

Environmental & sustainability policy

April 2021

Copper accepts that its activities have a direct and indirect impact on the environment and we recognise the need to manage and develop our business in a sustainable manner; that is in a way which meets the needs of the present without compromising the ability of future generations to meet their own needs.

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.

Purpose and Scope

The policy aims to promote environmentally responsible attitudes and actions in the workplace, and at home, by raising awareness to sustainable development. All employees are encouraged to actively participate towards improving the Company's environmental performance. This policy applies to all employees. Agency workers and contractors are also expected to adhere to the underlying principles.

This policy does not form part of the terms and conditions of employment.

In particular, we will:

Recruitment

The Company aims to be an employer of choice and will promote its environmental policy to prospective employees with the aim of attracting candidates who are environmentally aware. All new employees will be made aware of this policy during their induction. We aim to make all our employment practices as environmentally friendly as possible. Wherever practicable, the company will utilise technology as a greener alternative to paper-based communications, both during the recruitment stages and throughout the course of employment.

Performance management

Sustainable development objectives and targets will be integrated into our business objectives and, in some cases, this may take the form of personal objectives against which individual performance will be assessed.

Flexible working

The Company will seek to maximise opportunities for flexible working arrangements, including working from home or remote working. The Company can benefit from such arrangements through improved recruitment and retention and increased productivity. Additionally, they provide work life balance for individuals and can protect the environment through reducing harmful emissions caused by daily travel to work.

Energy and Water

To reduce Copper's use of resources and energy consumption we:

- 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.

Waste and resources

To reduce Copper's use of resources and energy consumption we:

- 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.

Transport

Copper aims to reduce carbon emissions by minimising work related travel and/or promoting greener alternatives.

We promote the use of video and phone conferencing when suitable to avoid unnecessary travel. Where business travel cannot be avoided, employees are encouraged to use public transport, unless this is not justified on grounds of availability, timing or cost. Similarly, any travel by air should be kept to a minimum and must be justified over any alternative routes. Where driving is the only option, we endeavour to car share.

In support of Copper's environmental objectives the company offers season tickets loans, assisted purchasing of bike and cycling equipment and bike storage fees.

Copper's offices are based in close proximity to suitable rail and tube connections to avoid the need for car travel where possible.

Health and wellbeing

Copper is committed to adopting safe working practices, including those in relation to working hours. Employees are afforded rest breaks and holidays in accordance with the Working Time Regulations. The Company has introduced a number of measures aimed at protecting the health and welfare of its employees:

- Health and safety Policy
- Drug and Alcohol Policy
- Equal Opportunities and Anti-harassment Policy
- Grievance Policy
- Health cashback scheme
- EAP scheme with free confidential counselling service
- Employee fitness fund benefit

Fundraising and volunteering

Copper aims to contribute to worthy causes and we encourage our employees to do the same. We will lend our support for fundraising activities provided these conform to certain standards and compliment our values.

All employees are entitled to one paid volunteering day per year to support an established charity of their choice.

Information, participation and involvement

The Company will provide information, and any relevant training, to enable employees to be more environmentally aware and responsible. All employees are expected to participate and adhere to this policy.

In addition the Company encourages employees to become more actively involved in improving the Company's environmental performance and the development of sustainable working practices.

Employees are invited to put forward ideas and suggestions to HR, Directors or their line Manager.

Copper run a Green Rewards scheme to promote awareness and encourage environmentally responsible initiatives in employees work and personal lives. Part of the scheme includes a series of webinars and e-learning programmes to engage staff with some of the biggest topics in climate action and sustainability.

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.

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 2021

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