



## Environmental Policy

### Our Statement

We are passionate about preserving the world's resources which are essential for the quality of life of current and future generations.

Therefore, we are committed to our Environmental Policy that ensures we consistently meet our Clients' and staff environmental needs and expectations. We aim to achieve these in a safe, responsible, ethical, sustainable, and environmentally sound way. This is in accordance with our policies, procedures and the Company's strategic direction.

To this end we:

- Encourage our employees and associates to follow practices that will promote our ethos and to make suggestions for improvements to the policy and procedures.
- Maintain awareness of any new developments which may be used to improve processes and reduce both the use of non-renewable resources and carbon emissions.
- Actively promote and administer a strong Environmental and Ethical culture amongst our staff and our associates, so they are committed to:
  - Preventing pollution.
  - Compliance with all environmental legislation, regulations and codes of practice relevant to the industry sectors in which it operates.
  - Making efficient use of natural resources by conserving energy and water, minimising waste, and recycling wherever possible.
  - Working with suppliers to ensure they recognise and reduce the environmental impact of their products and services they provide to and on behalf of Moore Insight.

To ensure these objectives are realised, we have established a Management System incorporating the requirements of:

- ISO9001:2015 Quality Management Systems
- ISO14001:2015 Environmental Management Systems
- ISO45001:2018 Occupational Health & Safety Management Systems

As part of our commitment to continual improvement in environmental performance, we have adopted a risk-based strategy to identify, assess and raise awareness of business environmental risks and improvement opportunities; implementing processes and procedures to prevent and mitigate negative risks whilst pursuing positive improvement opportunities.

Company policies, objectives and targets are established and reviewed during 'Management Review', upon establishment of the significant environmental impacts and initiatives. Objectives and obligations can also be established via legislation changes, periodically by Management directives and meetings, and for specific project works.

### Responsibilities

All personnel shall work with consideration for the environment and in the agreed ways to prevent pollution and reduce environmental impacts.

It is the responsibility of management, employees and associates to understand and apply this policy, associated procedures, practices and project / product specific documentation in all aspects of their responsibility areas and continue to maintain our high standards and reputation. This policy and associated procedures are monitored by internal and external audit and inspection.

A copy of this Policy is displayed in our office and is available to other interested parties via our Intranet and is communicated to employees and persons working on our behalf.

## Our Procedures

The following procedures apply when working in our own offices and on client sites.

Employees and associates should make themselves aware of any environmental policy and procedures applying to that site and ensure they adhere to any rules regarding recycling and non-wastage of resources.

### Communication – Meetings & Travel

The company utilises all the functionality of Microsoft Teams whenever possible to reduce the need to travel to meetings.

When travel is required, employees and associates are encouraged to public transport wherever possible

### Paper

Employees will only print when necessary, using double-sided printing. Whenever unsolicited post is delivered, we request removal from the mailing list.

### Equipment

Wherever possible, equipment will be purchased locally with 'eco-labelling'. All electrical equipment will be turned off when not in use. It will also be maintained in good working order and disposed of in the appropriate manner, when no longer serviceable.

All printer cartridges and batteries will be recycled.

### Pollution - Cleaning Materials

Environmentally friendly cleaning materials are used, wherever possible.

### Refuse – Paper & Non-Paper

The Company will procure recycled or reused products wherever possible. Reusing packaging, stationery and containers to reduce dependence on non-reusable products is encouraged. All paper refuse which cannot be re-used, should be sorted and placed in the bins provided, for collection by the recycling company.

### Smoking

The Company has a strict no smoking policy in line with legislation introduced on the 1 July 2007.

### Storage

Items / equipment no longer required will not be stored for longer than necessary and will be disposed of by recycling or passed to charities, where possible.

### Utilities - Energy

Employees should ensure that lighting is not used in rooms that are unoccupied and low energy bulbs are

used wherever possible. To preserve energy, doors should be kept closed wherever possible, when heating is being used.

Management will review the heating level requirements daily and ensure that the office is kept to the required level necessary and that areas not in use are not heated unnecessarily.

### Utilities - Water

Employees should not waste water. Any leakages should be immediately notified to the Operations Director.

### Record Keeping

A record is kept of the utility's costs, waste disposal costs and amounts of waste produced. This is reviewed year on year and measures undertaken to reduce usage and cost.

### Wastage

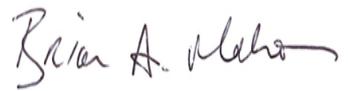
Employees should be aware of the cost of raw materials to the Company and to the environment. At all times they should ensure wastage is kept to a minimum. The Operations Director will regularly review usage of materials and possible wastage to assess if improved measures may be undertaken.

As Directors we have overall responsibility for this policy and have allocated all necessary resources for its implementation and ongoing compliance.



**Peter Morley, Director**

29<sup>th</sup> January 2021



**Brian Mahon, Director**

### Contacts

If there are any questions regarding this policy or if you would like to contact us, please send an email to

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