

## ENVIRONMENTAL AND SUSTAINABILITY POLICY

### Policy Brief & Action

We are committed to sustainable development (meeting the needs of the present without compromising the ability of future generations to meet their own needs) as a guiding principle within our work. Concern for the environment is an integral and fundamental part of this commitment. Our aim is to reduce the impact on the environment from our operations.

### Key Actions

- Ensure continued roll out of electronic records and online services initiatives to reduce need for paper.
- Improve Environmental awareness amongst staff and promote green housekeeping issues.
- Establishing a member of staff as an Environmental representative.
- Preparing and promoting an environmental policy and action plan.
- Encouraging staff to make suggestions and decisions on local site issues.
- Arranging automatic shutdown of PC's at an agreed time each evening.
- Increasing recycling options and fitting time clocks on items of equipment which are not required continuous powering.
- Using environmentally friendly products in kitchen areas.
- Installing light sensors in the common floor spaces.
- Update policy on an annual basis.