# **Environmental Policy**



## 1. STATEMENT OF GENERAL POLICY

Loyal Reliance Services Ltd recognises 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 member of staff will be appointed to oversee the implementation of the policy on a rotating basis.

## 2. MANAGEMENT COMMITMENT TO QUALITY

#### Paper

- We will minimise 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.

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Signature

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Position: Compliance Director Date: 18<sup>th</sup> March 2025

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