

The management board of Eddisons is committed to promoting good environmental practice and sustainability in the conduct of its activities. The company recognises that our operations have an effect on the local, regional and global environment. Therefore, it is Eddisons policy to ensure that any adverse effects on the environment, as a result of the services we provide, are kept to a minimum

Environmental regulations, laws and codes of practice will be regarded as setting the minimum standards of environmental performance.

**Eddisons is committed to:**

- Wholly supporting the requirements of accepted international standards and EU environmental legislation and codes of practice
- Minimising consumption through the reduction, reuse and recycling of materials (*as practicable*), as much as possible
- Preventing pollution and reducing Eddisons impact on the environment by identifying and reducing the environmental impacts of its operational and design activities
- Encouraging across the business, the efficient use of energy, utilities and natural resources especially where they are non – renewable
- Developing, practicing and improving policies, procedures, objectives and targets to promote environmentally friendly and energy efficient practices
- Operating a travel policy that takes account of environmental issues as far as reasonably practicable and encourages where possible the use of feasible alternative means of transport
- Ensuring all Eddisons staff are aware of the risks posed to the environment by Eddisons operational activities and of the measures taken to protect it
- Encouraging environmentally responsible behaviour from all of Eddisons employees and promoting environmentally considerate culture within the organisation

A handwritten signature in black ink, appearing to read "AS", is positioned above the name of the signatory.

Anthony Spencer  
Managing Partner

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## EDDISONS WORKPLACE RECYCLING AND ENVIRONMENTAL POLICY

### 1.0 OVERVIEW

This policy includes the implementation of both mandatory and voluntary practices to reduce landfill waste, further recycling, conserve energy and reduce the usage of natural resources.

Eddisons encourages employee recommendations and suggestions to improve this program.

### 1.1 RESPONSIBILITIES

#### Coordinator

Eddisons Compliance Officer – This is an additional duty assignment. In addition to regular assigned duties, the Compliance Officer will:

- Support office managers in the implementation of Eddisons environmental policy;
- Review/audit contracts in place for third party contractors to collect the recycling containers each office
- Review/audit company requisitions and purchasing for policy compliance;
- At least quarterly, through e-mail, in-house meetings or newsletters, educate employees about Eddisons environmental initiatives, waste reduction/recycling goals, etc.
- Serve as the resource to the company for the purchase of recycled products;
- Annually prepare and report energy management/recycling initiatives, goals, etc. to the board of Directors
- At least annually, review current policy and implement any new initiatives to encourage recycling and reduce waste including amounts and types of materials collected for recycling; amounts and values of recycled products purchased and make available through the Eddisons Intranet.

#### Office Managers

- Supervise and support each offices' energy management/recycling efforts included in this environmental policy;
- Ensure that contracts are in place for third party contractors to collect the recycling containers of the various recyclables at each office
- Ensure office compliance with policy for requisitions and purchasing;
- At least quarterly, assist Environmental Management Coordinator with communication and training of staff regarding Eddisons environmental initiatives, waste reduction/recycling goals, etc.
- Annually prepare and report energy management/recycling initiatives, goals, etc. to the Environmental Management Coordinator

## Employees

Each member of Eddisons must assume personal responsibility for the recycling of designated wastes and are encouraged to:

- Promote recycling and the environmental policy among fellow employees and encourage participation;
- Follow procedures outlined below regarding recycling, energy conservation, smart printing, etc.

## 1.2 PROCEDURES

### 1.2.1 RECYCLING

The following items are to be recycled; whenever possible (other classes of recyclables may be added if markets develop):

- Office Paper
- Shredded Paper
- Aluminium Cans
- Plastic Bottles
- Newspapers, Catalogues, Magazines, Telephone Directories
- Cardboard
- Confidential waste paper
- Toner and ink jet cartridges

Where to Recycle -

- Paper, cans, plastic bottles, cardboard, etc. are to be placed in specially marked collections containers in each office.

Collections containers will be emptied by third party recycling contractors on a regular basis. Individual desk side rubbish containers should only contain non-recyclable items and will be emptied by the custodial staff.

- Confidential waste paper shredding containers will be emptied by third party recycling contractors on a regular basis.
- Toner and ink jet cartridges will be picked up by third party contractors on a regular basis.

### Disposition of Funds

Recycling revenues, if any, are to be deposited with the Eddisons Accounts Dept. and applied to the 'Recycling' cost centre. Revenues will be used for the purchase of education materials to promote Eddisons Recycling and conservation program.

## ENERGY CONSERVATION

### Thermostat Settings

- Report room and office temperature problems to the Office Manager. **Do not adjust thermostats.** The Office Manager will strive to balance temperatures between human comfort levels, energy conservation demands, and operational considerations. The following room and office thermostat settings are established guidelines to support energy conservation efforts.

Air Conditioning - No lower than 22 degrees

Heating - No higher than 18 degrees

### Lighting

- Turn off all unnecessary lighting in offices when not in use or when away from the office for 1 hour or more.
- Upon departure each evening, custodial and/or security personnel will turn off lights excluding lights providing security.
- Eddisons will use energy efficient light bulbs in all offices. (Energy efficient light bulbs are more expensive than standard bulbs but they will last up to 10 times longer which conserves significant energy. They are most effective when used for lights that are left switched on for long periods of time.)

### Computer Terminals and Other Electrical Appliances

- Turn off computers, printers, copiers and other electrical appliances when departing for the day.
- If applicable, turn off any personal heaters, fans, etc. after use.

#### 1.2.3 SMART PRINTING AND COMMUNICATING

- Use voice mail or e-mail whenever possible.
- Avoid making unnecessary paper copies of e-mails unless it is needed for the client file. (The computer server automatically backs up e-mails nightly)
- Make double-sided copies where possible.
- Avoid colour printing and print to 'draft' on-screen first.
- View reports and data on-screen rather than printing out the report.
- Before running a large number of copies, do a one-page test of copier settings.
- Place unusable copies in recycle box adjacent to copier. Don't throw in rubbish.
- Look at the printed reports that you receive. If you do not need the report or use only infrequently, cancel the report.
- Prepare note pads from available scrap paper.

#### 1.2.3 KITCHEN ACTIVITIES

- Encourage use of silverware, glasses and ceramic mugs for daily coffee, eating. Discourage use of Styrofoam, paper ware and disposable plastic ware.
- Minimize use of single serve/pre-packaged condiments.
- Only heat the amount of water you need.
- Use boiled water immediately rather than leaving it and then re-boiling.
- Provide filtered drinking water to reduce bottled water waste

## 1.2.4 PUBLICATION AND OTHER PURCHASING PRACTICES

- Employee Handbooks, Company Policies and similar materials are to be available online on Eddisons Intranet (Eddizone), rather than distributing printed copies
- If you are responsible for any publications, examine publication format and frequency. For example, send a two-sided, A4 newsletter, rather than a four-page, foldout version (cutting content accordingly).
- Consider publishing less often.
- When using outside printing services, specify minimum 20% recycled content paper, whenever possible for the job, including Eddisons letterhead, envelopes and business cards.
- Use the recycle logo on all printed material with recycled content.
- Ask to be removed from mailing list when you receive unwanted catalogues, newsletter, magazines, junk mail, etc.
- Before purchasing new office furnishings, check with Office Manager for availability of suitable surplus office furnishings.
- Be selective when ordering products with chemicals (if applicable). Do not order more than can be used before the expiration date or shelf life of the product.
- Do not order products in aerosol containers. Use refillable pump dispensers, if available.
- Specify copy machines with duplex copying capability, whenever possible

## 1.3 ON-GOING TRAINING AND MONITORING

- Internal e-mails and newsletters
- Company Intranet (Eddizone)
- Training Sessions, as appropriate

## 1.4 MANAGEMENT CONTROL AND REVIEW OF POLICY

- The overall responsibility for the implementation, supervision and monitoring of the effectiveness of the Company's environmental policy rests with the Managing Director. Responsibility on a day to day basis rests with the Environmental Management Coordinator and Office Managers
- Eddisons is committed to the implementation and fully supports this policy and those authorised to monitor
- This policy is subject to review from time to time (at least annually) in accordance with general recommendations and advances in environmental awareness.