

## Environmental Policy

### 1. Introduction

We are committed to providing a quality service in a manner that ensures a safe and healthy workplace for our employees and minimises our potential impact on the environment.

In addition to complying with all the relevant environmental legislation we will strive to use pollution prevention and environmental best practices in all we do.

### 2. Policy

The Association is committed to:

- Considering the environment in all our decision-making activities
- Through training and education, promoting awareness of the potential impact of our activities on the environment amongst our employees and encouraging them to work in an environmentally-responsible manner
- Reducing waste through re-use and recycling and by purchasing recycled, recyclable or refurbished products and materials where these alternatives are available, economical, and suitable
- Promoting the efficient use of materials and resources including water, electricity, raw materials and other resources throughout our facility, particularly those that are non-renewable
- Avoiding unnecessary use of hazardous materials and products, seeking substitutions when feasible, and taking all reasonable steps to protect human health and the environment when such materials must be used, stored and disposed of
- Purchasing and using environmentally responsible products accordingly
- Where required by legislation or where significant health, safety or environmental hazards exist, developing and maintaining appropriate emergency and spill response programmes
- Communicating our environmental policy to suppliers, customers and the public and encouraging them to support it
- Continually striving to improve our performance and minimize the social impact and damage of activities

### 3. Recycling

Paper and cardboard (not containing confidential or personal data) are collected for recycling on a regular basis. Paper should be put in the bins provided and once a bag is reasonably full it should be taken to the collection point downstairs and replaced with an empty bag. Cardboard should be flattened and again place in the relevant area downstairs.

### 4. Electrical Equipment

All office equipment, including monitors and printers, should be turned off overnight wherever possible.

