



# ENVIRONMENTAL POLICY

## 1. POLICY STATEMENT

1.1 It is our policy to always consider the effects of our company's actions on the local and global environment. We are aware of the impact of our activities on the environment and are committed to taking steps to minimise that impact.

1.2 The purpose of this policy is to set out our responsibilities, and of those working for us, in observing and upholding our position on environmentally friendly activities.

## 2. WHO MUST COMPLY WITH THIS POLICY?

This policy applies to all persons working for us or on our behalf in any capacity, including employees at all levels, directors, officers, agency workers, seconded workers, volunteers, interns, agents, contractors, external consultants, third-party representatives and business partners, sponsors, or any other person associated with us, wherever located (collectively referred to as workers in this policy).

## 3. PERSONNEL RESPONSIBLE FOR IMPLEMENTING THE POLICY

3.1 All managers have a specific responsibility for operating within the boundaries of this policy, ensuring that all staff understand the standards of behaviour expected of them and taking action when behaviour falls below its requirements.

3.2 All staff are responsible for the success of this policy and should ensure that they take the time to read and understand it.

## 4. RESPONSIBILITIES OF THE COMPANY

The company will do the following in order to uphold its commitment to minimising its impact on the environment:

- (a) The company is committed to reducing and minimising waste wherever possible by evaluating its operations and ensuring they are as efficient as possible.
- (b) We are committed to recycling and reuse internally, therefore reducing the impact and cost of landfill use caused by the company.
- (c) The company will consider environmental issues as part of its training / induction programme and enlist new recruits' support in meeting the company's aim. All staff will be made aware of how / where to recycle during their training / induction.
- (d) We will consider environmental issues when sourcing products and supplies for the company, by choosing environmentally friendly materials for example.
- (e) We will comply with all relevant environmental legislation.
- (f) We will encourage the adoption of similar principles by our suppliers and customers.
- (g) We will promote environmentally friendly travel to work such as car sharing, cycling and public transport.
- (h) We will always ensure that business travel is necessary, and consider more environmentally friendly options first. For example, wherever possible we will encourage our employees to conduct meetings via telephone or other electronic means.
- (i) This policy statement will be made available to all employees.

## **5. YOUR RESPONSIBILITIES**

5.1 You must ensure that you read, understand and comply with this policy.

5.2 It is the responsibility of all employees to consider the impact of their actions on the environment and to always act in ways that minimise that impact.

5.3 If you have any suggestions on ways in which the company can reduce its impact the environment further then please bring them to the attention of your manager.

## **6. MONITORING AND REVIEW OF THIS POLICY**

We will continue to review the effectiveness of this policy to ensure it is achieving its stated objectives.