

Sustainability Policy

The Company is committed to promoting sustainability, both internally and with all those organisations and individuals with which or whom it operates. We aim to follow and to promote good sustainability practice to reduce, so far as is reasonably practicable, the environmental impacts of all our activities and will actively assist our clients to do the same.

Our guiding principles are to comply with, and where practical exceed, the requirements of legislation, regulations and codes of practice. To ensure that all our staff are aware of our Sustainability Policy to enable it to be included in all our business decisions, with the aim of minimising the impacts of office and transportation operations. We will actively encourage clients and suppliers to promote sustainability.

The practical steps to achieving this shall that travelling to meetings, where possible, shall be avoided by using conference calls and video meetings. A tracking system has been fitted to the fleet of vehicles to minimise the wastage in fuel and maximise efficiency.

The Procurement Policy shall include the purchase of energy efficient equipment, it shall also provide recycling services to minimise waste and maximise the reclamation of base materials. Printing, where necessary, shall be double sided to minimise paper usage. Energy and timber products shall be purchase from renewable sources.

We will require staff to take account of sustainability issues and to minimise waste and maximise recycling of any waste materials they are responsible for generating.

The Director expects all staff to be aware of this policy and to actively promote it throughout the organisation and to strive to exceed sustainability best practice.

This policy shall be reviewed at least annually and the Company's sustainability performance shall be reviewed at the Management Review Meeting.