

# Environmental Policy

We are a small business and so our impact on the environment is not large. However, like all businesses we recognise that we have a responsibility to minimise our environmental impact as much as possible. Through measurement and examination of the impact of our own activities, we seek to eliminate or reduce pollution.

So what can we do?

## Business Travel

Wherever possible we try to conduct our business without the need for meetings. This benefits the environment in the form of reduced emissions and also there is a cost saving to the client.

### In this respect our policy is to:

- Quantify and monitor all environmental impacts of the business.
- Comply with current legislation and, where practical, seek to meet future legislative requirements ahead of relevant deadlines;
- Integrate environmental objectives into relevant business decisions in a cost-efficient manner;
- Require all colleagues to address environmental responsibilities within the framework of normal operating procedures;
- Minimise waste, also seek to recover as much as is economically practical and ensure the remainder is disposed of responsibly;
- Enhance awareness of relevant issues among customers, colleagues and others who have an interest in our business;
- Encourage all clients to send information to us electronically
- Training our employees and raising their awareness about their important participation and responsibilities for protecting the environment.

# Health & Safety Policy

Our policy is to provide and maintain a safe and healthy, environment, working conditions, equipment, and systems of works in our workplace. It is also our policy to provide adequate control of the health and safety risks arising from our work activities. We will ensure safe handling and use of substances. We will also provide such information, training, and supervision, as is needed for this purpose. We also acknowledge responsibility for the health and safety for other people who may be affected by our work and activities.

It is also our policy is to consult with our employees on matters affecting their health and safety, and it is our policy to prevent accidents and cases of work-related ill health.

The policy will be kept up to date, particularly as the business changes in nature and size. To ensure this, our policy and the way it is operated will be reviewed annually.

Signed.....Date.....

(Employer / Managing Director)