

## 4C ENVIRONMENTAL POLICY

### Document Control

Document Owner	Ann Barrasso
Requires Approval By	The Management Board

Date Approved	Date Next Review	Version	Comments
January 2021	January 2022	9	Annual review
August 2021	January 2022	9.1	Updated information in relation to environmental impacts

Roythornes Limited recognise that all businesses impact on the environment in a variety of different ways. As such we are committed to the continual improvement of our environmental performance in relation to our services and operations.

We have identified the following key environmental impacts associated with the provision of legal services to the general public:

- Supplier issues: are the suppliers local, what is their carbon footprint impact, do they have environmental credentials
- Waste disposal - landfill v recycling, buying readily recyclable products, re-using wherever possible, reduce purchasing and look at environmentally friendly products
- Consumption of energy, water, paper and toner. Reviewing our travel patterns and use of technology to conduct meetings and training plus implementing a hybrid working policy. All of these initiatives tie in with the aim of reducing our overall carbon footprint

The company is committed to reducing these and other impacts and to the continual improvement of our environmental performance. To help achieve this Roythornes has a Green Team and the company have been members of the Investors in the Environment accreditation scheme since 2013. Annual audits are held and we have awarded Green status each year, which is the highest level possible. On more than one occasion since 2018 we have also achieved a Great Green Star award. The Great Green Star is awarded to business in the top 10 per cent of Green members who achieve 95 per cent or more

points through the accreditation audit. Additional environmental impacts and the company's impact on the communities they engage with are also considered. In 2019 our Operations Director also received one of just three Green Champion Awards.

We are committed to working with our staff, customers, suppliers, contractors, regulatory bodies and neighbours to achieve the following objectives:

- Meet and where possible exceed all environmental regulations relevant to our organisation and its activities
- Increase cost effectiveness by reducing our consumption of energy and purchasing renewable energy wherever possible
- Reduce waste both locally and in the wider environment
- Systematically assess all aspects of our company and identify key areas for improvement
- Set targets for measurable annual improvements
- Engage with the community – committed to Corporate Social Responsibility
- Make our progress available for independent assessment

We have many current and ongoing initiatives including:

- Recycling of paper, waste, toners, old office equipment and furniture. We also run recycling projects of local, national and overseas projects such as spectacles, batteries, used ink toners, crisp packets, aluminium cans and used books. Recycling points are available in each office
- Printing duplex and black and white wherever possible
- Broaden the use of electronic forms and e-signatures
- Bulk ordering of supplies to avoid multiple deliveries
- Reviewing plastic use and implement alternatives where possible ie. glass milk bottles in the Spalding, Nottingham and Alconbury offices, bamboo pens for client use, glasses at the water cooler rather than disposable cups
- Paperlite projects
- Review of file storage procedures and processes

- During our 85<sup>th</sup> birthday year (2019-2020) the staff, along with the company, pledging at least 85 Acts of Green. This target was achieved ahead within 9 months

It is the responsibility of all employees, visitors and contractors to fully support this policy through active participation and co-operation. Staff are actively encouraged to put forward ideas for initiatives via the intranet (there is a Green Team area) or directly to a member of the Green Team.

The environmental policy will be displayed at all times and is openly available to all members of the public via our website – [www.roythornes.co.uk](http://www.roythornes.co.uk).

The introduction and implementation of this policy is a commitment of Roythornes Limited management and a shared responsibility with our employees. The Operations Director has designated responsibility for day to day implementation of this policy.