

# Environmental and Sustainability Policy

Dated: 29<sup>th</sup> August 2018

## 1. Policy Statement

The Company seeks to adopt ethical ways of working, taking account of our impact economically, socially, environmentally and in terms of human rights. We look to protect the environment, improve the sustainability of our organisation, and use our financial resources wisely.

We will look to achieve these aims by addressing the following areas:

- Reducing energy use
- Re-using and recycling
- Travel and transport
- Finance and purchasing

NOTE: The Company has a Flexible Working and Homeworking Policy, with the majority of staff working remotely from a combination of home, co-working and field locations. As such, the following policy applies to head office, and to remote working locations wherever possible.

## 2. Reducing Energy Use

To reduce our energy use, we commit to the following actions:

- Equipment (i.e. lights, monitors, printers etc.) is turned off when not in use.
- When buying replacement or new items, the Company aims to purchase energy efficient equipment.
- Low energy light bulbs or slim-line fluorescent tubes are used.
- Maintenance issues that result in wastage of resources and pollution will be prioritised (i.e. leaking taps, faulty heating).

## 3. Re-using and Recycling

To achieve our aims in this area, we commit to the following actions:

- As a minimum, cartridges, cardboard and paper are recycled.
- Waste is recycled in line with local council collections.

Paper usage is reduced by:

- Photocopying/printing double sided
- Only printing documents where absolutely necessary
- Sending emails or telephoning rather than posting letters
- Purchasing and using recycled paper for printing and copying.

Printer cartridge waste will be minimised by only printing in black and white unless colour is absolutely necessary.

#### **4. Travel and Transport**

To achieve our aims in this area, the Company avoids asking employees to travel unnecessarily, utilising web conferencing and email in place of face to face meetings for all internal communications, and for client meetings wherever possible, especially where the meetings are anticipated to be short.

The Company's Flexible Working and Homeworking Policy which allows employees to work from home and vary their start and finish times depending on business and customer needs, further reducing the need for unnecessary travel.

When choosing a venue for meetings, access for people walking, cycling or using public transport is considered along with distance travelled.

#### **5. Finance and Purchasing**

To achieve our aims in this area, the Company commits to the following actions:

- Where possible, consumables and services are purchased via local suppliers.
- We endeavour to purchase Fair Trade consumables where practicable, and where the cost is not prohibitive.
- Purchases of new materials and equipment are only made following consideration of their necessity and whether, e.g. broken items can be more economically repaired. All such expenditure is signed off by the CEO.

Employees are encouraged to challenge any expenses that they will incur on behalf of the organisation, i.e. travel and expenses submitted for payment will be scrutinised in order to ensure that they are in line with the Expenses Policy.

#### **6. Environmental Risk and Control**

To achieve our aims in this area the Company commits to:

- Ensure that environmental contamination is reduced by using, for example, biodegradable and 'green' cleaning liquids and materials.
- Minimise water wastage by regularly checking for leaking taps and encouraging employees to ensure taps are not left running.
- Minimise pollution from transport by ensuring employees do not travel on business unnecessarily and where travel is unavoidable that they use public transport or car-share.

#### **7. Community Engagement**

The Company recognises the importance of developing good relationships with the local community where the organisation operates. Employees are encouraged to become involved in community activities and might (depending on business demands) be allowed some time off to assist in community events. Employees must make every effort not to damage the relationships that the organisation has with the community.

**8. Induction process**

All employees will be introduced to the approach the Company takes to our environmental and sustainability aims during the induction process. Line managers are responsible for ensuring that this takes place and that employees have understood all aspects of our ethical stance.

**9. Interactions with clients and suppliers**

All Company interactions with clients and suppliers should follow the same stance that is outlined in this policy. Any deliberate non-adherence with this stance might result in disciplinary action.

**10. Action Planning**

The Company will develop and maintain an action plan with regards to environmental and sustainability matters. This will highlight areas of focus and improvement and outline actions to be taken and timescales for achievement. This plan will be reviewed regularly in order to ensure that our goals in this area are being met.

**Policy Review**

This policy should be reviewed every two years, therefore the next formal review will be due in August 2020.



Assheton Stewart Carter  
Approved on: 29<sup>th</sup> August 2018