

Environmental Policy

Introduction

It is our intention to, wherever practicably possible, reduce overall energy use, thereby reducing the impact on the environment and overall energy costs incurred. We are also committed to reducing carbon and other emissions that impact upon the environment and constantly aims to improve energy efficiency.

We will as a minimum comply with all environmental legislation in force in this jurisdiction and any other jurisdiction in which we carry on business.

This policy is intended to be practical and relevant to all employees and simple to apply in everyday work situations. All employees are requested to assume their responsibility for environmental matters and to support us in our aims.

Monitoring

We will monitor our environmental performance by:

- Assessing the impact of our existing and proposed activities on the environment; and
- Monitoring our progress and reviewing our environmental performance on an annual basis

Improving Environmental Performance

We will work to continuously improve our environmental performance in complying with the requirements of environmental legislation and approved codes of practice by:

- Buying products that at least comply with mandatory standards where possible
- Considering the environmental consequences of all our activities
- Being aware of new or changing policies and best practice, and adopting them appropriately

Use of Raw Materials, Energy and Supplies

We will reduce our consumption of raw materials, energy and supplies, and improve efficiency in their use by:

- Eliminating the unnecessary use of energy
- Avoiding waste and encourage the conservation, re-use and appropriate recycling of resources
- Reducing unnecessary travel by any means and, where necessary, travel in the most energy efficient mode that is practical
- Reducing pollution, emissions and waste from our business operations
- Complying with our customers' environmental considerations and policies when on their premises or carrying out work for them at other locations

Employee Awareness

We will raise awareness, encourage participation and train employees in environmental matters by:

- Promoting staff awareness of their responsibility for environmental care
- Communicating to all staff and associates our environmental policy
- Communicating our performance on an annual basis and encouraging feedback

Specific Practices

We will request that all employees take responsibility for following the specific practices:

Lighting

- Please turn off individual desk lights and office lights when not needed; especially when leaving at the end of the day
- This excludes all lighting intended for security, fire and health & safety purposes

Computers and Printing

- All internal printers set to automatic duplexing (reducing paper usage by approx 40%) and all computers turned off when not in use
- Utilising the Gill Sans corporate font which when printed uses 50% less ink on documents, where appropriate
- To reduce printing output, emails and documents should only be printed out when strictly necessary, for example for compliance reasons or where signatures are required. Where possible all emails and documents should be read from your computer screen and saved on the server

Transport and Travel

- All employees, regardless of seniority, are encouraged to use forms of transportation that reduce their personal use of fuel and reduce carbon emissions
- Where possible, all employees are asked to make journeys to and from work and on work-related business using public transport; or
- By informal car sharing for employees who live in the same locality, (where other transport methods are not practical) as a method to further reduce car usage for journeys to and from work.
- Utilise Skype and Go-to-meeting communications software for all client meetings where appropriate

Recycling

- We actively encourages all employees to recycle paper, plastics, glass and other items in the workplace and will provide recycling containers for use by employees
- The recycling of paper and any other items, for example computers, which may hold important or confidential company data will be strictly controlled in order to comply with the Data Protection Act and preserve Company and client data and information
- If in doubt employees should seek clarification as to whether any items should be simply recycled or disposed of securely