



Environmental policy

Written : 09/04/ 2017

Next Review : 09/04/ 2020

### **Mission statement**

ASH HCT recognises that it has a responsibility to the environment beyond legal and regulatory requirements. We are committed to reducing our environmental impact and continually improving our environmental performance as an integral part of our business strategy and operating methods, with regular review points. We will encourage customers, suppliers and other stakeholders to do the same.

### **Responsibility**

All staff are responsible for ensuring that the environmental policy is implemented, in their own work area, as we all work remotely.

### **Policy aims**

We endeavour to:

- Comply with and exceed all relevant regulatory requirements.
- Continually improve environmental performance.
- Continually improve and reduce environmental impacts, wherever possible.
- Incorporate environmental factors into business decisions.
- Share environmental awareness and training.

### **Paper**

- We minimise the use of paper in the office by
  - choosing e-mail as our preferred communication method
  - sending electronic versions of certificates
  - not printing unless it is absolutely necessary.
- We seek to buy recycled and recyclable paper products.
- We reuse and recycle all paper where possible.

### **Energy and water**

- We will seek to reduce the amount of energy used as much as possible, by buying A rated equipment.
- Lights and electrical equipment will be switched off when not in use.
- Heating will be adjusted with energy consumption in mind.



- The energy consumption and efficiency of new products is taken into account when purchasing.

#### **Office supplies**

- We will evaluate if the need can be met in another way.
- We will only buy new equipment if we are unable to hire or share equipment.
- We will evaluate the environmental impact of any new products we intend to purchase.
- We will favour more environmentally friendly and efficient products wherever possible.
- We will reuse and recycle everything we are able to.

#### **Transportation**

- We will reduce the need to travel, restricting to necessity trips only, by utilising local trainers wherever possible.
- Trainers using public transport instead of driving will have their full fares reimbursed.
- Trainers using 'electric' vehicles will be paid mileage for their full journey.
- We will promote the use of travel alternatives such as e-mail or video/phone conferencing, for meetings, in-house and with clients.

#### **Maintenance and cleaning**

- Cleaning materials used will be as environmentally friendly as possible.
- We will only use licensed and appropriate organisations to dispose of waste.

#### **Monitoring and improvement**

- We will comply with and exceed all relevant regulatory requirements.
- We will continually improve and monitor environmental performance.
- We will continually improve and reduce environmental impacts.
- We will incorporate environmental factors into business decisions.
- We will increase awareness through training.
- We will review this policy and any related business issues in line with our policy review programme.

#### **Culture**

- We will involve staff in the implementation of this policy, for greater commitment and improved performance.
- We will update this policy three yearly.



- We will encourage staff to incorporate this policy.
- We will use local labour and materials where available to reduce CO2 and help the community.

Signed

.....

Position

.....

Date

.....