



## Environmental Policy

ILG recognises that it has a responsibility to the environment beyond legal requirements. We are committed to continually improving our environmental performance, as an integral part of our business strategy. We will encourage customers, suppliers and others to do the same.

Our Environmental Policy and our ISO 14001 Environmental Management System provides the framework for setting environmental objectives. These will be regularly reviewed and communicated to parties interested in our environmental performance.

### Responsibility

The Managing Director 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.

### Policy Aims

We endeavour to:

- Manage our processes, our materials & our people to prevent pollution and reduce our negative environmental impacts, while contributing to positive improvements.
- Fulfil our compliance obligations, including legislation and other requirements.
- Strive for continual improvement to enhance our environmental performance.
- Incorporate environmental factors into business decisions.
- Increase employee awareness and training.

### Environmental Objectives

Our main environmental objectives are to:

#### Minimise our greenhouse gas emissions – We will:

- calculate our carbon footprint each year to understand and reduce our significant carbon emissions.

#### Improve energy & water efficiency – We will:

- seek to reduce the amount of energy used as much as possible.
- switch off lights and electrical equipment when not in use.
- adjust heating controls to save energy.
- consider energy consumption and efficiency when purchasing new products.

#### Reduce the impact of our transport – We will:

- reduce the need to travel, restricting to necessity trips only.
- promote the use of travel alternatives such as e-mail or video/phone conferencing.
- make efforts to accommodate the needs of those using public transport or bicycles.
- favour lower carbon vehicles and maintain them rigorously to ensure ongoing efficiency.
- plan routes of our own fleet of vans to reduce environmental impact.



Minimise and manage our waste – We will:

- minimise waste, materials & packaging whenever possible.
- recycle as much waste as possible.
- store and dispose of waste in a responsible manner.
- only use licensed and appropriate organisations to dispose of waste.

Use recycled & recyclable packaging – We will:

- reduce packaging as much as possible.
- seek to buy recycled and recyclable paper and packaging products.
- reuse and recycle all paper where possible.
- recycle cardboard and plastic packaging using the cardboard and plastic bailer.

Investigate green procurement options – We will:

- investigate materials, products & components with a lower environmental impact – this includes packaging, cleaning materials and when doing office refurbishments.
- use local labour & materials where available to reduce emissions from commuting & deliveries, plus help the local community.
- encourage our suppliers to support our objectives.
- work with our customers to understand their own environmental impacts (particularly packaging & waste) & assist them to make improvements where we are able.

**Monitoring and Implementation**

We will review this policy and progress of our Environmental Management System with staff representatives at the quarterly 'Employee Rep' meeting and the Board will review annually. For greater commitment and improved performance, staff will be involved through our Green Champion Network, and they will receive relevant environmental training.

Tom Ashley

Tom Ashley, Managing Director

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