

# Corporate Policies

## Environmental Policy

SPS recognises the need to undertake its studies in a manner which minimises any harmful environmental impact.

To this end SPS will:

### **Maximise the proportion of waste that is recycled**

- Reduce the absolute amount of waste that it produces from its offices
- Make full use of all recycling facilities provided by the local councils in areas where it has an office presence including glass, cans, white, coloured and brown paper, plastic bottles, batteries, print cartridges and cardboard
- Recycle or safely dispose of white goods, computers and electrical appliances.
- Use reusable resources and storage containers and avoid unnecessary packaging where possible
- Always purchase recycled resources where these are both suitable and available

### **Reduce energy consumption**

- Appreciate that it is preferable to purchase energy from a company that invests in new sources of renewable and carbon-neutral electricity
- Give preference to the most energy efficient and environmentally sound appliances available, this includes only using energy-saving light bulbs
- Provide energy efficient heating systems, with adjustable controls for individual heating appliances wherever possible
- Save energy through turning off electrical appliances when not in use in offices

### **Minimise the use of unsustainable transport**

- Minimise the proportion of travel on company business carried out in private transport and ensure that private vehicles used are regularly serviced and maintained to reduce the inefficient consumption of fuel

### **Implementation of this Policy**

- The SPS Directors undertake to carry out an annual review of this policy and ensure that it is being suitably applied