



OUR ENVIRONMENTAL POLICY

Mission statement

As an organisation and as individuals we recognise that we have a responsibility to the environment, one that goes beyond legal and regulatory requirements. As such, we are committed to reducing our environmental impact wherever we can, improving our environmental performance as an integral part of our business strategy, with regular review points. And we will encourage our staff to do the same.

Policy aims

We endeavour to:

- Not only comply with, but exceed all relevant regulatory requirements.
- Monitor and improve our environmental performance through an annual audit.
- Improve and reduce our environmental impacts.
- Mitigate our impact through carbon offset wherever this is practicable.
- Incorporate environmental factors into strategic business decisions where appropriate.
- Increase our employees' awareness.

Paper

We will encourage efficient use of paper in the office, seeking to buy and use recycled and recyclable paper products.

We will recycle all paper where possible and encourage paperless working processes.

Energy and water

We will deploy strategies to reduce the amount of energy we use where practicable, for example by asking staff to shut down computers each evening and implementing automatic screen shut down on PCs, auto turn off of lights unless there is movement) Lights and electrical equipment will be switched off when not in use and, where this is not controlled by staff, timer switches etc will be used to reduce energy usage. Heating will be adjusted with energy consumption in mind.

Office supplies and IT Equipment

We will favour more environmentally friendly and efficient products where possible. We will reuse and recycle everything where possible.