

ACHATES

Environmental Policy

Achates acknowledges the connection between the climate and other environmental crises and the threat of current and future homelessness, disease, food and water shortages and poverty for millions of people around the world, as well as the major damage being caused to our natural eco-systems. We therefore recognise our responsibility to reduce our carbon and environmental footprints and formally commits to being an environmentally responsible company.

As a remote working company, the majority of our work is undertaken both from home and digitally thus minimising our carbon footprint. We are committed to minimising the impact of our work and reducing any harmful effects on the environment, whilst promoting the understanding of sustainability in its broadest context.

We will:

- Promote responsibility for the environment within the company and
- communicate and implement this policy at all levels within the workforce;
- Communicate our commitment to reducing our environmental impact to our clients and partners;
- Employ Carbon footprint monitoring to assess our usage and identify areas for reduction;
- We will make this policy available to interested parties;
- Reduce environmental impact of overheads and service delivery;
- Minimise waste by reduction, re-use and recycling methods;
- Conserve energy, water and other resources;
- We will endeavour to prevent pollution or where this is not possible reduce pollution;
- Identify and provide appropriate training, advice and information for staff on carbon literacy and support them to develop new ideas and initiatives;
- Make sure appropriate resources are provided to meet the commitments of this policy;
- Promote and support involvement in local environmental initiatives/schemes;
- Meet or exceed all the environmental legislation that relates to the Company and current legislation.

This policy outlines Achates' commitment to the environment and also its expectations

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that all staff will apply the principles in their own work areas. We recognise that this is an ongoing and continuing process but will ensure that our employees and associates are responsible for the implementation of this policy and its observance. We will monitor this policy and its implementation, undertaking an annual energy audit and review.

The policy covers the following areas: waste reduction, purchasing, energy and water saving, travel, hygiene, health and safety.

Waste and reduction

- Re-use – stationary as appropriate
- Re-cycle – glass, paper, plastic
- Printing and photocopying default to black and white, print quality will be set at draft as default and printing will be kept to a minimum.

Purchasing & Services

- Use re-cycled materials – paper for marketing materials, stationary products
- Use local suppliers to reduce transport
- Use ethical and environmental suppliers including services such as banking and pension providers
- Investigate sharing schemes with other organisations.
- Turn off PC's when not in use
- Switch off lights when not in use.

Travel

- Only travel when the task or service requires it
- Use public transport when possible
- Promote cycling and/or walking where possible
- Work from home in the main
- Maintain a travel protocol to ensure we keep our environmental impact to a minimum.

Hygiene, health and safety

- Ensure adequate breaks are taken from desk bound activities and exposure to VDU's.

Funding and promotion

- Ensure all our promotional activity is delivered digitally
- Identify environmentally conscious funding streams for all our clients
- Promote environmental sustainability in all our client relationships
- Support local initiatives which promote community cohesion and shared resources
- Seek to have relevant environmental clauses included in any future contracts agreed with clients.