

## Environmental Policy

The Company recognises that it has a responsibility to the environment beyond legal and regulatory requirements. We are committed to reducing our environmental impact and continually improving our environmental performance as an integral part of our business strategy and operating methods, with regular review points. We will encourage customers, suppliers and other stakeholders to do the same.

The Company Directors are responsible for ensuring that the environmental policy is implemented. However, all employees have a responsibility in their area to ensure that the aims and objectives of the policy are met.

### **Policy aims**

We endeavor to:

- Comply with all relevant regulatory requirements.
- Continually improve our environmental performance.
- Continually improve our environmental impact.
- Incorporate environmental factors into business decisions.

### **Paper**

- We endeavour to reduce packaging as much as possible.
- We endeavour to buy recycled and recyclable paper products.
- We endeavour to reuse and recycle all paper where possible.

### **Energy and water**

- We endeavour to reduce the amount of energy used as much as possible.
- Lights and electrical equipment will be switched off when not in use.
- Heating will be adjusted with energy consumption in mind.
- The energy consumption and efficiency of new products will be taken into account when purchasing.

## Office supplies

- We will evaluate if the need can be met in another way.
- We endeavour to evaluate the environmental impact of any new products we intend to purchase.
- We endeavour to reuse and recycle where possible.

## Maintenance and cleaning

- Cleaning materials used will be as environmentally friendly as possible.
- Materials used in office refurbishment will be as environmentally friendly as possible.
- We will only use licensed and appropriate organisations to dispose of waste.

## Monitoring and improvement

- We endeavour to comply with all relevant regulatory requirements.
- We endeavour to improve environmental performance.
- We endeavour to improve and reduce environmental impacts.
- We endeavour to incorporate environmental factors into business decisions.

## Culture

- We endeavour to update this policy in consultation with staff and other stakeholders when appropriate.
- We endeavour to work with suppliers, contractors and sub-contractors to improve their environmental performance.
- We endeavour to use local labour and materials where available to reduce CO2 and help the community.

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