

## **ENVIRONMENTAL POLICY**

We recognise we have a responsibility to the environment beyond legal and regulatory requirements. We are committed to reducing our environmental impact and continually improving our environmental performance as an integral part of our business.

### **Responsibility**

All staff have a responsibility to contribute to this policy in their day to day working life.

### **Policy aims**

We endeavour to:

- Comply with regulatory requirements
- Continually seek to reduce our environmental impact
- Incorporate environmental factors into business decisions
- Increase staff awareness and contribution to reducing our environmental impact

**As a business, we actively seek to reduce our environmental impact by:**

### **Paper, printing and postage**

- Minimising the use of paper where we can and we utilise digital technology wherever possible
- Reducing printing, postage and packaging as much as possible
- Purchasing sustainably sourced paper
- Recycling all paper
- Communicating with members digitally and not using postage

### **Utilities**

- Reducing the amount of energy we use as much as possible
- Switching off lights and electrical equipment when not in use
- Installing LED lighting
- Minimising the amount of water we use (e.g. dishwasher and kettle)
- Adjusting heating with energy consumption in mind

### **Recycling**

- We actively encourage and ask all staff to recycle all packaging and paper
- We provide full recycling facilities within the office with guidance (including food packaging, hard plastics, pens, toner cartridges, batteries)
- All products are taken to the appropriate recycling facilities
- Disposable cups are not used in the office at all

### **Travel**

- Encouraging staff to only travel when necessary and encourage the use of video conferencing
- Providing a vehicle electrical charging facility for ourselves and our tenant
- Holding online (as opposed to face to face) events and training wherever possible
- Encouraging our events delegates to car share through providing a car share scheme

**Maintenance and cleaning**

- Using cleaning materials that are as environmentally friendly as possible
- Only use licensed and appropriate organisations to dispose of waste

**Supporting businesses**

- Signposting businesses to environmental services and support via our website and social media
- Working with our members to deliver events on helping businesses reduce their environmental impact
- Providing a platform for businesses offering environmental services to promote themselves
- Develop a carbon-reduction network, offering businesses the opportunity to share best-practice and learn from each other

**Monitoring and improvement - We will:**

- Comply with all relevant regulatory requirements
- Introduce procedures to measure and monitor environmental performance
- Try and continually improve and reduce our environmental impact
- Incorporate environmental factors into business decisions
- Increase employee awareness through training
- Make a public declaration on when we will aim to become a carbon-neutral business

**Culture - We will:**

- Actively encourage all staff to contribute to and own this environmental policy
- Provide staff with relevant environmental training
- Update this policy at least once annually in consultation with staff and other stakeholders where necessary

Ian Girling  
Chief Executive

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