

GREEN & CO

ENVIRONMENTAL POLICY

POLICY SCOPE

This policy covers all of the staff and partners that work at Green & Co, all of the assets and the activities that are under control or are affected by us as a company.

POLICY AIMS

Green & Co are highly committed and will wherever possible minimise adverse effects on the environment, taking action to improve and enhance it. We will continue to encourage our employees, partners, clients and suppliers to adhere to the relevant aspects of the Green & Co Environmental Policy and will ensure that the Environmental Policy is reviewed on an annual basis.

Green & Co's main considerations are to:

- Comply with the relevant environmental legislation and regulations associated with our company.
- Commit to undertake all necessary steps to prevent pollution wherever possible.
- Continue to recycle all possible waste, to include; paper, plastic, tin, can, glass, cardboard, cartridges and other office stationary.
- All paper waste is shredded onsite and a certificate of environment accomplishment is issued to us annually stating the number of trees saved from destruction, allowing us to measure the impact.
- Continued use of our solar panels in order to reduce energy use.
- Continue to use biodegradable chemicals.
- Several times a year when we have staff team building days we will use a car-sharing policy.
- Twice a year we will have our air cooling system cleaned out to reduce wasted energy due to a build-up of dust in vents.
- We use automatic lighting in communal areas such as toilets and kitchen and low level lighting in the rest of the office. All lights are turned off at the end of day and when offices/rooms are not in use.
- Computers and screens are turned off when not in use and at the end of the day.
- We run a paperless office where possible using technology such as OpenSpace to distribute information.

RESPONSIBILITY

The staff, partners and consultant at Green & Co have an individual responsibility and are all committed to making sure that this policy is implemented and executed. We will promote the company's commitment to protecting and enhancing the environment as well as continuously improving our environmental performance, working towards a sustainable future.

CONSULTATION

This policy will be reviewed annually in consultation with the partners, managers and staff within Green & Co, as well as other parties where relevant.

COMMUNICATION

This policy will be communicated to Green & Co's staff and the partners, as well as the whole of Pembroke House. This will be done during a staff induction, via the internet, internal intranet, staff newsletter, staff and manager meetings.

MONITORING & REVIEW

This environmental policy will be reviewed annually (and revised as necessary) to reflect environmental performance.