

# Environmental & sustainability policy

April 2020

We are committed to minimising the environmental impact incurred in the carrying out of our professional duties, and to seek to raise awareness amongst our team by encouraging participation in sustainable measures and by training employees in environmental matters in relation to our company.

**In particular, we will:**

## Energy and Water

- Ensure that all lights and electrical equipment are switched off during out of office hours (except those required for specific IT purposes)
- Reduce the energy consumption of office equipment by purchasing energy efficient equipment and implementing good housekeeping such as turning down the heating thermostat and by purchasing low energy products
- Encourage our landlords to consider purchasing electricity from a supplier committed to renewable energy (although final decision is not within our control)
- Use water efficiently.

## Transport

- Encourage staff to use public transport where possible when travel is necessary
- Promote the use of video and phone conferencing when suitable to avoid unnecessary travel
- Where driving is the only option, we endeavour to car share.

## Waste and resources

- Encourage employees to minimise use of paper and other office consumables
- Arrange for the recycling, or reuse, of all office waste where possible, including paper, computer supplies and redundant equipment
- Endeavour to repair equipment before replacement
- Encourage the use of bio-degradable cleaning and other products in the office wherever possible
- Purchase Fairtrade food and beverages when possible
- Keep packaging to a minimum and reuse materials wherever practicable
- Source locally produced products and services wherever possible.

**We will ensure this policy is implemented throughout our operations by:**

- Ensuring all our employees understand their own environmental impact
- Reviewing this policy and its effectiveness on an annual basis
- Complying with all applicable legislation, regulations and code of practice.

Our aim is to integrate sustainability considerations into all our business decisions and welcome any observations or suggestions from staff. We will make our policy publicly available to staff and clients and it is subject to annual review and continual improvement. All employees and sub-contractors will enforce this Policy. The Chairman is personally responsible for the environmental performance of the Company and signs this policy statement in acknowledgement of this.

Signed:



Date: April 2020

**Claire Gordon – Chair**, for and on behalf of Copper Consultancy Limited