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## Wyse Solutions Limited

### Corporate Responsibility



<b>Purpose:</b>	State/Record & Publish Wyse's focus on corporate responsibility & associated policies
<b>Specification / Brief:</b>	Cover what is important to Wyse and the operation of the company
<b>Scope:</b>	Independent Document and Print Management Consultancy
<b>Responsibilities:</b>	All Operatives
<b>Review / Update Schedule:</b>	Annually

### Wyse Solutions Ltd's Corporate Responsibility

Wyse Solutions Ltd considers corporate responsibility as an operating standard. Our policies and moral principles form our processes and practices in the environment we function in.

#### Hierarchy of company focus (Direct and In-Direct)

- Value for Money
- Optimised process and performance
- Long term document management strategy
- Ethical and sustainable environmental responsibility
- Treating customers fairly
- Health and Safety
- Anti money laundering
- Modern day slavery

#### Value for Money (VFM)

Value for money is imperative. It ensures that resources are used efficiently to achieve the greatest possible benefit.

- VFM maximises outcomes – better results, services, or products for the same (or less) cost.
- VFM reduces waste – organisations avoid unnecessary spending. Waste is inefficient.
- VFM supports sustainability – using resources wisely leads to lower environmental and operational impacts.
- VFM builds trust and accountability – stakeholders, clients, or the public can see that money is being managed responsibly. VFM is a corporate responsibility.
- VFM strengthens long-term performance – consistently good value means organisations stay competitive, resilient, and financially healthy.

#### Optimised process and performance

Organisations must operate optimally, a lean operation is a quick operation, a quick operation is an efficient operation. Resource is finite and must not be wasted. Waste does not deliver Value for Money.

- Efficiency – Streamlined workflows reduce duplication, delays, and wasted effort, allowing teams to achieve more with the same resources.
- Consistency – Standardised processes ensure reliable, predictable results and higher quality across operations.
- Agility – Well-designed processes make it easier to adapt to change, scale operations, or introduce improvements quickly.
- Cost-effectiveness – Eliminating inefficiencies and aligning resources to priorities reduces unnecessary spending and improves financial performance.
- Employee empowerment – Clear processes reduce confusion, improve collaboration, and free teams to focus on higher-value work.



- Better decision-making – Optimised systems generate clearer data and insights, enabling leaders to act strategically rather than reactively.
- Customer satisfaction – Faster, more consistent, and higher-quality outcomes directly improve the end-user experience.

#### **Long term document management strategy**

To fail to plan is planning to fail. Wyse Solutions believes long-term document management strategy and planning is important because it ultimately avoids waste. In time, a strategy will reduce costs, improve service efficiency, lower environmental impact and help organisations better control document-management (Digital and Hardcopy) processes over time.

#### **Ethical and sustainable environmental responsibility**

An operation which is not optimal produces waste. Waste, in any form can ultimately be equated to unnecessary Carbon pollution. Wyse consultancy focusses on optimisation and waste reduction – Our recommended solutions take direct account of carbon reduction. We are committed to sustainable business practices that minimise environmental impact and promote ethical responsibility. As a knowledge-based consultancy with no physical office spaces and no manufacturing operations, we focus on responsible resource management and engagement with suppliers who prioritise sustainability.

Additionally, as a company, we continually strive to reduce our carbon footprint. Wyse Solutions Ltd. is committed to reducing the impact of all its activities on the environment through an integrated programme of continual improvement and pollution prevention.

1. **Water & Energy** - We strive to reduce our energy consumption by working remotely, eliminating office-based energy use such as lighting, heating, and cooling. Our team members are encouraged to use energy-efficient devices and reduce unnecessary power consumption. Water usage is minimised through digital operations and the absence of physical office facilities.
2. **Air Pollution (Including Vehicles)** - Our remote work model significantly reduces air pollution by eliminating daily commutes and associated vehicle emissions. When travel is necessary, we encourage the use of public transport or low-emission vehicles to minimise our environmental footprint. Additionally, Wyse Solutions Ltd actively promotes online client and supplier meetings for non-critical engagements, reducing unnecessary travel and further contributing to lower carbon emissions and pollution levels.
3. **Waste Reduction & Recycling** - We adopt a minimal waste approach by promoting digital documentation and communication, reducing reliance on physical materials. Any waste generated is responsibly recycled, and we encourage our team to use reusable and sustainable materials in their daily activities.
4. **Wise Use of Paper** - As a fully digital consultancy, Wyse Solutions Ltd limits paper usage to essential situations only. We advocate for electronic documentation, digital contracts, and cloud-based collaboration tools to eliminate unnecessary printing and paper waste.
5. **Carbon Emissions Reduction** - Wyse Solutions Ltd is actively working towards a carbon reduction plan (CRP) with an external audit company, which will be publicly advertised on our company website. Through sustainable practices such as remote work, responsible supplier partnerships, and energy-efficient operations, we aim to significantly lower our carbon footprint.
6. **Protection of the Natural Environment** - We recognise our responsibility to preserve and protect the natural environment. By minimising resource consumption, reducing emissions, and eliminating unnecessary waste, we contribute to environmental conservation and biodiversity protection.
7. **Responsible Supplier Partnerships** - We exclusively work with suppliers who prioritise carbon reduction as a key company policy. All vendors must adhere to stringent sustainability standards, ensuring that their operations align with our commitment to ethical and environmentally friendly business practices.

8. Commitment & Continuous Improvement - Wyse Solutions Ltd remains committed to sustainability and ethical responsibility in all aspects of our operations. We continuously evaluate and refine our practices to ensure alignment with evolving environmental standards and industry best practices.

#### **Treating customers fairly**

The Financial Conduct Authority (FCA) guidelines include an element that states; Customers should be treated fairly. Wyse Solutions Ltd believes that this should apply to all industries. The Document Management industry can be complicated and contains pitfalls which can be avoided with experience.

We will outline any risks to clients that they should be aware of.

We will be honest, fair and only offer independent advice.

#### **Health and Safety**

We require our operatives to undertake work in a clean, safe and healthy manner in compliance with all legally mandated standards for workplace health and safety. We require everyone who works with us or for us to fully understand the health and safety risks of their activities and to apply good health and safety management systems, training and practices in everything they do. No job is ever so urgent that we cannot take time to do it safely.

#### **Anti money laundering**

The majority of our recommended solutions require financing/leasing. Wyse has a zero-tolerance approach to money laundering and tax evasion. We have procedures in our business in place to ensure that it does not happen with either the client solutions we arrange finance for, the suppliers that provide solutions to our clients and the finance companies who fund our solution leases. Our consultants have undergone basic training on the Criminal Finances Act 2017 and procedures and the systems we have implemented to reduce any risk from money laundering or financial malpractice.

#### **Modern day slavery**

Wyse Solutions Ltd is committed to a zero-tolerance approach to modern slavery and human trafficking, operating ethically and with integrity across all business relationships. We ensure compliance with the Modern Slavery Act 2015 through robust due-diligence checks on all suppliers, partners, and customers, selecting only those who meet our high ethical standards. Our internal processes, including strict recruitment practices, right-to-work verification, and clear whistleblowing channels, help prevent any form of exploitation within our operations or supply chain. As an independent consultancy, we remain dedicated to maintaining transparency, safeguarding human rights, and upholding responsible business practices in everything we do.

This policy reflects our dedication to sustainability and ethical business conduct, reinforcing our commitment to a more responsible and environmentally conscious future.