

The Scott Partnership Ltd

Environmental Policy

It is the policy of The Scott Partnership to accept an obligation to comply with all relevant environmental legislation and to minimise our impact upon the environment.

Caring for the environment is the responsibility of every employee. As a company we believe that it makes good business sense to work with our staff to make sustainable choices and reduce our impact on the environment. Throughout our offices The Scott Partnership is committed to minimising waste production in order to be environmentally and economically friendly. Our priorities are to reduce, reuse and recycle waste, paying particular attention to our main environmental impacts which stem from usage of power, paper, water and transport.

We continue to assess the environmental impact of all historic, current and likely future operations, continuously seeking to improve our environmental performance.

The Scott Partnership believes in making efficient use of all resources available:

- By raising awareness of environmental issues, encouraging participation and providing training where necessary in environmental matters.
- We are trying to reduce the number of employees coming to work by car, through initiatives such as encouraging walking and cycling; at several of our offices we offer secure bike storage and have showers available to staff who cycle to work. We also encourage and facilitate the use of car sharing and public transport. All new company cars must comply with Euro IV emissions ratings.
- Being a major consumer of paper, recycling is a key issue for us. We ask all employees to consider the need to print documents and strive towards a paperless office environment. All internal e-mails carry a footer to remind staff of the environment before printing. Where printing is necessary staff are encouraged to print double sided.
- All paper and card that is used is recycled with clearly marked recycling points positioned in each department and at each photocopier and printer. When double sided printing has not been possible, any waste paper is to be used in our fax machines on the reverse side. The thousands of newspapers and magazines we receive annually from our suppliers are

collected and recycled locally. Confidential paper is shredded and turned into animal bedding.

- We aim to re-use and recycle all ink cartridges and toners used in the course of our business.
- Recycling points are conveniently located at all our offices. The monetary return from recycled cartridges is in turn donated to charity.
- The lighting in our offices is low energy, and at our newer offices is highly energy efficient by having sensors that switch off after a certain amount of time. The amount of energy we use throughout our offices is kept to a minimum, and we are committed to reducing our energy consumption. All staff are encouraged to switch off lights and shut down electrical equipment when not in use. Old computers and electrical equipment are recycled and disposed of correctly.

Through working together we try to encourage an eco friendly workplace, and try to find the least harmful way of disposing of our waste. Keeping what we throw away to a minimum and recycling as much as possible contributes to making the environment a better place for us all, as we recognise that environmental issues affect us all.