

DH Associates Limited

Sustainability Policy



Sustainability Policy Statement

DH Associates Limited recognises that it can contribute towards the conservation and protection of the natural environment. It has resolved to improve its own environment practices and to promote awareness of sustainability among all staff and customers.

DH Associates will seek to achieve continual improvement in how it measures and minimises its own environmental impacts. We aim to follow and to promote good sustainability practice, to reduce the environmental impacts of all our activities and to help our customers and partners to do the same.

The Aim of the Policy is to:

- Comply with all current environmental legislation
- Consider and assess, taking action where necessary to continuously improve environmental practice
- Emphasise to employees at all levels their own responsibility to the environmental well being, giving training where applicable
- Display and provide this Policy to all employees
- Audit environmental and sustainability performance
- Review this Policy taking into consideration any audit findings annually as a minimum

The Managing Director will be responsible for implementing this Policy and, as far as reasonably practicable, ensure that the following are adhered to:

Principles:

- To comply with, and exceed where practicable, all applicable legislation, regulations and codes of practice
- To integrate sustainability considerations into all our business decisions
- To minimise the impact on sustainability of all office and transportation activities
- To ensure that all staff are fully aware of our Sustainability Policy and are committed to implementing and improving it
- To make customers and suppliers aware of our Sustainability Policy, and encourage them to adopt sound sustainability management practices
- To review, annually report, and to continually strive to improve our sustainability performance

Reporting and Monitoring

Monitoring will be every 6 months to ensure objectives and targets are reviewed. The Implementation Plan will be integrated into the Business Planning cycle and reviewed annually.

The Managing Director will ensure the Sustainability Policy is reviewed a minimum of bi-annually with reports made to the Board/Senior Management Team.

Practical Steps

In order to put these principles into practice we will:

Travel & Meetings:

- Avoid physically travelling to meetings etc where alternatives are available and practical, such as using teleconferencing or web cams, and more time efficient scheduling of meetings to avoid multiple trips. These options are also often more time efficient whilst not sacrificing the benefits of regular contact with customers and partners
- Ensure all staff plan travel routes efficiently, as per geographical areas to reduce car travel and improve time management techniques
- Ensure vehicle exhaust pollutants are kept to a minimum
- Use an emissions recording scheme for business travel to monitor our impact

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
- Reduce waste created and where possible reuse and recycle materials and equipment before responsible disposal, and use recycled and recyclable materials
- As far as possible arrange for the reuse or recycling of office waste, including paper, computer supplies and redundant equipment
- Reduce the energy consumption of office equipment by purchasing energy efficient equipment and good housekeeping
- Purchase electricity from a supplier committed to renewable energy
- Ensure that timber furniture and any other timber products are recycled

Communication

The Sustainability Policy will be communicated to all employees and a copy will be in all our proposals to customers.

We will ensure that all employees take account of sustainability issues in their advice to customers.

Training will be provided for all employees on the principles of sustainability, policy, planning and examples of good practice.

Sustainability Implementation Plan

Sources of Impact	Objectives	Policies and Targets	Indicators	Actions
Travel by DH Associates Staff & Subcontractor Staff	<p>To minimise carbon emissions and other impacts by avoiding unnecessary business travel.</p> <p>To plan daily visits with candidates re geographical areas to avoid unnecessary travel</p>	<p>Low Emissions.</p> <p>Reduction in Business Mileage by employees.</p>	<p>Increase number of external meetings replaced by webinars</p> <p>Plan daily appointments in geographical areas as far as is reasonably practicable.</p>	<p>Alternatives (teleconferences) to meetings as first option.</p> <p>Establish current baseline for business mileage by employees.</p> <p>Promote awareness of business mileage by employees and actions to reduce business mileage.</p>
Office Energy Consumption	<p>To minimise energy consumption.</p> <p>To minimise the impact of the energy used by supporting renewable energy sources.</p>	<p>All lighting to use low energy bulbs.</p> <p>As office equipment is replaced, purchase the most energy efficient equipment when compared with alternatives of a similar cost and performance.</p>	<p>Proportion of electricity used from renewable sources.</p>	<p>Ensure computer equipment is set to go on standby when left for a short period and equipment turned off a night where practical.</p> <p>Produce advice for employees on reducing energy consumption.</p> <p>Establish current consumption of energy per sq meter.</p>

Paper	To minimise paper use	To reduce paper consumption per annum per employee. Minimise use of paper by double siding all paper used and identifying opportunities to reduce waste. Increase access to e documents and learning	Total direct paper consumption used.	Baseline for monitoring paper use to be established and paper use monitored.
Consumption	To minimise the impacts of producing the paper used.	All direct paper consumption will be on recycled paper from a sustainable source. All new printers to be capable of duplex printing.	Current paper 81% recycled, fully recyclable, biodegradable and from a sustainable forest. ECF & PEFC Certified.	Monitored Produce advice for employees.
Waste Generation	To minimise the amount of waste generated. To maximise the proportion of waste recycled.	All waste office paper and toner cartridges will be recycled. All glass, cans and plastic bottles will be recycled. All redundant office equipment will be sold, donated for reuse or recycled. As office equipment is replaced, purchase the most resource efficient equipment (e.g. toner	.	Contract for recycling waste to be collected

		waste etc) compared with alternatives of a similar cost and performance.		
Working Environment	To reduce the impact of emissions/toxins from office equipment.			Create a healthy working environment – including having plants in the office.
Consumption of other products	To reduce the impact of products purchased.	All waste bags to be made of recycled and/or biodegradable plastic. Use re-used office equipment where practical.		
Local Community	To support local businesses and contribute to our local community and the environment.	Purchase products and use suppliers locally wherever practical.		