

OUR POLICY ON THE ENVIRONMENT

What's this policy about?

We always consider the effects of our actions on the local and global environment. We understand the impact of our activities on the environment and want to take steps to minimise that impact.

Our aim in this policy is to set out our commitment and responsibilities, and yours when you work for us, to observe and uphold our position on environmentally friendly activities.

Is this policy part of my contract of employment?

No, and we can change this policy at any time, but if any changes are made, we'll always make you aware of them. We may also vary things like time limits, if we feel we need to.

Who's covered by this policy?

This policy applies to all employees, directors and other officers, workers and agency workers. We also require in any contracts with self-employed consultants or contractors that they comply with this policy, and we'll make sure they're given access to a copy. All these people are referred to as 'Staff' in this policy.

Who's responsible for this policy?

While we ask all managers to take responsibility for making sure this policy is complied with, its successful operation also depends on you. Please take the time to read and understand it, and to go back to your manager with any questions you may have.

Our responsibilities and commitments

We'll do the following to uphold our commitment to minimise our impact on the environment:

a) Legal compliance

- We'll comply with all relevant environmental legislation and sustainability commitments.

- We'll regularly review our environmental commitments to ensure they continue to meet any upcoming or planned regulatory changes.

b) Fossil fuels and climate change

- We'll incorporate energy efficiency measures into our facilities and premises and promote efficient energy use in all areas of our activities;
- We'll minimize our carbon impact by adopting sustainable transport and travel practices (see below).

c) Transport and travel

- We'll promote environmentally friendly travel to work such as car sharing, cycling and public transport;
- We'll promote and invest in technologies that provide alternatives to business travel;
- Where business travel is necessary, we'll promote use of the most environmentally friendly options.

d) Waste and use of resources

- We'll minimise the amount of waste that goes to landfill by adopting the waste hierarchy: Eliminate; Reduce; Reuse; Recycle.
- We're committed to reducing and minimising waste wherever possible by evaluating our operations and ensuring they're as efficient as possible.
- We're committed to recycling and reuse internally, therefore reducing the impact and cost of landfill use we cause.

e) Sustainable procurement

- We'll consider environmental issues when sourcing our products and supplies, by choosing environmentally friendly materials for example.
- We'll encourage the adoption of similar principles by our suppliers and customers.

f) Communications

- We'll include environmental issues as part of our training / induction programme and enlist new recruits' support to meet our aim.
- All staff will be made aware of how / where to recycle during their training / induction.

What you need to do

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

You, and all other staff, must consider the impact of your actions on the environment and to always act in ways that minimise that impact.

If you have any suggestions on ways in which we can reduce our impact on the environment further, please tell your manager.

And that's it... for now

We understand that things change, so we'll continue to review the effectiveness of this policy and make sure it's achieving its objectives.