Newgrove Limited

Environmental Policy

Document ID: POL-015

Version No: 2.0

Status: Approved

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Classification: Client-shareable

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Newgrove Limited. Company No: 02775618, VAT No: GB 666 2978 82
Registered at Cardiff. Registered Office: 4th Floor, One Kingdom Street, Paddington Central, London W2 6BD
POL-015 Environmental Policy V2.0 – Client-shareable

Version History

Version	Date	Author	Change	Approved by
1.0	November 2019		Original issue; approved as issued	
2.0	2026-10-18	Information Security Team	Full refresh of the November 2019 policy; changes recorded in the policy's change log	Chief Technical Officer

Document Control

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Issue date (this version):	2026-10-18
Approved by:	Chief Technical Officer
Approval date:	2026-10-18
Effective date:	2026-10-18
Next review date:	2027-09-30
Owner:	Chief Executive Officer
Scope:	Newgrove's staff primarily work remotely, and Newgrove's services are hosted in Microsoft data centres. Its environmental impact therefore comes mainly from four sources:
Review and consultation process:	Drafted or reviewed by the Information Security Team and approved by the Chief Technical Officer (PRC-001). Full review each September and an interim check each March, and after any decision, incident, legal change, client requirement or audit finding that affects it.
Distribution methods:	The controlled master is held in the compliance repository (git) maintained by the Information Security Team, with the approved text tagged by version. Released copies are published to SharePoint. Staff and clients receive exported PDF/DOCX copies of approved documents only; clients receive only documents classified public or client-shareable (PRC-001).
Associated documentation:	POL-001 Information Security Policy POL-014 Corporate Social Responsibility Policy POL-013 Procurement Policy
Supersedes:	SRC-0005 Newgrove - Environmental Policy November 2019 (Word)
For further information please contact:	Chief Executive Officer, Newgrove Limited E-mail: support@newgrove.com Web: newgrove.com
Source:	policies/POL-015-environmental-policy.md at commit 3fbb902482

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1. Purpose

Newgrove is committed to operating sustainably and to reducing the environmental impact of its work. This policy identifies where that impact actually comes from for Newgrove, and what Newgrove does about each source.

2. Scope

Newgrove's staff primarily work remotely, and Newgrove's services are hosted in Microsoft data centres. Its environmental impact therefore comes mainly from four sources:

- the cloud services it runs
- the devices it buys and disposes of
- business travel
- the energy used when working from home

The policy applies to everyone who works for Newgrove.

3. Policy statements

Hosting and cloud services

3.1 Newgrove's services run in Microsoft Azure and Microsoft 365.

3.2 Cloud resources are sized to need, scaled deliberately, and unused resources are removed.

Devices and equipment

3.3 Company laptops and equipment are bought for a long working life, kept updated and reused where possible.

3.4 At end of life, devices are securely wiped (Information Security Policy §5.4). They are then refurbished or recycled through a licensed IT disposal provider, chosen when equipment is retired, and Newgrove keeps the waste transfer note and the data-destruction or recycling certificate (Environmental Protection Act 1990 s.34 duty of care; Waste Electrical and Electronic Equipment (WEEE) Regulations 2013). They are never put in general waste.

Travel

3.5 Meetings are held by video call by default. Where travel is needed, public transport is preferred, and Newgrove pays for it and books it in advance where helpful.

Working from home and purchasing

3.6 Staff are encouraged to use energy sensibly when working from home: switch equipment off when not in use, keep printing to a minimum, and recycle.

3.7 Newgrove considers the environmental performance of suppliers and products when buying (Procurement Policy). Where products are otherwise comparable, it prefers durable, energy-efficient and recyclable ones.

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Compliance and improvement

3.8 Newgrove complies with the environmental law that applies to it, mainly the waste duty of care and the WEEE rules for disposing of devices (3.4).

3.9 Before introducing a significant new service or process, Newgrove considers its environmental impact.

4. Roles and responsibilities

Role	Responsibility
Chief Executive Officer	Owns this policy; contact for environmental matters
Chief Technical Officer	Hosting efficiency (3.2) and device lifecycle and disposal (3.3, 3.4)
Everyone	Travels, uses energy and buys in line with this policy

5. Compliance, monitoring and exceptions

Reviewed in full each September, with an interim check each March; practice is improved where the review shows it can be. Each device disposal is recorded in the asset register (Information Security Policy §5.4), together with the waste transfer note and the data-destruction or recycling certificate (3.4).

6. Related documents

- Corporate Social Responsibility Policy; Procurement Policy
- Information Security Policy §5.4 (asset disposal)

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