



"The Interior Experts"

Environmental Policy

Workplace Group (UK) LLP 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. We will encourage customers, suppliers and other stakeholders to do the same.

Responsibility

Philip Leathwhite, Managing Partner, is responsible for ensuring that this environmental policy is implemented, however, all employees have a responsibility in their area to ensure that the aims and objectives of this policy are met.

Policy aims

We endeavour to:

- Comply with all relevant regulatory requirements.
- Continually improve and monitor environmental performance.
- Continually improve and reduce environmental impacts.
- Incorporate environmental factors into business decisions.
- Increase employee awareness and training.

Paper

We will:

- Minimise the use of paper in the office.
- Reduce packaging as much as possible.
- Seek to buy recycled and recyclable paper products.
- Reuse and recycle all paper where possible.

Energy and water

We will seek to:

- Reduce the amount of energy used as much as possible.
- Switch off lights and electrical equipment when not in use.
- Adjust heating with energy consumption in mind.
- Take energy consumption and efficiency of new products into account when purchasing them.

Quality Manual 9001: 2015		Amendments authorised by: Mr S. Fasulo	
Document reference: PS10	Issue: 1	Revision: 2	Effective date: 17/04/2018

Environmental Policy

Office supplies

We will:

- Evaluate the environmental impact of any new products we intend to purchase.
- Favour more environmentally friendly and efficient products wherever possible.
- Reuse and recycle everything we are able to.

Transportation

We will:

- Reduce the need to travel, restricting to necessity trips only.
- Promote the use of travel alternatives such as e-mail or video/phone conferencing.
- Make additional efforts to accommodate the needs of those using public transport or bicycles.

Maintenance and cleaning

We will:

- Use cleaning materials that are as environmentally friendly as possible.
- Use materials in any office refurbishment that are as environmentally friendly as possible.
- Only use licensed and appropriate organisations to dispose of waste.

Monitoring and improvement

We will:

- Comply with all relevant regulatory requirements.
- Continually improve and monitor environmental performance.
- Continually improve and reduce environmental impacts.
- Incorporate environmental factors into business decisions.
- Increase employee awareness through training.
- Review this policy and any related business issues at monthly management meetings

Culture

We will:

- Update this policy at least once annually in consultation with staff and other stakeholders where necessary.
- Provide staff with relevant environmental training.
- Work with suppliers, contractors and subcontractors to improve their environmental performance.
- Use local labour and materials where available to reduce CO2 and help the community.

Quality Manual 9001: 2015		Amendments authorised by: Mr S. Fasulo	
Document reference: PS10	Issue: 1	Revision: 2	Effective date: 17/04/2018



"The Interior Experts"

Environmental Policy

Approval for this statement

This statement was approved by the Managing Partner
Mr Philip Leathwhite

Signature

A rectangular box containing a handwritten signature in black ink that reads "P.A. Leathwhite".

Date 17/04/2018

Quality Manual 9001: 2015		Amendments authorised by: Mr S. Fasulo	
Document reference: PS10	Issue: 1	Revision: 2	Effective date: 17/04/2018