

Environmental policy statement and the Green agenda

Acuity is committed to minimising the environmental impact of our activities via continuous improvement in environmental performance and will seek to develop an ethos of environmental responsibility in all our staff, associates, partners and clients as well as in the management of our business.

It is the policy of Acuity Research and Practice Ltd to ensure that its activities are managed in such way as to minimise any impact on the environment, as is reasonably practicable. This policy is aimed at improving the quality of life both for our employees and for our clients and suppliers.

Accordingly, it is the policy of Acuity to:

- Comply with all relevant environmental legislation and take such additional environmental protection measures as we consider necessary.
- Promote awareness and understanding of environmental issues among all staff and associates and the external community.
- Integrate environmental management policies and practices into every level and every area of activity.

The key points of our strategy to achieve this are:

- Minimise waste by evaluating operations and ensuring they are as efficient as possible.
- Manage and conserve energy efficiently within all our premises. Reducing the use of energy through, for example, promoting energy saving behaviour, use of energy efficient equipment and good design practices.
- Reduce water use and increase the proportion of water re-used
- Ensure advertising, promotional and other data information is produced in such a way as to minimise the environmental impact of both production and distribution.
- Promote the use of environmentally friendly survey options, such as online and telephone surveys
- Promote the use of less environmentally damaging transport options, particularly discouraging car use and eliminating unnecessary motor vehicle trips
- Use our purchasing procedures to promote sustainable development, seeking wherever possible products which have been made from recycled materials and sustainable sources, and ensuring that materials and products used have been processed in a way which causes minimum damage to the environment.



- Reduce air and water pollution and prevent land contamination by avoiding the use of environmentally damaging materials such as non-biodegradable chemicals, CFCs and ozone-depleting substances, solvents and lead-based paints.
- Minimise waste production and increase the proportion of materials re-used and recycled.
- Ensure that any surplus of waste material is disposed of in a way that causes the least possible adverse impact on the environment.
- Consider the environmental impact of any new project or development.
- Meet the environmental legislation that relates to the Company



Environmental Policy

Paper

- We will minimise the use of paper in the office.
- We will carry out double sided printing where possible
- We will reduce packaging as much as possible.
- We will seek to buy recycled and recyclable paper products.
- We will reuse and recycle all paper where possible.

Energy and Water

- We will seek to reduce the amount of energy used as much as possible.
- Lights and electrical equipment will be switched off when not in use.
- Low energy lights will used in all rooms.
- Heating will be adjusted with energy consumption in mind.
- The energy consumption and efficiency of new products will be taken into account when purchasing.

Office Supplies

- We will evaluate if the need can be met in another way.
- We will evaluate if renting/sharing is an option before purchasing equipment.
- We will evaluate the environmental impact of any new products we intend to purchase.
- We will seek to buy more environmentally friendly and efficient products.
- We will reuse and recycle everything we are able to, such as files, ring binders, discs etc.

Transportation

- We will reduce the need to travel, using public transport where practicable.
- We will promote the use of travel alternatives such as e-mail or video/phone conferencing.
- We will co-ordinate packages sent by couriers.

Maintenance and Cleaning

- Cleaning materials will be as environmentally friendly as possible.
- Materials used in office refurbishment will be as environmentally friendly as possible.
- We will only use licensed and appropriate organisations to dispose of waste.



Culture

- We will involve staff in the implementation of this policy, for greater commitment and improved performance.
- We will update this policy at least annually in consultation with staff and other stakeholders where necessary.
- We will provide staff with relevant environmental training.
- We will work with suppliers, contractors and sub-contractors to improve their environmental performance.
- We will use local labour and materials where available to reduce CO2 and help the community.

Monitoring and Improvement

- We will comply with all relevant regulatory requirements.
- We will continually improve and monitor environmental performance.
- We will continually improve and reduce environmental impacts.
- We will incorporate environmental factors into business decisions.
- We will Increase employee awareness through training.

SIGNED BY

Mark Anderson

Director

Review & version control

This policy will be reviewed annually or at any time that Acuity business activities or operations change significantly.

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Last Reviewed: 12 November 2020

Next Review: 31 December 2021