

Please amend any text or sections as you feel appropriate.
All red lettering needs to be amended and deleted.
For a more personalised appearance, please print on your company letterhead or add your company logo.

ENVIRONMENTAL POLICY

Our Pledge

[Insert business name] recognise that we have a responsibility to the environment, which extends beyond any legal and regulatory requirements.

We are committed to reducing our impact on the environment. We will continue to monitor and improve our environmental performance where possible, as part of our business strategy and operations. We will review this policy at regular intervals.

Our Responsibilities

[Insert full name and job role] is responsible for ensuring implementation of this environmental policy. Aside from this, all employees are aware of their personal responsibility within their remit, to ensure that the aims and objectives of this policy are continually met.

We take internal and external measures to show our commitment to reducing our environmental impact.

Below is a summary of our actions: [Amend/add/ delete as necessary]

<u>Internal Measures</u>	<u>Actions</u>
Chemicals and hazardous substances	<ul style="list-style-type: none">• We will substitute substances that are harmful to the environment with those that have less of an impact, where reasonably possible.
Energy	<ul style="list-style-type: none">• Lights and electrical equipment are switched off when not in use• Our heating is used with energy consumption in mind.
Maintenance and cleaning	<ul style="list-style-type: none">• Our cleaning materials are checked prior to purchase to ensure they are as environmentally friendly as possible.• We use as little energy as possible to

	maintain and clean this organisation
Monitoring and improvement	<ul style="list-style-type: none"> We will continually improve and monitor environmental performance.
Legal duties	<ul style="list-style-type: none"> We monitor changes in environmental law and ensure we are fully compliant with our duties.
Office supplies	<ul style="list-style-type: none"> We will evaluate the environmental impact of any new products we intend to purchase. We will purchase recycled materials where possible
Our team	<ul style="list-style-type: none"> We increase employee awareness and knowledge through training. We involve our staff in the implementation of this policy, to increase commitment and performance.
Waste management	<ul style="list-style-type: none"> We will reduce the amount of waste produced We will recycle where possible. We will prevent the release of pollutants that can cause environmental damage.
Water	<ul style="list-style-type: none"> We avoid water wastage wherever possible.

<u>External Measures</u>	<u>Actions</u>
Contractors	<ul style="list-style-type: none"> Where possible, we opt to work with contractors who are equally as committed to reducing their environmental impact.
Customers, suppliers and other stakeholders	<ul style="list-style-type: none"> We liaise with all suppliers, contractors and sub-contractors to

	improve their environmental performance.
Transportation	<ul style="list-style-type: none"> • We promote the use of technology, such as email or video/phone conferences where possible. • We reduce the need to travel, wherever possible.

Signed by:

Position:

Date:

Scheduled Review date: