



Environmental Management Policy

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1. Policy Statement

The Company recognises that the delivery of its operations inevitably impact on the environment in a number of ways, for example, through the generation of waste and the use of energy for heating and lighting. Through a commitment to continuous environmental improvement, **The Company** aim is to ensure that our business operation is undertaken in such a manner as to have minimum impact on the environment.

The Company believes that this commitment can best be delivered through the following policy objectives:

- ensuring that **The Company** legal duties, statutory obligations, internal policies and procedures are complied with at all times
- reducing our consumption of resources and improving efficiency in the use of these resources
- managing wastes generated from our operations according to the principles of reduce, reuse and recycle
- creating an environment which encourages staff to identify and participate in sustainability initiatives
- providing staff with sufficient training, instruction, information and supervision to develop and encourage environmental awareness
- setting measurable targets to assist with **The Company** goal of continuously improving its environmental performance

The Company recognizes that these environmental objectives can only be achieved through the commitment and cooperation of all **The Company** staff. In practical terms this means a willingness of all employees to demonstrate a commitment to the achievement of our environmental objectives through the implementation of, and adherence to, this environmental policy.

2. Introduction

The Company believes that an essential part of reducing its environmental footprint is to understand the environmental impact of its operations. To this end **The Company** commissioned an internal environmental impact assessment in 2017:

- identify the main consequences of its activities on the environment
- confirm legal compliance
- assist with setting environmental performance targets

Having considered the environmental impact, together with the nature, operation and management of those impacts, the overall impact was considered LOW. However, it identified opportunities for improving environmental performance which have formed the basis for **The Company** key areas of focus and performance targets (Section 3).

[The full version of the Environmental Impact Assessment is available to read on request from the Office\Facilities Manager].

This policy should be read in conjunction with the following documents on **The Company** intranet

- *Green Monitor*
- *Monitor's environmental performance and targets 2022/23*

3. Key areas of focus

The Environmental Impact Assessment has informed the environmental targets **The Company** has set itself. For 2024/25 it has focused on the following key areas:

- energy consumption
- waste generation
- paper consumption

The following sections of this policy address:

- **The Company** environmental targets for 2024-2025
- responsibilities and operation controls
- our approach to communicating and consulting on environmental issues
- monitoring and measuring our environmental performance

4. Delivery

The Company recognises that the delivery of improved environmental performance is a collective effort which relies on the commitment and effort of staff across the organisation. The following key areas of responsibility are:

Management level

The **Senior Management Team (SMT)** is responsible for:

- integrating environmental and sustainability considerations into the work of each Directorate

The **Office/Facilities Manager** is responsible for:

- establishing operational procedures and data gathering activities which will deliver the targets set out in this policy. In particular measuring and recording our environmental performance indicators and analysing these against objectives:
 - electric meters (monthly)
 - paper usage (quarterly)
 - waste disposal (quarterly)
 - waste recycling (quarterly)
 - review landlords electric and gas usage (annually)
- identifying, assessing and controlling environmental impacts arising out of discussions with staff and contractors
- ensuring environmental impact assessments and their subsequent objectives are reviewed where significant changes to **The Company** operations have taken place

Individual level

Employees are responsible for:

- following the principles of the Environmental Management Policy and any related guidance
- undertake their work with due regard for good environmental management notably in the following areas:
 - switching off meeting room lights when not required
 - switching off PCs and monitors at the end of the day and weekends (unless given other instructions regarding IT maintenance)
 - reducing paper use by only printing when necessary
 - only using colour printing when necessary and for a final copy
 - utilising the recycling facilities.
 - using videoconferencing facilities provided where appropriate rather than making

- business journeys
- reducing dependency on couriers by posting in advance where possible

5. Communication and Consultation

The Company policy of communicating with employees on environmental issues is proportionate to the size of the organisation, the results of the environmental impact assessment and the extent of **The Company** financial and/or operational control to improve its environmental performance. The overall aim is to ensure collective participation in improving our environmental performance and in achieving our environmental targets and objectives as indicated in this policy.

The targets set can be summarised as follows:

Target	Action Plan
1. Reduce energy consumption • reduce energy consumption by 3% in the The Company over which The Company has direct operational control	• raising staff awareness to ○ switch off lights in meeting rooms when not in use ○ switching PCs and lights off at night/weekends
2. Reduce waste generation • reduce the amount of waste The Company sends to landfill from approximately 58% currently to 35%	• removing individual waste bins • replacing them with centralised, recycling facilities.
3. Reduce paper use • reduce the use of paper within the offices by 10%	• raising staff awareness and encouraging staff to print only when necessary (especially larger documents)

Employees are provided with information on **The Company** environmental initiatives and performance in a number of ways including, but not to, induction, circulars, notice boards, and team meetings

6. Monitoring and Performance Review

The Company is committed to a process of continually improving its environmental performance, so far as is reasonably practicable. It recognises that auditing is an essential component in measuring and validating the organisations compliance with legal requirements and its organisational objectives.

To secure these objectives:

- the Office/Facilities Manager will provide the Senior Management Team (SMT) with an environmental update annually which will include reviewing this policy and setting new environmental targets
- the Office/Facilities Manager will submit an annual report on environmental performance to the Board.