

AAA Caring Caretaker

Carbon Footprint Reduction Plan

Last Reviewed : 17th January 2023

Next Review : 17th January 2024

Responsibility

Richard H Tucker MBE is the CEO of the company and he is responsible for ensuring that the plan is implemented along with being reviewed on a regular basis. However, all employees have a responsibility in their area to ensure that the aims and objectives of the policy are met.

Plan aims:

We endeavour to:

- Comply with and exceed 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.

Paper

- We will minimise the use of paper in the office.
- We will reduce packaging as much as possible.
- We will seek to buy recycled and recyclable paper products.
- We will reuse and recycle all paper where possible.

Energy and water

- We will seek to reduce the amount of energy used as much as possible.
- Lights and electrical equipment will be switched off when not in use and staff encouraged to do so as part of the training. This process would be encouraged on all contracts to thus pass on the saving to our clients.
- Where possible we have sensor lights to optimise the power saving in our head office.
- Heating will be adjusted with energy consumption in mind within our head office.
- The energy consumption and efficiency of new products will be taken into account when purchasing.

Office supplies

- We will evaluate if the need can be met in another way.
- We will evaluate the environmental impact of any new products we intend to purchase.
- We will favour more environmentally friendly and efficient products wherever possible.
- We will reuse and recycle everything we are able to such as printer cartridges.

Transportation

- We will reduce the need to travel, restricting to necessity trips only.
- When calculating trips for contracts which are estimated by mileage we will where possible use shortest distance rather than quickest time.
- We will promote the use of travel alternatives such as e-mail or video/phone conferencing.
- We will favour 'green' vehicles and maintain them rigorously to ensure ongoing efficiency and use these decisions when choosing our fleet vehicles.
- We will study the effectiveness of using hybrid working to prevent staff travelling daily to the office.

Maintenance and cleaning

- Cleaning materials used will be as environmentally friendly as possible.
- Materials used in office refurbishment will be as environmentally friendly as possible.
- Products to be obtained in bottles that are collected and recycled.
- Reduction of cleaning products/ bottles where possible by assessing the range and reducing where possible.

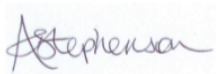
Waste disposal

- We will only use licensed and appropriate organisations to dispose of waste.
- We will maintain our waste carriers' licence and renew as required.
- We will always check waste to ensure where possible items are recycled and if possible, they are then stored in our storage unit and if unable to be recycled we will dispose of in the appropriate manner.
- We will work with clients to assist them in splitting waste where possible.

Monitoring and improvement

- We will comply with and exceed all relevant regulatory requirements.
- We will continually improve and monitor environmental performance.
- We will continually improve and reduce environmental impacts.
- We will incorporate environmental factors into business decisions.
- We will increase employee awareness through training using our tool box talks.
- We will update this policy at least once annually in consultation with staff and other stakeholders where necessary.

Signed:



Position: Managing Director

Date: 18th January 2023