

**ENVIRONMENT**

The Environmental and Sustainability Policy of <<Insert Company Name>> ("the Company") is to ensure so far as it is reasonably practicable, that all operations will be carried out with a commitment to protecting and enhancing the environment.

As a business that uses materials and equipment that may have an impact on the environment, we recognise that we have a responsibility to the environment beyond legal requirements, and we are committed to reducing our environmental impact and continually improving our environmental performance as an integral part of our business strategy and operating procedures. We will encourage our customers, suppliers and other stakeholders to do the same.

**ENVIRONMENTAL POLICY**

<<Insert Name and Position>> ("the Company") is committed to ensuring that the Company's Environmental Policy is implemented and monitored. All Company employees must adhere to the Policy.

**1. Our stated aims are to:**

- 1.1 Comply with and where possible exceed all relevant regulatory requirements.
- 1.2 Continually monitor and improve our environmental performance.
- 1.3 Continually monitor and improve our environmental performance, thereby reduce our environmental impacts.
- 1.4 Where possible, incorporate environmental factors into business decisions.
- 1.5 Ensure that where possible, all employees are trained to have awareness of environmental issues.

**2. Paper**

- 2.1 We will seek to minimise paper use, where possible, using digital means.
- 2.2 We will recycle paper products.
- 2.3 We will seek to buy environmentally friendly paper products.

**3. Business Consumables**

Waste products are a necessary part of our business. Waste produced in our business includes cleaning products, cloths and mops.

- 3.1 Where possible we will use environmentally friendly paper or cloth towels.

- 3.2. We will seek to reduce the use of resources and improve the efficiency of those resources used in concentrated products where practicable.
- 3.3. We will recycle all waste where the cleaning product manufacturer does not recommend otherwise.
- 3.4. We will continuously monitor our environmental performance particularly with regard to the products we use, ensuring that wherever possible they do not cause harm to the environment.
- 3.5. We will manage waste from all business operations according to the principles of reduction, reuse and recycle.

#### 4. Energy and Water

- 4.1. We will seek to reduce the energy used in our office.
- 4.2. Lights and electrical equipment will be switched off when not in use.
- 4.3. Where possible, heating will be adjusted downwards with energy consumption in mind.
- 4.4. The energy consumption of new products will be taken into account when purchasing.

#### 5. Transport

- 5.1. Driving is a necessary part of our business wherever possible we will drive the most fuel efficient vehicle.
- 5.2. Through employee education and training, we will seek to reduce our fuel consumption.
- 5.3. We will ensure that all vehicles are regularly serviced to maintain their optimum efficiency.

#### 6. Green Culture

- 6.1. We will involve our staff in the implementation of this Policy in order to achieve greater commitment and performance.
- 6.2. We will work with our suppliers and sub-contractors to encourage them to improve their environmental performance.
- 6.3. Where possible, we will encourage our material suppliers in an attempt to reduce our CO2 footprint.

As we strive for excellence in everything we do, in our business we are totally committed to minimising the environmental impact of our operations.

As part of this commitment we will ensure that this Policy is reviewed and updated as necessary.

The management team endorses this Policy and is fully committed to their implementation.

This Environmental Policy and Statement has been reviewed & authorised by:

Name <<Insert Name>>

Position:

<<Insert Director/Partner>>

Date:

<<Insert

Signature:

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