

## **Environmental Policy**

### **Mission statement**

Milne Management Ltd recognises the need for sustainable development and continually aims to improve the environmental effect of its activities. We are committed to reducing our carbon footprint beyond meeting legal requirements by continuously reviewing our green practices, lowering costs through reduced consumption and waste and improving the efficiency of our processes.

To achieve this, we will establish sound environmental management by:

- Meeting or improving upon relevant legislative, regulatory and environmental codes of practice
- Developing objectives that target environmental improvements and monitor performance by regular review
- Considering any environmental issues and impact in the decision-making process.
- Developing a relationship with suppliers and contractors so that we all recognise our environmental responsibilities
- Educating staff so that they carry out their activities in an environmentally responsible manner.

### **Responsibility**

Milne Management 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**

1. Comply with regulatory requirements
2. Continually monitor and improve environmental performance
3. Provide for the effective use of resources and minimising environmental impacts by:
  - Aiming to create paper free environment where possible by minimising use of paper and stationery in the office; replacing paper files with digital files where possible in line with industry requirements; evaluating and finding alternative/green way of needs being met
  - Promoting use of recycled and recyclable paper products sourced locally to reduce the impact of unnecessary supply through order and delivery process (reduced packaging, environmental pollution when delivering to the office etc.)
  - Promoting waste minimisation by recycling or finding other uses of by-products whenever economically viable
  - Promoting the efficient use of resources, energy and fuel throughout the company's operations.
    - Lights and electrical equipment switched off when not in use
    - Heating usage adjusted with energy consumption in mind
    - Greener Transportation Management, which include: reducing the need for travel if alternatives can be used (email, phone call, video call etc.); planning the routes efficiently reducing fuel consumption and therefore minimising carbon footprint of our activities
    - Cleaning materials used are as environmentally friendly as possible

4. Incorporating environmental factors into business decisions by co-operating with:
  - The communities in which we operate
  - The Government, regulatory bodies and other interested parties with the shared vision of being a good trusted neighbour.
5. Increase employee awareness and training in their environmental roles and responsibilities

### **Culture and improvement**

Milne Management is committed to:

- Involving staff in implementation of this policy for greater commitment and improved environmentally friendly performance
- Reviewing and updating the policy accordingly annually in consultation with staff to promoted team green culture
- Working with suppliers, contractors and subcontractors, who share our vision and to improve their environmental performance
- Using local labour and materials where available to reduce CO<sub>2</sub> and help the community

**Paul G Wiggins**



**Managing Director**