

RSM Partners

# POL32 Environmental Policy

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Version: 0.1





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## **1 Policy Governance**

### **1.1 Purpose**

The purpose of this policy is to provide clear guidance to employees and contractors with regards to the environment. This policy will clearly state the expectations of RSM Partners.

### **1.2 Policy Commencement**

This policy will commence with immediate effect, 1<sup>st</sup> September 2017.

### **1.3 Application of Policy**

This policy applies to all Directors, Employees, Contractors and Agency staff, which will be referred to as Staff throughout this policy.

### **1.4 Responsibility**

It is the responsibility of all staff to ensure that the aims and objectives of this policy are met.

### **1.5 Associated Documents**

### **1.6 Current Policy Version**

V0.1



## 2 Policy Aims

We endeavour to:

- Comply with all relevant regulatory requirements.
- Continually improve and monitor environmental performance.
- Continually improve and reduce environmental impacts.
- Increase employee awareness.

### 2.1 Paper

We will:

- Minimise the use of paper in the office.
- Reuse and recycle paper where possible.

### 2.2 Energy and water

We will seek to:

- Switch off lights and electrical equipment when not in use.
- Adjust heating with energy consumption in mind.

### 2.3 Office supplies

We will:

- Favour more environmentally friendly and efficient products wherever possible.
- Reuse and recycle everything we are able to.

### 2.4 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.

### 2.5 Maintenance and cleaning

We will:

- Use cleaning materials that are as environmentally friendly as possible.

### 2.6 Monitoring and Improvement

We will:

- Comply with all relevant regulatory requirements.
- Continually improve and monitor environmental performance.
- Continually improve and reduce environmental impacts.
- Review this policy and any related business issues annually.

### 2.7 Culture

- Update this policy annually in consultation with staff.
- Involve staff in the implementation of this policy, for greater commitment and improved performance.



### 3 Document Control

#### POLICY CONTROL

#### POLICY HISTORY

Version	Date	Author	Approver	Date Approved
V0.1	31/08/17	Sandra Hands	Jennie Holpin	

#### REVIEW

Name	Role	Date
Jennie Holpin	Managed Services and Support Director	
Nick Davies	Financial Director	
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#### APPROVAL

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