

## Sustainability Policy

ZenVA – Virtual Assistance ('ZenVA', 'Our' and 'We') recognises that Our activities, including but not limited to, Our routine internal and external operations may impact the environment. ZenVa acknowledges a responsibility for, and a commitment to, the protection of the environment. ZenVa is committed to reducing its environmental impacts across all areas.

### Responsibilities

Catrin Zenner, Founder, is responsible for ensuring that this Sustainability Policy is implemented and that the aims and objectives of this policy are met.

### Policy Aims

ZenVA endeavours to:

- comply with all relevant regulatory requirements;
- continually improve and monitor environmental performance; and
- continually improve and reduce environmental impacts;

### Paper

ZenVA will:

- only use paper and print documents where necessary; and
- when paper is required, it shall be sourced from well managed forests, for example FSC paper, where practicable.

### Waste

ZenVA will:

- recycle all recyclable materials;
- avoid purchasing single-use products where practicable; and
- continue to use eco-friendly waste bags.

### Finance

ZenVA will:

- continue to use sustainable banking for all business purposes; and
- complete the process of setting up a green pension.

### Energy and Water

ZenVA will seek to:

- use water and energy as efficiently as possible;
- use renewable energy where possible. This is already the case at Our co-working space (Future Leap) and when practicable We will switch back to a domestic renewable energy tariff to power the home office with clean energy;

- continue to monitor how best to optimise the use of energy generated from the solar panels installed at the home office;
- work with clients and suppliers to encourage efficient energy and water usage throughout the supply chain. In particular, as We grow, We will increase Our focus on working with businesses in the sustainability sector to empower them to do what they do best; and
- transition our website to a green hosting platform as soon as practicable.

#### **Office supplies**

ZenVA will:

- source office supplies from local businesses where possible; and
- source office supplies that are zero-plastic and fully recyclable where practicable.

#### **Transportation**

ZenVA will:

- endeavour to ensure all business travel is by bike or public transport where practicable;
- evaluate the practicality of greener transportation options, such as an electric vehicle; and
- evaluate the practicality of paying into a carbon offset scheme to mitigate emissions from business travel.

#### **Maintenance and Cleaning**

ZenVA will:

- use non-toxic cleaning products; and
- continue to use cleaning products that are plastic free and that emit comparatively less carbon.

#### **Monitoring and Improvement**

ZenVA will:

- continually monitor environmental performance by tracking what changes have been implemented;
- continue to identify and take part in training opportunities to become a more sustainable business; and
- continuing to identify areas of improvement;

#### **Culture**

ZenVA will:

- update this policy at least once annually in consultation with other stakeholders where necessary.

Signed



Dated: 27/07/22