

# ENVIRONMENTAL POLICY

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Recognise Design Limited 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

Jordan Ffolkes, Director, 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.

#SuccessStartsHere

## 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.

#SuccessStartsHere

## Office Supplies

- We will:
- Evaluate if the need can be met in another way.
  - Reuse and recycle everything we are able to.

## Transportation

- We will seek to:
- Reduce the need to travel, restricting to necessary 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.
  - Favour 'green' vehicles and maintain them rigorously to ensure ongoing efficiency.

#SuccessStartsHere

## 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.

## Monitoring and improvement

- We will seek 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 through training.

#SuccessStartsHere

## Monitoring and improvement

- We will seek to:
- Update this policy at least once annually in consultation with staff and other stakeholders where necessary.
  - Involve staff in the implementation of this policy, for greater commitment and improved performance.
  - Provide staff with relevant environmental training.
  - Incorporate environmental factors into business decisions.
  - Work with suppliers, contractors and subcontractors to improve their environmental performance.

#SuccessStartsHere