

Environmental Policy

1. Policy overview

The firm is committed to reducing its negative impact on the environment.

As an office-based organisation, the direct environmental impacts of our operations arise from our use of resources, energy, transport, our choice of products and services, and our disposal of waste. The firm is committed to measure its impacts in these areas, and to strive towards continual improvement in our environmental performance across the whole organisation. In order to pursue this environmental policy, we have developed the following objectives for each of its impact areas:

Energy and resource use

Minimise the use of materials and energy

Waste management

Reduce the production of waste in all our activities, and dispose of unavoidable waste in a manner which minimises its environmental impact.

Transport

Reduce transport by motor vehicles. Where practical, promote the use of public transport, cycling or walking and minimise the use of motor vehicles for travelling to work and for business purposes.

Procurement

Consider the environmental performance of companies who supply goods and services to us, and wherever financially viable give preference to products and suppliers with least environmental impact.

To meet these objectives it is imperative that all staff are aware of the potential environmental impacts of their work and are committed to improving the firm's environmental performance. Whenever appropriate, we will provide training to staff to enable them to fulfil their roles with due consideration for the environment. We will review our progress and regularly update our environmental policy and targets in accordance with best practice.

Whilst every effort will be made to ensure the policy is carried out, it is acknowledged that some areas are not under the control of the firm, and therefore where this occurs the relevant persons or companies are to be made aware of any such issues. In particular, the responsibility for the heating, ventilation and lighting to the common areas of the building rests with the landlords and or its agents, who have their own policy, which is to be monitored and questioned where necessary.

2. Specific policy statements

Energy & Resource use

- Video conferencing facility installed enabling us to hold meetings, where possible, without travelling.
- Lights in our offices have motion sensors allowing them to switch off automatically when no movement has been detected.
- Our London office is carbon neutral; air conditioning, lighting, water usage etc are regulated by the management company running the building to ensure minimum energy wastage and nothing from the building goes to landfill.
- When offices and meeting rooms are not occupied heating and cooling is adjusted to a minimum level.
- The lighting in our offices (internally) is LED and all of our external lighting is solar powered.
- Ensure a regular maintenance agreement is in force and that all lights are regularly cleaned and any faulty lights are replaced without delay.
- Our office layouts have been designed to take advantage of the availability of natural lighting.

Transport

- No company cars for employees of the firm
- Season ticket loans interest free for employees
- Secure bicycle parking facilities in our offices

Waste management

- Staff are not allowed to have bins in individual offices or work stations – this is designed to encourage the use of the recycling bins posted in our kitchens and print areas.

- We have recycling bins for food, paper, glass, tins, cardboard and plastics.
- We do not have any disposable kitchenware – we have provided staff with mugs, glasses, plates and cutlery to reduce the use of disposable items.
- All white paper to be recycled in the bins provided.
- Wherever possible other user white paper to be used as scrap pads for notes etc.
- Ensure all cardboard is kept separate from paper and is placed in separate waste containers.
- All printer and photocopier cartridges to be kept and collected by accredited recycling agents at appropriate periods.

Procurement

- Wherever possible to purchase recycled toner cartridges so long as the performance of the printers and photocopiers is not unduly effected..
- Ensure that all new items of office equipment, in particular printers and photocopiers have standby modes and power saving modes.
- Ensure all equipment has ozone filters.
- Ensure all equipment is properly and regularly maintained
- Use recycled paper for company publications where economically feasible.