



Sustainability Policy

1. Our Commitment

Outsource Typing recognises that even small service-based businesses have a responsibility to operate in an environmentally responsible manner. As a fully remote, digital-first transcription and typing service, we are committed to minimising our environmental impact while maintaining the high standards of accuracy, security and professionalism our clients expect.

We aim to operate efficiently, responsibly and proportionately within the scale of our business.

2. Digital-First & Paper Reduction

Our business model is designed to reduce unnecessary resource use:

- Work is delivered digitally as standard.
- We operate as a largely paperless service.
- We encourage digital file submission and secure electronic workflows.
- Where printing is necessary, we use FSC-certified and/or 100% recycled paper.
- We regularly review processes to reduce waste and avoid unnecessary printing.

3. Remote Operations & Travel Reduction

Outsource Typing operates fully remotely:

- No business travel or in-person meetings.
- No commuting associated with client service delivery.
- All services are delivered electronically.

This significantly reduces transport-related carbon emissions compared to traditional office-based models.

4. Energy Use

Our home office operations:

- Utilise renewable-backed electricity tariffs where available.
- Aim to operate energy-efficiently through responsible equipment use.
- Avoid unnecessary energy consumption wherever possible.

5. Responsible Equipment Management

We extend the lifecycle of equipment through:

- Careful maintenance and updates.
- Avoiding unnecessary upgrades.
- Responsible recycling of electronic equipment at end-of-life.



This reduces resource consumption and electronic waste.

6. Waste & Recycling

We:

- Recycle paper and packaging materials wherever possible.
- Dispose of confidential materials in a GDPR-compliant manner.
- Minimise packaging usage.

7. Supporting Environmental Projects

Outsource Typing supports reforestation and climate projects through [Ecologi](#) and has funded tree planting initiatives as part of our commitment to responsible business practices.

8. Continuous Improvement

We are committed to reviewing our environmental practices periodically and making proportionate improvements as the business grows.

9. Responsible Supplier Selection

Where proportionate and practical, Outsource Typing considers environmental and ethical commitments when selecting suppliers and service providers.

We aim to:

- Work with organisations that demonstrate responsible business practices.
- Utilise renewable-backed electricity tariffs where available.
- Purchase FSC-certified and/or recycled office materials where possible.
- Minimise unnecessary procurement and extend the lifespan of equipment.

As a small, service-based business, we recognise our influence is limited, but we remain committed to making considered choices that align with responsible and sustainable practice.

Policy Owner: Fiona Frame

Review Date: February 2027