

<b>Policy title</b>	Environmental Policy Statement	<b>REF: ARCST007</b>
<b>Policy Ownership</b>	Operations Director	
<b>Date of Review</b>	21.07.2020	
<b>Version</b>	5	
<b>Next review date</b>	01.07.2021	
<b>Applies to:</b>	All staff	
<b>Related policies and documents</b>	Education for Sustainable Development & Global Citizenship (ESDGC) Equality and Diversity Policy	

ARC Group recognises that it has a responsibility to the environment beyond legal and regulatory requirements. We are committed to reducing our environmental impact and continually improving our environmental performance as an integral part of our business strategy and operating methods. Although the scope and scale of our activities are such that we do not believe that they pose any significant threat to the environment, we recognise that there are many steps we can take that will reduce or prevent damage to the environment. These steps can also add value to our business and make a positive contribution to the success of the company. In other words, we do not believe that good environmental management and the financial wellbeing of the company are incompatible.

### Policy aims

Our policy towards the environment is summarised as follows:

- We shall ensure that all our activities meet in full the requirements of current environmental legislation.
- We shall identify any activities that we current undertake or are proposing that could adversely affect the environment and assess the level of risk.
- We shall identify effective control measures to reduce or eliminate the adverse effect of these activities.
- We shall encourage all our employees to make a positive contribution to the way we manage our environmental responsibilities and increase their awareness
- We shall look for ways to improve our environmental management performance and ensure that environmental considerations are taken into account when commercial decisions are being taken.

Specifically, we will:

### Paper

We will:

- Minimize the use of paper in the office
- Reduce packaging as much as possible
- Seek to buy recycled and recyclable paper products
- Reuse and recycle all paper where possible

### Energy and Water

We will:

- Seek to reduce the amount of energy we use as much as possible
- Switch off all electrical equipment when not in use
- Adjust heating with energy consumption in mind
- Take into account the energy consumption and efficiency of new products when purchasing them

### Office Supplies

We will:

- Evaluate whether the need for supplies can be met in another way
- Evaluate if renting or sharing is an option before purchasing new equipment
- Evaluate the environmental impact of any new product intended for purchase
- Favor more environmentally friendly and efficient produces where possible
- Reuse and recycle everything we can

### Transportation

We will:

- Review ways to limit the need to travel promoting alternatives such as email/video conferencing if possible
- Make additional efforts to accommodate the needs of those using public transport and cycling
- Favor “green” vehicles and maintain all vehicles to ensure ongoing efficiency



### Maintenance and Cleaning



We will:

- Use cleaning products that are as environmentally friendly as possible
- Only use licensed and appropriate organisations to dispose of waste

### Monitoring and Implementation

We will:

- Incorporate environmental factors into business decisions
- Set and monitor environmental targets (See Environmental Targets 2020 & Impact and Aspects Register)
- Increase employee awareness through training
- Review this policy annually with senior leaders

Signed		Dated	21.07.2020
<b>Managing Director</b>			
Signed		Dated	21.07.2020
<b>Operations Director</b>			