

ENVIRONMENTAL STATEMENT

Here are some of the practical initiatives we have implemented to minimise our impact on the environment:

- Sourcing renewable and recyclable materials from our suppliers where we can.
- Ensuring our marketing boards are reused, if possible, or recycled.
- Sending correspondence electronically and not providing a hard copy unless specifically requested to do so.
- Dictating letters and distributing draft documents electronically within the office.
- Making energy efficiency a prime consideration when sourcing IT and other office equipment.
- Donating replaced IT equipment to charity.
- Switching computers, monitors, copiers and printers off overnight and at weekends instead of leaving them on standby.
- Recycling printer cartridges.
- Reusing and recycling waste paper.
- Printing and photocopying documents double-sided where possible.
- Using public transport, walking and car-sharing where practical.
- Using low-energy lightbulbs.
- Fitting automatic-movement-activated lighting in infrequently used rooms.

This Environmental Statement is reviewed every quarter to ensure its adherence and to add new initiatives.