

## **Sustainability Policy**

Sustainable development refers to any development that meets the needs of the present without compromising the resources of future generations. We recognise that it is our responsibility to consider the environmental effects of what we do. The overall objective of our policy is to reduce our negative impact on the environment through our working practices.

We want our office to be considered as a good example in energy and resource conservation that works now and in the future. In order for us to achieve this we aim to:

- Ensure that employees follow the office procedure guide outlining recommended daily practices to prevent negative effects on the environment.
- Ensure that we have an efficient recycling process in place to minimise wastage.
- Conserve energy by only using the minimum needed for the office to function effectively.
- Use recycled, fair-trade and environmentally friendly products wherever possible.
- To bear sustainability in mind when making business decisions.
- To encourage those individuals and organisations we deal with to adopt sustainable practices when working with us.
- Regularly monitor our techniques so that we are up to date with all possible methods of sustaining world resources.