**Environmental Policy**

Loyal Reliance Services LTD recognizes that it has a responsibility to the environment above and beyond regulatory requirements. Action on all parts of this policy will be the responsibility of all staff. Each year a different member of staff will be appointed to oversee the implementation of the policy on a rotating basis.

Paper
• We will minimize the use of paper in the office
• We will recycle everything we can

Water and Energy
• We will seek to reduce the amount of energy we use as much as possible.
• Lights, computers, copiers, etc. will be switched off when not in use, and heating adjusted with energy consumption in mind. The energy consumption of new products will be considered when making purchasing decisions.

Office Supplies
• We will reduce the amount of office supplies that we need.
• We will seek to buy more environmentally friendly products.
• We will recycle everything we can

Maintenance and Cleaning
• Cleaning materials will be as environmentally friendly as possible.
• Materials used in office refurbishment will be as environmentally friendly as possible.
• Transport and getting to work
• We will promote the use of environmentally friendly forms of transport by staff, volunteers, and clients.
• We will make additional efforts to accommodate the needs of those using public transport or bicycles.

Monitoring and Improvement
• Monitoring environmental performance will be a part of our yearly statistics and published in our annual report.
• We will monitor our energy consumption for improved environmental performance.
• We will monitor our use of paper and other office supplies to ensure a steady reduction in consumption.

Culture
• We will educate and involve staff in the implementation of this policy, aiming for greater commitment and improved environmental performance.

Name: Faiza Mehak
Position: Managing Director

Signature:

Date: 24/03/23

| Date | Status | Document Name | Version |
|---|---|---|---|
| 24.03.2023 | APPROVED | Loyal Reliance Services LTD– 002 - Environmental Policy | 003 |