



## **AAA Caring Caretaker Environmental Policy**

Last Reviewed : 17<sup>th</sup> January 2020

Next Review : 17<sup>th</sup> January 2021

### **Responsibility**

Richard Tucker is responsible for ensuring that the environmental policy is implemented. However, all employees have a responsibility in their area to ensure that the aims and objectives of the policy are met.

### **Policy 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.
- Heating will be adjusted with energy consumption in mind.
- 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.

## **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.

## **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 use microfibre cloths in place of disposable wipes where possible to reduce our wastage to landfill, or to prevent the need for incineration.

## **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:**

*Alison Stephenson*

**Position:**

HR & Policies Director

**Date:**

17<sup>th</sup> January 2020