

## **ENVIRONMENTAL POLICY**

### **Statement:**

Greenway Associates Ltd recognise that day-to-day operations can impact both directly and indirectly on the environment. We aim to give due consideration to protecting and lessening the impact of the works on the environment and operate in a sustainable manner. Care is taken to ensure that all projects and professional design team colleagues we are involved with consider such issues:

### **Building/ Energy**

Although we operate from serviced offices, we consider the use of energy. Except for our IT server all electrical equipment is turned off when not in use or at the end of each working day.

### **Wastepaper Recycling**

Where appropriate, staff are encouraged to work digitally and only print documents where necessary. Our wastepaper is either recycled or donated to local primary schools for rough artwork or other uses. Any sensitive information is shredded prior to re-cycling.

### **Transport**

We operate a sustainable travel policy; all staff have the option to work from home therefore reducing travel time and impact on the environment. As an out of town practice we do not encourage design teams to visit our offices – Greenway's staff regularly initiate travelling to design teams' offices (where appropriate) and use local transport for access into London.

### **General**

In all our activities we aspire to:

- Comply fully with all relevant legal requirements, codes of practice and regulations.
- Ensure that water and energy use is reduced where practical.
- Minimise waste and increase recycling.
- Promote environmentally responsible purchasing where practical
- Improve the environmental efficiency of our transport and travel. To this end we encourage our staff to work from home where practical.

The environmental policy is communicated to all employees and is made available to interested parties if requested. All personnel understand their obligations under this policy statement.

We will constantly monitor and review our environmental performance and this environmental policy statement to ensure it continuing stability, and we will implement improvements whenever appropriate.

Last updated: 24<sup>th</sup> October 2022