

## ENVIRONMENTAL POLICY

### **Our business statement**

The Small Business Box Ltd recognises that it has a responsibility to the environment beyond legal and regulatory requirements.

We are committed to reducing our environmental impact and continually improving our environmental performance as an integral part of our business strategy and operating methods, with regular review points.

### **Responsibility**

Director, Chris Gill is responsible for ensuring that the environmental policy is implemented. However, all employees have a responsibility in their area to ensure that the aims and objectives of the policy are met.

We take steps both internally and externally to show our commitment to reducing our environmental impact. Below is a summary of our actions:

<b>Internally</b>	<b>Actions (with examples below)</b>
<b>Waste management</b>	<ul style="list-style-type: none"> <li>• We will reduce the amount of waste produced and recycle where possible.</li> <li>• We will prevent the release of pollutants that can cause environmental damage (if relevant).</li> <li>• Responsible disposal of packaging, unused or out-of-date products.</li> </ul>
<b>Office supplies</b>	<ul style="list-style-type: none"> <li>• We will evaluate the environmental impact of any new products we intend to purchase.</li> <li>• Use digital products where possible.</li> </ul>
<b>Monitoring and improvement</b>	<ul style="list-style-type: none"> <li>• We will continually improve and monitor environmental performance.</li> </ul>
<b>Maintenance and office cleaning</b>	<ul style="list-style-type: none"> <li>• The cleaning materials we use will be checked to ensure it's as environmentally friendly as possible.</li> <li>• Responsible disposal of packaging, unused or out-of-date products.</li> </ul>
<b>Energy</b>	<ul style="list-style-type: none"> <li>• Lights and electrical equipment will be switched off when not in use and our heating will be adjusted with energy consumption in mind.</li> <li>• Using energy saving equipment, where possible.</li> </ul>

<b>Our people</b>	<ul style="list-style-type: none"> <li>• We will increase employee awareness through training.</li> <li>• We will involve staff in the implementation of this policy, for greater commitment and improved performance.</li> </ul>
<b>Water</b>	<ul style="list-style-type: none"> <li>• We will avoid water wastage wherever possible.</li> </ul>
<b>Chemicals and hazardous substances</b>	<ul style="list-style-type: none"> <li>• Wherever possible we will substitute substances that are harmful to the environment with those that have less of an impact.</li> <li>• Responsible disposal of packaging, unused or out-of-date products.</li> </ul>
<b>Legal duties</b>	<ul style="list-style-type: none"> <li>• We will keep up to change with changes in environmental law and ensure we are fully compliant with our duties.</li> </ul>

<b>Externally</b>	<b>Actions (with examples below)</b>
<b>Transportation</b>	<ul style="list-style-type: none"> <li>• Where possible, we'll promote the use of alternatives such as email or video/phone conferences;</li> <li>• We'll reduce the need to travel, wherever possible.</li> <li>• If transportation is required we will use Public transportation wherever possible.</li> </ul>
<b>Customers, suppliers and other stakeholders</b>	<ul style="list-style-type: none"> <li>• We will work with suppliers, contractors and sub-contractors to improve their environmental performance.</li> </ul>
<b>Contractors</b>	<ul style="list-style-type: none"> <li>• We will work with contractors who are equally as committed to reducing their environmental impact.</li> </ul>

Date

1<sup>st</sup> JUNE 2021

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Review date:

1<sup>st</sup> JUNE 2022

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