

# Environment and Sustainability Policy

## ***Purpose of this policy***

We are committed to environmentally sustainable practices. This policy sets out:

- The steps the company will take to reduce its carbon footprint
- How we will comply with environmental regulations
- How we will work with suppliers, contractors and clients to meet environmental responsibilities.

## ***Roles and Responsibilities***

- The Chief Executive Officer has an ultimate responsibility to ensure this policy is activated.
- Senior managers are responsible for familiarising themselves with this policy and advocating the principles to staff
- Staff are responsible for following this policy
- The Finance and HR Officer, along with the Chief Executive Officer are responsible for reviewing this policy every year.

## ***Waste Management***

Any waste that comes from commercial activities counts as business waste.

The main types of waste from our business are paper and cardboard, food and plastic waste and general office waste. This waste is collected by a private contractor. The private contractor has conformed with their legal requirement to collect and separate waste.

## ***Pollution***

We endeavour to ensure that our work practices do not breach regulations on air, water and noise pollution.

## ***Energy Consumption***

We reduce our consumption of electricity, gas and oil by:

- Installing timers on heating so this is not switched on outside of business hours or when spaces are not in use
- Using low energy lightbulbs, such as LEDs
- Encouraging staff to turn off lights and other electrical items when no longer in use

- Setting computers and other machines to switch to standby mode after a period of inactivity
- Turning heating off when the desired temperature is reached. Heating is not on continuously
- Routinely maintaining our lighting and heating systems to ensure they are working efficiently.

## **Water Consumption**

We reduce our water consumption by:

- Encouraging staff to report any leaks or drips
- Routinely maintaining our water systems to ensure they are working efficiently
- We have a water dispenser in the office which discourage staff from using bottled water.

## **Recycling**

We recycle by separating into four different bins being:

- paper, cardboard,
- plastic
- food waste
- general waste

Recycling bins are clearly labelled in the office and placed where they are easily accessible both upstairs and downstairs.

## **Paper**

We keep our paper consumption as low as possible by:

- asking staff to keep printing to a minimum
- not making unnecessary copies of documents
- encouraging staff to keep digital files instead of paper files
- using recycled paper in the office.

## **Travel**

We encourage staff to travel by public transport to work instead of driving to work. Our company travel policy requires that staff travel by public transport as the default rather than car.

## ***Training***

Our environmental expectations of staff, such as the expectation that they recycle, are included in company training delivered at the start of employment. These messages are reinforced during refresher training.

## ***Environment Permits***

We do not need environment permits for our business operations. However, if this changes appropriate permits will be applied for from the Environment Agency and relevant local authorities.

## ***Customers and the Supply Chain***

We prioritise working with suppliers that share our commitment to good environmental practices. This policy is available to all our customers and suppliers, and any potential partners, on request.

## ***Monitoring Environmental Impact***

We will monitor our environmental impact annually in the process of reviewing this policy.