

Environmental Policy

We are committed to reducing our environmental impact and continually improving our environmental performance as an integral part of our business strategy and operating methods, with regular review points. We actively promote & support the adoption and continuous improvement of effective environmental practices by our customers, suppliers & contractors.

Our Group Operations Director, Alison Rae is responsible for ensuring that the environmental policy is implemented with the full support of Les McAndrew, Senior Partner and the Management team in ensuring fulfilment of the Firm's compliance obligations. However, all employees have a responsibility in their area to ensure that the aims and objectives of our policy are met.

Our commitment to protect the environment is intended to not only prevent adverse environmental impacts, but to protect the natural environment from harm and degradation arising from our activities.

As part of our policy aims we undertake to:

- Establish systems that ensure we are aware of applicable Legislation and Regulations
- Comply with all applicable legal requirements including BS EN ISO 14001:2015 and BS EN ISO 9001:2015 standards
- Ensure that environmental factors are integrated into our business decisions and service provision
- Establish clear environmental objectives & set targets across the Firm, enabling our performance to be measured and improved
- Improve our efficiency in the use of energy, materials and natural resources and reduce environmental impacts
- Continually improve the environmental management system to enhance environmental performance
- Increase employee awareness and training

Paper

- We will minimise the use of paper in the office. Staff are encouraged to read and save documents electronically and 'limit what they print'. Where paper is necessary to print 'double sided'
- We will reduce packaging as much as possible.
- We will seek to buy recycled and recyclable paper products.
- We will reuse and recycle all paper/cardboard, where possible. Staff should make use of dry waste recycling facilities in their office and further recycle ink cartridges/batteries.

Energy and Water

- We will seek to reduce the amount of energy used as much as possible.
- Lights and electrical equipment (including phone/camera chargers/pc & monitors) will be switched off when not in use.
- Heating will be adjusted with energy consumption in mind.
- The energy consumption and efficiency of new products will be taken into account when purchasing.

Office Supplies

- We will evaluate if the need can be met in another way.
- We will evaluate if renting/sharing is an option before purchasing equipment.
- We will evaluate the environmental impact of any new products we intend to purchase.
- We will favour more environmentally friendly and efficient products wherever possible.
- We will reuse and recycle everything we are able to do.

Transportation

- We will reduce the need to travel, restricting to necessity trips only.
- We will promote the use of travel alternatives such as e-mail or video / phone conferencing / public transport as opposed to car for business journeys.
- We will make additional efforts to accommodate the needs of those using public transport or bicycles. The Firm actively supports and promotes Cycle to work scheme.
- We will favour 'green' vehicles and maintain them rigorously to ensure ongoing efficiency.

Maintenance and cleaning

- Cleaning materials used will be as environmentally friendly as possible.
- Materials used in office refurbishment will be as environmentally friendly as possible.
- We will only use licensed and appropriate organisations to dispose of waste.

Monitoring and Improvement

- We will comply with and aim to exceed all the relevant regulatory requirements.
- We will continually improve and monitor environmental performance.
- We will continually improve and reduce environmental impacts.
- We will incorporate environmental factors into business decisions.
- We will increase employee awareness through training.
- We will review this policy and any related business issues at our monthly management committee meetings.

Culture

- We will involve staff in the implementation of this policy, for greater commitment and improved performance.
- We will update this policy at least once annually in consultation with staff.
- We will provide staff with relevant environmental training.
- We will work with suppliers, clients, and contractors to improve their performance.
- We will use local labour and materials & suppliers where available to reduce CO2 and help the community.

Wesley McArdle

Senior Partner, Graham + Sibbald

This document was last reviewed 18th April 2022

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