



# ENVIRONMENTAL

## POLICY

12 January 2021

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### REVIEWER

NAME	ROLE	DATE APPROVED	VERSION
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# STATEMENT OF POLICY

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The Company is committed to integrating environmental best practice into all its business activities. The Company accepts its environmental responsibilities and recognises its obligation to reduce the impact of business activities on the environment. The Company adopts a positive approach towards environmental issues and is continually investigating further ways to promote sustainability through the day to day office environment.

## PURPOSE AND SCOPE

The Company commits to promoting responsibility for the environment within the organisation and will communicate and implement this policy at all levels within the workforce.

Each employee is responsible for his/her adherence to the principles of this policy. The contents of this policy and the way in which it is being implemented will be reviewed regularly.

To achieve these objectives, the Company will:

- adopt best practice and assist, where possible, in developing innovative solutions to the environmental issues and problems facing its sector;
- conduct its activities in full knowledge of, and compliance with, the requirements of applicable environmental legislation and Approved Codes of Practice;
- assess the environmental impact of all past, current and likely future operations, and fully integrate environmental considerations and objectives into its business decisions;
- minimise consumption of natural resources, including energy, water and raw materials, as far as is economically practicable;
- reduce the production of waste and develop effective waste management and recycling procedures, as well as disposing of unavoidable waste in such a way as to minimise its environmental impact;
- develop and implement integrated logistics policies, and encourage the use of environmentally friendly means of transport by staff;
- raise awareness amongst members of staff through appropriate education and training, encouraging them to become more environmentally responsible;
- encourage awareness of, and commitment to, improved environmental performance amongst suppliers and customers;
- communicate this policy to members of staff, and consult with them to ensure that they take an active role in its implementation and review; and
- monitor and review its environmental performance and publish and communicate this performance to staff and other concerned parties.
- maintain the buildings of the company in an environmentally sensitive way.
- work with other agencies and companies, as appropriate, to promote environmental policies.

## POLICY PRINCIPLES

### PAPER

We are aware that the majority of waste from an office is paper and we are committed to recycle all white office paper, including photocopy paper, computer paper, letterheads and laser prints.

### TONER CARTRIDGES

We recycle fax and copier toner cartridges continually and strive to recycle printer toner cartridges whenever facilities are available.

## **CARDBOARD**

A large percentage of waste from the office is cardboard packaging through office supplies and materials. All unused cardboard is collected from the office premises by an external waste management company for the purposes of recycling.

## **MAGAZINES**

We collect the large quantity of magazines received and recycle them.

## **PLASTICS**

We collect the plastics used in the everyday office environment and they are then collected from the office premises by an external waste management company for the purposes of recycling.

## **PURCHASING**

In purchasing its services, materials, equipment and consumable items, the Company will, where possible, purchase items produced in ways which do least environmental harm, which are not supplied with excessive packaging; which are benign or at least harmless in their effect on the environment. We will seek to minimise our generation of waste by reduction of purchased materials where this does not compromise our primary functions, or by re-use of materials within or outside the Company. Where reduction or re-use is not feasible, materials will be recycled.

## **ENERGY CONSUMPTION**

The Company is environmentally responsible for its use of energy and will therefore consider the sources, type, origin and destination of energy input and output throughout the Company. This will require careful monitoring of consumption, the elimination of excessive or unnecessary use, and an ongoing programme of energy conservation.

We continue, where possible, to turn off all unwanted lights, monitors, copiers and printers and ensure that staff are aware of this through posters in the office.

## **TRANSPORT**

Where flights are necessary employees should ensure the use low cost airlines, however, if this means travelling during the middle of the day, scheduled airlines should be considered which will enable less wasted transfer time, resulting in a fuller working day at your destination or enabling a same day return. All flight travel will require the authorisation of a Director.