

Environmental Policy

Date Issued: June 2025
Issued by: Head Office



The Company recognises and understands the importance of protecting the environment in which we operate. We are fully committed to minimising the impact that running our business has on the environment and we encourage our clients, suppliers and other stakeholders to do the same.

We aim to comply with all relevant legislative, regulatory and other environmental requirements in order to act in a socially responsible manner and we will strive to continuously improve our environmental performance.

The Company is aware that our business activities result in impacts on the environment in the following ways:

- Emissions to air/water
- Energy/water consumption
- Generation of waste

We recognise that we can reduce our company's impact by focusing on the following: Energy, Water, Waste, Transport & Procurement.

The Company's aims are to:

1. Minimise the use of natural resources;
2. Minimise the generation of waste and implement/promote recycling;
3. Minimise pollution and promote greener transport options;
4. Purchase and promote the use of greener office and cleaning products;
5. Consider the environmental impact of any business decisions made;
6. Inform and encourage staff at all levels to act in an environmentally responsible manner and provide training where necessary;
7. Encourage feedback from staff on improvements and feed these into the policy;
8. Designate appropriate resources in order to implement, monitor and continuously improve the policy;
9. Make this policy available to any interested external parties and to employees ;
10. Continually improve and monitor the environmental performance of the company and report these to interested parties.

These aims will be achieved by ways including, but not limited to, the following:

- Purchase of environmentally friendly office supplies and cleaning products;
- Minimising waste by implementing recycling;
- Reducing the temperature in the office;
- Turning off lights and other electrical equipment when not in use and overnight. Ensuring lights/heating are turned off in empty rooms where possible (sensors used where possible);
- Use of whiteboards as opposed to flipcharts and refillable/long life pens/markers;
- Using recycled paper and saving of electronic copies rather than hard copies of documents;
- Printing on both sides of the paper and use scrap paper where practical;
- Using refillable ink cartridges in the printer and recycle ink cartridges;
- Using mugs and glasses as opposed to disposable cups;
- Looking at staff travel and encouraging greener options e.g. car sharing, the use of public transport, bike to work schemes etc. Looking at whether any company vehicles are environmentally friendly.

In summary we aim to achieve these aims by:

1. Reducing consumption
2. Repairing
3. Re-using
4. Recycling

Our targets:

To reduce the consumption of energy by 5%
To reduce the consumption of water by 5%
To reduce the volume of waste by 5%

Tony Wilmot will be responsible for implementing the above objectives, reviewing progress and continuously updating this policy as necessary. The Company will review this policy periodically and publish the results in our shared document store on the company server.