version Control | 18 |
| Document History..... | 19 |



Purpose

At Datagraphic, we recognise our environmental responsibilities and are committed to managing and reducing environmental risks and impacts, as well as integrating sustainability throughout our operations and supply chain.

This policy is a framework for our environmental commitments, monitoring and reporting, and is part of a company-wide ISO 14001 certified Environmental Management System (EMS), which underpins our approach to reducing environmental impact, improving efficiency, ensuring legal compliance and supporting responsible operations.

Scope

This policy applies to all Datagraphic operations, including digital services, print production facilities and operational support functions. It covers workers (employees, contractors and agency staff) and suppliers whose activities influence our environmental performance.

When developing this policy, the following points were considered:

- Our vision, mission, core values and guiding principles
- The needs and expectations of, and communication with, interested stakeholders
- The internal and external local and national issues relevant to the EMS
- Coordination with other policies (e.g. quality, occupational health and safety).

Compliance

We identify, maintain and comply with all applicable environmental legislation, international standards and other requirements relevant to our operations. Compliance is regularly evaluated, and corrective actions are taken where required to ensure ongoing conformity.

We support with this policy the United Nations Sustainable Development Goals (SDGs):

03 Good Health and Well-being

06 Clean Water and Sanitation

07 Affordable and Clean Energy

09 Industry, Innovation, and Infrastructure

12 Responsible Consumption and Production

13 Climate Action

15 Life on Land



Core Commitments

We commit to protecting the environment through responsible management of activities and resources linked to our operations and supply chain, taking into account Business As Usual (BAU) operations, abnormal conditions and potential emergencies.

We make the following ten commitments under this environmental policy, which are reviewed at planned intervals and used to prioritise further controls and improvements.

1. Environmental Protection

We commit to protecting the environment by:

- Mitigating our impact on climate change by reducing carbon emissions to zero
- Using natural resources responsibly and reducing consumption
- Integrating environmental considerations into procurement and supplier selection
- Implementing operational controls to prevent and minimise pollution
- Improving air and water quality through avoidance, substitution or reduction processes
- Applying lifecycle thinking to our products/services and their environmental impacts
- Minimising the potential impact of our activities on biodiversity and nature
- Monitoring and managing environmental impact at a board level to define strategic thinking, with defined metrics and KPIs, and independent validation of reporting data
- Providing appropriate information and training for workers to operate processes properly and to minimise effects on people and the environment
- Continually improving policies and procedures through a documented EMS
- Meeting all applicable compliance obligations and environmental legislation

This supports the UN SDGs:

| | | |
|-----------|---|--|
| 06 | Clean Water and Sanitation | Target: 6.3 – Via responsible water use and pollution prevention to protect water quality. |
| 07 | Affordable and Clean Energy | Target: 7.3 – Through efficiency in fossil fuel use and energy conservation. |
| 12 | Responsible Consumption and Production | Target: 12.5 – Efficient resource use and recycling. |
| 13 | Climate Action | Target: 13.2 – Integrate climate change measures into strategies and planning, mitigation and emission reductions. |



2. Climate Change, Energy and Carbon Management

We commit to measuring and reducing our Greenhouse Gas (GHG) emissions across scopes 1, 2 and relevant scope 3 categories, as part of a transition to net zero.

To support this commitment, we will:

- Conduct regular energy audits and carbon assessments – working with independent third-party experts to identify reduction opportunities and optimise operational and transport-related emissions
- Support renewable energy use. Through self-generation and storage of energy, and responsible purchasing from renewable sources.
- Promote energy awareness among workers and encourage energy-saving behaviours. We have energy efficiency measures in place, including the use of energy-efficient equipment and Green hosting.
- Re-engineer processes and use new technologies to minimise and/or remove carbon emissions from our operations and supply chain wherever possible
- Maintain and develop our ISO 50001 certified Energy Management System (EnMS)

We have a long-term pathway to net zero emissions, approved and validated by the Science Based Targets initiative (SBTi).

This supports the UN SDGs:

| | | |
|-----------|---|--|
| 12 | Responsible Consumption and Production | Target: 12.2 – Efficient resource use in advanced printing technologies. |
| 13 | Climate Action | Target: 13.2 – Explicit climate change mitigation and emission reductions. |



3. Resource Efficiency and Water Management

We commit to using natural resources responsibly and seeking to reduce consumption, applying circular economy principles in processing and solutions.

To support this commitment, we will:

- Promote waste minimisation, energy efficiency, and the use of recyclable materials across our operations and supply chain
- Design services with automation and digital transformation built in to cut waste within Datagraphic, and for clients in their workflows and document processing
- Support the principles of circularity and responsible consumption by pre-sorting recyclable materials on-site to minimise waste
- Encourage reuse and recycling within the business and supply chain, and maintain Datagraphic's zero-to-landfill certificate at our Rugby production centre.

This supports the UN SDGs:

| | | |
|-----------|---|---|
| 03 | Responsible Consumption and Production | Target: 3.9 – Sustainable sourcing, waste reduction, and chemical management. |
| 13 | Climate Action | Target: 13.2 – Reducing carbon footprint and emissions. |

Regarding Water – we commit to continue to promote responsible water use through employee awareness, new technologies and effective operational practices.

To support this commitment, we will:

- Implementing and monitoring water-saving measures, such as water-efficient taps, which are in place within all our facilities
- Implementing water recycling systems, wherever possible
- Actively gathering and reviewing data on site water consumption, at least annually, and using the information to inform new water saving initiatives.

This supports the UN SDGs:

| | | |
|-----------|-----------------------------------|--|
| 06 | Clean Water and Sanitation | Target: 6.3 – Via responsible water use and pollution prevention to protect water quality. |
|-----------|-----------------------------------|--|



4. Sustainable Procurement and Materials Management

We commit to integrating environmental factors into procurement and supplier selection.

To support this commitment, we will:

- Where possible, prioritise renewable materials at all operational levels and suppliers with responsible practices, evidenced in contract terms and annual supply audits
- Ask suppliers to comply with Datagraphic's Supplier Code of Conduct, which aligns with this policy
- Collaborate with suppliers to reduce impacts within the supply chain
- Train staff involved in procurement to consider environmental factors in their buying decisions, in line with this policy and the Supplier Code of Conduct.

This supports the UN SDGs:

| | | |
|-----------|---|---|
| 03 | Responsible Consumption and Production | Target: 3.9 – Sustainable sourcing, waste reduction, and chemical management. |
| 13 | Climate Action | Target: 13.2 – Reducing carbon footprint and emissions. |

Regarding Materials Management – we commit to continuing responsible management of materials, chemicals, and waste from our operations, and to following the pollution prevention hierarchy (source reduction > reuse > recycling > treatment & safe disposal).

To support this commitment, we will:

- Source sustainable materials (recycled-content substrates, low-VOC inks) and avoid hazardous substances where possible, in line with REACH and other regulations. This includes prioritising non-hazardous, water-based polymer pigment inks that carry no warning labels, contain no substances of very high concern, and offer superior deinkability for improved paper recyclability
- Minimise chemical use through precise ink dispensing, efficient print-on-demand processes, and waste ink recovery systems
- Segregate and recycle waste: paper, cardboard, plastic, empty ink cartridges/systems, etc., managed as low or non-hazardous, where applicable.
- Identify and safely store, handle, and label inks, solvents, and cleaning chemicals to prevent spills or improper disposal.
- Track waste generation and refine waste reduction targets at least annually
- Ensuring hazardous waste (waste ink contaminated with solvents) is managed by licensed contractors, with accurate records and manifests
- Cross-shred secure paper waste (printer spoils and end-of-life personalised literature) on-site with a licensed contractor, before dispatch to the materials recycling facility



- Consolidate recyclable waste on-site to minimise journeys to the materials recycling facility and therefore to reduce associated emissions in transit.

We encourage suppliers and partners to adopt similar practices and will continually improve through audits and innovation by working with our supply chain..

This supports the UN SDGs:

| | | |
|-----------|---|---|
| 03 | Clean Water and Sanitation | Target: 3.9 – Indirectly contributes to reducing death and illness by reducing chemical pollution risks through effective waste handling and non-hazardous solution formulations. |
| 12 | Responsible Consumption and Production | Target: 12.4 – Safe chemicals and waste handling, waste reduction, sustainable material use, and enhanced recyclability through low-hazard, deinkable inks. |
| | | Target: 12.5 – Substantially reduce waste generation through prevention, reduction, recycling and reuse. |



5. Pollution Prevention and Control

We commit to implementing operational controls to prevent and minimise pollution. This includes managing air emissions, water and land use, and ensuring the safe storage and handling of substances.

To support this commitment, we use a hierarchy as follows:

- Source reduction or elimination – including environmentally conscious design and development, material substitution, process, product/technology changes, and conservation of energy and material resources
- Reuse or recycling of materials within the process or facility
- Off-site reuse or recycling of materials
- Recovery and treatment – recovery from waste streams, treatment of emissions, and releases of wastes on or off-site to reduce their environmental impacts
- Control mechanisms, such as controlled disposal, where permissible

Regarding Air Pollution – we will continue to monitor and minimise air pollutants such as dust, particulates, odours and noise in our operations and take steps to minimise their environmental impact, promoting continual improvement through regular reviews, staff training on emission controls and adoption of best available techniques.

We commit to key controls and measures to:

- Avoiding high-VOC solvents and prioritising low-Volatile Organic Compounds (VOC) inks and eco-friendly formulations, where possible, to reduce VOC emissions during printing and curing. This includes the adoption of advanced water-based polymer pigment inks, which are VOC-free/low-VOC as per relevant directives, producing zero ozone emissions, and generating negligible odours or fugitive emissions
- Limit the use of high-VOC solvents, which can not be immediately mitigated, and implement capture/recovery solutions to ensure low-emission levels
- Providing appropriate ventilation, extraction systems, and equipment maintenance to control emissions and maintain good indoor air quality
- Monitoring and reducing noise levels within our operations, and providing workers with access to appropriate Personal Protective Equipment (PPE) where raised noise levels are identified: in line with independent audits as part of our ISO 45001 certified framework for managing occupational health and safety (OH&S) risks to prevent workplace injuries and illnesses
- Monitoring and reporting air emissions where required, with objectives to reduce VOC levels (kg VOC per tonne of substrate printed).



We assure against including hazardous chemical substances in its products as defined by legal and/or specific client requirements. This assurance is maintained by cooperation with suppliers and subcontractors.

This supports the UN SDGs:

| | | |
|-----------|-----------------------------------|--|
| 03 | Good Health and Well-being | Target: 3.9 – Improving air quality to protect human health |
| 13 | Climate Action | Target: 13.2 – Reducing air pollutants and emissions linked to climate impacts, with enhanced benefits from zero-ozone, low-VOC technologies supporting cleaner production environments. |

Regarding Water Pollution – we will continue to implement operational controls to prevent waste pollution. Namely, we commit to key controls and measures to:

- Actively monitoring water use, especially in any identified Reverse Osmosis (RO) water systems
- Controlling discharges to water by minimising pollutants entering wastewater systems, for example, through the use of efficient RO system maintenance, and complying with applicable discharge requirements
- Ensuring robust policies, procedures and staff training are in place to respond effectively to environmental incidents, including spills, and controls are regularly reviewed to ensure effectiveness.
- Reviewing, at least annually, water data and, wherever possible, leading initiatives to improve further operational controls.

These commitments support the UN SDGs:

| | | |
|-----------|---|--|
| 06 | Clean Water and Sanitation | Target: 6.4 – Responsible water management, efficiency measures, and pollution prevention to ensure sustainable use. |
| 12 | Responsible Consumption and Production | Target: 12.2 – Efficient resource use in advanced printing technologies. |



Regarding Safe Storage and Handling of Substances – we commit to ensuring the safe handling and management of materials, including hazardous substances, and to reducing the use of harmful materials and increasing the use of more environmentally friendly options.

To support this commitment, we will continue to:

- Maintain procedures for the safe storage of materials, including chemicals
- Maintain controls and train workers to respond effectively to environmental incidents, including spills, as part of certified ISO 14001 and ISO 45001 practices
- Review material handling controls and procedures regularly as part of the EMS and Occupational Health and Safety audits to ensure continued effectiveness
- Train workers in waste segregation to support effective recycling and disposal

This supports the UN SDGs:

| | | |
|-----------|---|--|
| 12 | Responsible Consumption and Production | Target: 12.5 – Emphasising waste prevention, reuse, recycling, and sustainable production. |
| 13 | Climate Action | Target: 13.2 – Contributing to this SDG by reducing emissions at source. |



6. Product Design, Use and End-of-Life

We commit to considering environmental impacts across the lifecycle of our products and services, and to designing solutions that improve energy and resource efficiency during use and that reduce overall environmental impacts.

To support this commitment, we will continue to:

- Actively encourage and support clients to make more sustainable choices, such as reducing paper consumption and distribution carbon emissions by switching communications from all physical mail to secure multichannel communications (that blend digital-first distribution with selective physical mail for those who still need it)
- Promote print-on-demand and variable data printing to minimise overproduction and excess stock-holding, thereby reducing paper waste at source
- Encourage the use of digital proofs, approvals, and archiving to eliminate unnecessary hard-copy proofs and storage
- Provide technology to automatically match mail destined for the same recipient into one envelope, to cut fulfilment waste and emissions from extra deliveries
- Monitor and report on the uptake of more sustainable alternatives by clients, with objectives to increase the proportion of communications delivered digitally where environmentally beneficial
- Design products with end-of-life considerations in mind, including recyclability
- Support responsible disposal through recycling initiatives and collaboration with appropriate partners
- Prepare and publish, with support from independent third-party consultants, Environmental Product Declaration (EPDs) for core digital and print services, monitoring the impact of products from cradle to grave.
- Review the effectiveness of initiatives as part of the EMS and seek continual improvement in balancing client need, high-quality products and services with environmental responsibility.

This supports the UN SDGs:

| | |
|---|--|
| 09 Industry, Innovation and Infrastructure | Target: 9.5 – Promoting sustainable innovation in communication technologies. |
| 12 Responsible Consumption and Production | Target: 12.2 – By reducing paper consumption, waste, and energy use through digital transformation/efficient production. |
| 13 Climate Action | Target: 13.2 – Via lower emissions from avoided paper production, transport, and minimisation of waste disposal. |



7. Biodiversity and Environmental Stewardship

We commit to considering the potential impact of our activities on biodiversity and the natural environment and aim to minimise adverse effects and support initiatives that contribute positively to environmental protection where opportunities arise.

To support this commitment, we will:

- Not engage in any practices that threaten biodiversity and ensure that any products or services we source uphold high environmental standards.
- Use FSC®, PEFC or equivalent certified papers from sustainable sources, ensuring raw materials come from responsibly managed forests and verified sources.
- Maintain Environmental Product Declarations (EPDs) to provide transparent, verified information about the environmental impact of each print or digital product we provide across its lifecycle from cradle to grave. EPDs quantify metrics like carbon footprint, energy use, water consumption, and waste generation based on a Life Cycle Assessment (LCA) conducted according to international standards.

This supports the UN SDGs:

| | |
|---|--|
| 12 Responsible Consumption and Production | Target: 12.2 – Sustainable management and efficient use of natural resources. |
| | Target: 12.6 – Adopting sustainable practices and integrating sustainability information into reporting |
| 15 Life on Land | Target: 15.1 – Protect biodiversity, ensuring sourced products and services meet high environmental standards. |



8. Governance

We commit to monitoring and management of environmental practices by the most senior board-level Executive Team, who will also be accountable for the effectiveness of Datagraphic's ISO 14001 certified Environmental Management System (EMS).

To support this commitment, we will maintain and develop our EMS to ensure it remains:

- Appropriate to the purpose and context of Datagraphic, including the nature, scale and environmental impacts of our activities, products and services
- A framework for setting clear, environmental objectives that are relevant in scope for protecting all aspects of the environment, from pollution prevention, sustainable resources, climate change mitigation, and protection of biodiversity and ecosystems
A system that supports continued compliance obligations and allows monitoring of measurable objectives
- Current, with reporting that supports improvement in the EMS, continually to enhance environmental performance.

This supports the UN SDGs:

| | |
|--|--|
| 12 Responsible Consumption and Production | Target: 12.2 – Efficient use of natural resources. |
| | Target: 12.4 – Environmentally sound management of chemicals and waste. |
| | Target: 12.6 – Adopting sustainable practices and integrating sustainability information into reporting. |
| 13 Climate Action | Target: 13.2 – Integration of climate change measures in policies, strategies and planning. |
| 15 Life on Land | Target: 15.1 – Protection of ecosystems and biodiversity. |



9. Monitoring, Measurement and Audit

We commit to monitoring environmental performance using defined metrics and KPIs and to independent validation of our data across energy, emissions and resource use.

We will continue conducting internal audits and third-party assessments at least yearly and/or as required by legislation/operational changes, technology developments or best practices. This work will be carried out to ensure effective monitoring and continuous improvement of our operations and supply chain in line with our certified ISO 14001 EMS.

Our Environmental, Social and Governance (ESG) team co-ordinate each review, with oversight/approval from the board-level Executive Team.

We commit, as a minimum, to:

- Ensuring continued alignment with our purpose, context and evolving environmental and regulatory obligations
- Reassessing risks and environmental improvement opportunities
- Refining objectives and KPI targets
- Monitoring employee engagement, participation, and feedback mechanisms
- Auditing and risk assessments of our operations and supply chain
- Implementing corrective actions and driving continual improvement by maintaining and developing our EMS to ensure it remains appropriate and effective.

Policy revisions are approved by the Managing Director, ahead of communication internally, and external publishing on our website for viewing by interested parties.

These commitments support the UN SDGs:

| | |
|--|--|
| 12 Responsible Consumption and Production | Target: 12.4 – Environmentally sound management of chemicals and waste |
| | Target: 12.6 – Adopting sustainable practices and integrating sustainability information into reporting. |



10. Stakeholder Training, Engagement & Advocacy

We commit to providing training and information, appropriate to our operations, to ensure workers and relevant supply chain representatives understand environmental risks, controls and their responsibilities.

We commit, as a minimum, to:

- Ensuring workers read, review and sign to acknowledge they understand this policy
- Providing workers with training and procedures appropriate to their job roles to support the policy's implementation and safe systems of work in line with environmental commitments, laws and standards
- Ensuring line managers receive additional training on staff engagement, enforcement and any applicable laws and regulations
- Our ESG and procurement teams work with suppliers to make them aware of expectations and compliance requirements in line with this policy and our Supplier Code of Conduct
- Support initiatives to support consistent implementation of this policy and encourage sustainable behaviours across the organisation.

For Environmental Advocacy – we will continue to actively engage with relevant stakeholders on environmental issues and initiatives, including workers, clients and the communities in which we operate. to advocate for environmental improvements.

We commit, as a minimum, to:

- Working with our supply chain to source sustainable materials and to raise standards
- Educating and encouraging worker participation in responsible resource consumption and sustainability initiatives
- Supporting clients to make more sustainable choices through the products and services we provide to reduce environmental impacts
- Contributing to environmental Social Value within the communities of our operations and place-based initiatives in our clients' communities.
- Participating as members of the UN Global Compact and The Climate Pledge, to network and learn from best practices within global organisations
- Transparent ESG and Carbon Reduction Plan reporting to all persons under the organisation's control and interested parties via the Datagraphic website.

This supports the UN SDGs:

12 **Responsible
Consumption
and Production**

Target: 12.6 – Adopting sustainable practices and integrating sustainability information into reporting.



Roles and Responsibilities

Roles and responsibilities are defined to ensure environmental management is embedded across the organisation and that employees understand their contribution to achieving environmental principles and commitments.

| Role | Title/Team | Responsibility |
|-----------------|-----------------------------------|---|
| Policy Author | Responsible Business Manager, ESG | Drafting, updating this policy, and coordinating with internal contributors and external legal and/or professional advisors, as required. |
| Policy Owner | Responsible Business Manager, ESG | Implementation, monitoring, training and internal compliance. |
| Policy Approver | Managing Director | Board-level approval – formal approval and oversight. |
| Line Managers | All Line Managers | Supporting employee engagement and implementation. |
| Employees | All Employees | Understanding the policy and following duties/rights responsibly; participating in engagement and feedback activities as appropriate. |

Where an individual is assigned a responsibility, but they are unable to carry out their duties (for business/personal reasons), the policy owner may appoint an appropriate person as a deputy to remove the risk of non-compliance with policy requirements.



Review & Version Control

This policy is updated at least annually or more frequently as needed to reflect legal, organisational or regulatory changes, best practices, lessons from performance monitoring, third-party ISO 14001 audits or incidents. It is a live document reviewed to drive continual improvement of environmental performance, and to ensure it remains a relevant and dynamic document guiding our environmental commitments.

A board-level member of the Executive Team approves the policy annually. It is then communicated across the organisation and made available on Datagraphic's website to relevant stakeholders.

This policy was last reviewed by:

Signed:



Name: Sarah Butler

Job Title: Managing Director

Date: 19/03/2026



Document History

This policy is maintained as documented information within our EMS. It is consistent with, included in or linked to other Datagraphic policies, such as those associated with quality, occupational health and safety and ethical trading.

A Version history is maintained with amendments and approval dates shown below.

| Date | Version | Author | Description of change |
|-------------|----------------|---------------|---|
| 09/06/2018 | 1.0 | L Spacey | Publishing of the new format policy. |
| 05/05/2019 | 1.1 | L Spacey | Document completely rewritten for ISO 14001 compliance. |
| 10/08/2022 | 1.2 | L Spacey | Update to the Protection of Environment section with information on chemical handling. |
| 03/10/2022 | 1.3 | L Spacey | Small grammatical corrections. |
| 28/03/2024 | 1.4 | S Beech | The policy was moved to a new template design, and R Hoon reviewed and approved the content. |
| 21/03/2025 | 1.5 | P Wells | Annual EMS review by L Spacey and P Wells. Addition of supporting UN SDGs where relevant. Review and policy approval by the Executive Team. |
| 19/03/2026 | 1.6 | P Wells | Addition of UN SDGs to policy as part of annual review. Policy approval by Executive Team member S Butler. |



Questions

If you have questions about the contents of this policy, please contact:

Sarah Butler
Managing Director

T: +44 (0)1788 535383

E: sbutler@datagraphic.co.uk

Datagraphic

Certified



Corporation

Registered companies: Datagraphic Group Limited (Reg No: 01215380) and Datagraphic Limited (Reg No: 02913191).

Both registered in England at: Ireland Industrial Estate, Adelphi Way, Staveley, Chesterfield, S43 3LS.

© Copyright Datagraphic (2026) This literature is not to be copied without the written consent of Datagraphic.

