



## ENVIRONMENTAL POLICY

Deanston Cooper Ltd recognises that our business activities can have varying direct and indirect impacts on the environment in which we operate.

We are committed to minimising our carbon footprint wherever possible without sacrificing the quality of our service delivery. We are also committed to continuous improvement by reviewing our practices, operations and suppliers frequently to ensure we are doing all we can to reduce our environmental impact and operate in a sustainable manner. To this end we will regularly set documented objectives and targets, to help monitor progress in achieving them.

### OUR COMMITMENT IS TO:

- Comply as a minimum with all applicable environmental legislation and requirements.
- Minimise our consumption of natural resources.
- Minimise waste and then reuse or recycle as much of it as possible.
- As far as possible purchase products and services that minimise damage to the environment.
- Assess in advance, the environmental impact of any new processes or services we intend to introduce.
- Ensure that all employees understand our environmental policy and conform to the high standards it requires.
- Address complaints about any breach of our Environmental Policy promptly and to the satisfaction of all concerned.
- Update, our Environmental Policy regularly in consultation with employees, landlords and business partners.

### TO MEET OUR COMMITMENTS:

- Employees are encouraged to travel to work by public transport, car share, bicycle or walking.
- Air travel is avoided wherever physically and practically possible.
- Due consideration is to be given to environmental issues and energy performance when acquiring offices.
- Public transport is used where possible to attend meetings with our clients and candidates.
- All appliances and lights are turned off when not in use.
- Printing is discouraged wherever possible in order to achieve our goal of a paperless office.
- When printing is unavoidable, using both sides of paper or reusing printed paper for internal use, is encouraged.
- 100% recycled stationery is used where possible.
- All printer toner cartridges are recycled.
- 100% of our waste paper is recycled.
- Postage is discouraged and electronic methods are used wherever possible.
- Information is stored electronically rather than using paper files.
- All PC's and laptops are highly energy efficient.
- Environmentally friendly cleaning products are used wherever possible.
- All goods and services are purchased from companies that have similar Environmental Policies to our own.
- All employees will receive environmental awareness training and environmental issues will be discussed during employee weekly review meetings.

Mr R McCaig, Managing Director, has overall responsibility for environmental matters. Management have responsibility for communicating and implementing this policy throughout the company. All employees are expected to act in accordance with this policy at all times.

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This policy is to be reviewed annually at management review meetings.



**Russell McCaig, Managing Director**  
**Date: 1<sup>st</sup> March 2016**