



## **Crombie Wilkinson Solicitors Environmental Policy**

We are committed to being an environmentally friendly firm and our intention is to promote a policy that is focused on being green aware. A culture is being encouraged within the firm that ensures all employees understand they can make a significant contribution to being environmentally friendly and green aware.

The firm's policy is to comply with or exceed the requirements of environmental legislation and regulation.

Mark Coultas, Associate Director and Practice Manager, is responsible for ensuring that this policy is implemented and followed by all staff. All employees have responsibility in their area to ensure that the aims and objectives of this policy are being met.

### **Policy**

The specifics of the firm environmental policy are as follows:

- 1) We review and explore measures for the reduction of volumes of all waste materials generated by the firm;
- 2) We explore opportunities for recycling all possible waste materials. Our ultimate aim is to recycle any waste material that can be recycled or reused;
- 3) We work on ways to reduce levels of energy consumption. We will introduce working practices that require equipment such as computers, screens, lights, phones, chargers, photocopiers and printers to be "switched off" when not in use, including during breaks and at the end of the working day. We will ensure that heating, lighting and ventilation are used efficiently and effectively;
- 4) We are exploring, and implementing where possible, energy saving measures such as:
  - labelling switches to avoid lights and other appliances being left on when not in use.
  - making use of natural light where possible
  - monitoring timings and temperatures of our heating and cooling systems to see if any energy saving adjustments can be made
  - checking the energy efficiency of appliances such as fridges and replacing these where necessary

- replacing kettles with instant boiling water dispensers
- 5) We will purchase and use energy efficient products, such as energy saving light bulbs, where possible and appropriate;
  - 6) We review, and improve where appropriate, the insulation and draught-proofing of our facilities;
  - 7) We are exploring whether environmentally friendly products can be purchased when buying any supplies and will switch to these environmentally friendly products when it has an improved impact on the environment.
  - 8) We are minimising the use of paper within the office. We will continue to use less packaging wherever possible and seek to buy recycled paper products.
  - 9) We are implementing the use of cleaning materials that are as environmentally friendly as possible and will only use appropriate green organisations to dispose of waste.
  - 10) We will review opportunities and consider implementing measures for the reduction of the use of water;
  - 11) We aim to reduce levels of pollution emissions wherever possible;
  - 12) We are using technology to reduce the need to travel, and encouraging staff to use public transport or electric vehicles, where travel is unavoidable;
  - 13) We are contacting providers and suppliers we work with, and who we will work with in the future, to ask to see their environmental policy to ensure that we are working with organisations who are committed to supporting the environment in their own work practices.
  - 14) We support staff volunteering, both during and out of office hours, to work on/with environmental projects that are improving our local community.
  - 15) Employees are made aware and have access to a copy of this environmental policy. We will regularly review the policy to ensure that we are a green aware and environmentally friendly firm.