**Environmental Policy**

**1. Purpose**  
This Environmental Policy outlines our commitment to sustainability and reducing our environmental impact, with a focus on limiting paper and plastic use.

**2. Commitment to Sustainability**  
We are committed to:

* Reducing waste and resource consumption.
* Encouraging sustainable practices in daily operations.
* Complying with relevant environmental laws and best practices.

**3. Reducing Paper Usage**

* Prioritise digital documentation over printed materials.
* Use recycled or sustainably sourced paper when printing is necessary.
* Encourage double-sided printing and reusing scrap paper.
* Opt for electronic communication over paper correspondence.

**4. Limiting Plastic Use**

* Reduce the use of single-use plastics in the workplace.
* Encourage the use of reusable cups, bottles, and containers.
* Source eco-friendly alternatives for office supplies and packaging.
* Promote recycling and responsible disposal of plastic waste.

**5. Energy and Resource Efficiency**

* Encourage energy conservation by turning off lights and devices when not in use.
* Promote the use of energy-efficient appliances and equipment.
* Support responsible sourcing of materials and products.

**6. Review and Updates**  
This policy will be reviewed periodically to ensure continued commitment to environmental sustainability and improvement.

**Effective Date:** 01/01/2025  
**Reviewed by:** Kelly Greenhalgh – Sole Proprietor