

1. POLICY STATEMENT

- 1.1 We acknowledge that running our business has an effect on the environment. In particular, we have a responsibility to our clients, our employees, and associates as well as the broader community in which we operate.
- 1.2 We are committed to taking responsibility for our actions and encourage a positive contribution towards minimising our impact on the environment.
- 1.3 By putting our Environmental Policy into practice, we are committed, wherever possible, to:
 - Conduct ourselves responsibly and in an ethical manner
 - Minimise waste by evaluating operations and ensuring they are as efficient as possible
 - Actively promote recycling both internally and amongst our customers and suppliers
 - Meet or exceed all environmental legislation which relates to our organisation
 - Minimise, and offset where possible, the impact on our environment
- 1.4 This policy does not form part on any employee's contract of employment and may be amended at any time.

2. WHO IS COVERED BY THE POLICY?

- 2.1 This policy covers all individuals working at all levels and grades, including senior managers, officers, directors, employees, consultants, trainees, homeworkers, part-time and fixed-term employees, volunteers, interns and casual workers.
- 2.2 This policy also covers our sub-contractors and associates whom we contract with to deliver Consultancy and project management services alongside us in support of our delivery of services To our clients (Contractors).

3. WHO IS RESPONSIBLE FOR THIS POLICY?

- 3.1 Vicky Medlycott has overall responsibility for implementing this policy. She has a key role in ensuring the systems and controls we have in place are effective.
- 3.2 All members of staff have a role to play in complying with our Environmental objectives and are encouraged to make further suggestions in relation to initiatives we could undertake. If anyone has a suggestion, they should contact Vicky Medlycott.
- 3.3 We are fully committed to the highest possible standards of openness and accountability.

- 3.4 In line with that commitment, in accordance with our Whistleblowing Policy, we actively encourage all staff members who have serious concerns about any real or perceived departure from the high ethical standard that we set, to voice those concerns openly. Our Whistleblowing Policy can be found on our online HR system.
- 3.5 We are committed to ensuring our policy remains effective. As part of our ongoing commitment, this policy is reviewed at least annually to verify its effective operation. Records of the reviews are maintained, and any necessary amendments are made to the policy, as appropriate.

4. COMMUNICATION

- 4.1 We communicate this policy to our staff and other stakeholders by means of our internal HR system.
- 4.2 We provide our staff with training on our CSR strategy and seek to raise awareness of any negative impacts of our business and methods to reduce them

Our Environmental principles

5. OUR CONDUCT

- 5.1 We aim to adopt the highest professional standards and not to act in such a way as to compromise our firm's integrity.
- 5.2 We actively promote respect between our staff members in their dealings with each other and with clients and other third parties.
- 5.3 We are committed to behaving responsibly and to minimising our impact on the environment.
We aim to:
- Minimise waste and adopting sensible recycling policies in respect of our paper and food consumption
 - Ensure that electrical equipment and lights are off when not in use
 - Ensure that heating is turned off or down outside office hours
- 5.4 Additionally, where we cannot reduce our carbon footprint, we will offset it through partnerships with tree planting organisations. By May 2021 we will have offset our carbon footprint from 2019, and this partnership will be renewed annually.

6. RESPONSIBILITY

An annual review of the policy is delegated to Vicky Medlycott who will:

- Ensure that it remains up to date, compliant and relevant to the needs of the organisation and its clients
- Verify it is in effective operation across the practice.