

## SUSTAINABILITY POLICY STATEMENT

HCE is committed to promoting sustainability. Concern for the environment and promoting a broader sustainability agenda are always encouraged within HCE's professional activities and the management of the organisation. We aim to follow and to promote good sustainability practice, to reduce the environmental impacts of all our activities and those of our partners.

### Principles

Our Sustainability Policy is based upon the following principles:

- To comply with, where practical, the very latest legislation, regulations and codes of good practice.
- To integrate sustainability considerations into all of our business decisions and activities.
- To ensure that all staff are fully aware of our Sustainability Policy and are committed to implementing and improving it.
- To minimise the impact on sustainability of all office and transportation activities.
- To make clients and suppliers aware of our Sustainability Policy, and encourage them to adopt sound sustainable management practices.
- To regularly review and to continually strive to improve our sustainability performance.

### Practical steps

- In order to put these principles into practice we will:

#### Travel and Meetings

- Alternative modes of transport for travel to meetings will always be considered in terms of environmental impact.
- Avoid physically travelling to meetings where alternatives are available and practical, such as telephone/email and efficient timing of meetings to avoid multiple trips. These options are also often more time efficient, while not sacrificing regular contact with clients and partners.
- Reduce the need for our office based staff to travel by supporting the use of public transport and, where possible, staff are also encouraged to 'Car share'

#### Purchase of equipment and consumption of resources

- Minimise our use of paper and other office consumables, for example by double-siding all paper used, and identifying opportunities to reduce waste.
- We have a process in place for the reuse or recycling of office waste, including paper, computer supplies and redundant equipment. This is further extended to include packaging materials removed from site, such as segregation of plastics, cardboard, metals and wood.
- Reduce the energy consumption of office equipment by purchasing energy efficient equipment and good housekeeping.
- Ensure that timber furniture and any other timber products are recycled or from well-managed, sustainable sources and are Forest Stewardship Council (FSC) certified.

In addition:

- We ensure that any manufacturers and sub-contractor partners that we employ take account of sustainability issues. This element is included within an HCE Pre-Qualification Document, which must be completed and signed by our partners prior to consideration for approval for use within our approved suppliers data base.
- Include a copy of our Certificate of our *Certificate of Registration Under the Control of Pollution (Amendment) Act 1989* to clients.
- We always purchase fair-trade and/or organic beverages.

Signed \_\_\_\_\_



Managing Director, HCE