

Environmental Policy

We aim to be an environmentally friendly Company and it is our intention to promote a policy that is focused on being green aware. A culture will be fostered within the Company that ensures all employees understand they can make a significant contribution to the Company being an environmentally friendly and green aware company.

The Company's policy is to comply or exceed the requirements of environmental legislation and regulation.

POLICY

The specifics of the Company environmental policy are as follows:

- 1) the Company will review and explore measures for the reduction of volumes of all waste materials generated by the Company;
- 2) the Company will explore opportunities for recycling all possible waste materials. Our ultimate aim will be to recycle any waste material that can be recycled;
- 3) the Company will aim to reduce levels of energy consumption. The Company will introduce working practices that require equipment such as computers, screens, lights, phones, chargers, photocopiers and printers to be "switched off" when not in use, including during breaks and at the end of the working day. The Company will also ensure that heating, lighting and ventilation are used efficiently and effectively;
- 4) the Company will explore, and implement where possible, energy saving measures such as solar panels, labelling switches to avoid lights and other appliances being left on when not in use, installing occupancy sensors in areas such as kitchens, store cupboards, toilets and locker rooms, making use of natural light where possible, monitoring timings and temperatures of the Company's heating and cooling systems to see if any energy saving adjustments can be made, checking the energy efficiency of appliances such as fridges and replacing these where necessary, and replacing kettles with instant boiling water dispensers;
- 5) the Company will aim to purchase and use energy efficient products, such as energy saving light bulbs, where possible and appropriate;
- 6) the Company will review, and improve where appropriate, the insulation and draught-proofing of its facilities;
- 7) additionally, the Company will explore whether environmentally friendly products can be purchased when buying any equipment for use within the Company;
- 8) the Company will review opportunities and consider implementing measures for the reduction of the use of water;
- 9) the Company will aim to reduce levels of pollution emissions wherever possible;
- 10) the Company will use technology to reduce the need to travel, and encourage staff to use public transport or electric vehicles, where travel is unavoidable;
- 11) the Company will ensure that all employees are made aware and have access to a copy of this environmental policy. The Company will regularly review the policy to ensure that we are a green aware and environmentally friendly organisation.