

# **J N PILING LTD**

## **SUSTAINABILITY POLICY**

### **Objective**

We aim to develop a long term, sustainable business that delivers value for all our stakeholders including; our employees, clients, suppliers, business partners, and the wider community. By managing our business responsibly, we support the creation of a financially stable organisation.

### **Areas of focus**

To operate sustainably we focus our activities in our key impact areas. These impact areas reflect both our opportunities to make a positive difference and manage our non-financial risks. By managing these areas well we believe we can deliver the best possible benefits for both our business and the wider world. We use both our corporate strategy and feedback from internal and external stakeholders to define these areas of focus.

### **Responsible business practices**

Our statement of business principles and code of ethical conduct set out our shared business values and our commitment and the standards of behaviour we expect. We ensure that these practices are upheld across our business through our employee training programmes.

### **Clients**

We believe in delivering excellent service for our clients to meet their needs. We ensure that we manage their services responsibly, adhering to any legal requirements. We have robust policies and procedures in place to ensure we meet these requirements, providing user guidance and online training to our employees.

### **Supporting our employees**

We value our employees and are committed to providing them with a workplace which is safe and secure. We aim to create a culture where every employee is treated fairly and with respect. We recognise the value that a diverse workforce can bring and we do not accept any form of discrimination. We believe in creating an inspiring workplace, committing to developing our people, giving them the right skills to help deliver our business strategy.

### **Managing our supply chain**

We aim to develop mutually beneficial relationships with our suppliers and we are committed to working with suppliers who meet our business and sustainability standards.

### **Environmental management**

We are committed to identifying, managing and minimising the environmental impact of our business operations. We have an environmental management system in place to help us manage our impacts and ensure that we comply with all relevant environmental legislation. Our risk management process also considers environmental risks on a site-by-site basis.

## Principles

Our Sustainability Policy is based upon the following principles:

- To comply with, and exceed where practicable, all applicable legislation, regulations and codes of practice.
- To integrate sustainability considerations into all our business decisions.
- To ensure that all staff are fully aware of our Sustainability Policy and are committed to implementing and improving it.
- To minimise the impact on sustainability of all office and transportation activities.
- To make clients and suppliers aware of our Sustainability Policy, and encourage them to adopt sound sustainable management practices.
- To review, annually report, and to continually strive to improve our sustainability performance.

In order to put these principles into action and to reduce our negative environmental impacts as a firm and as individuals:

### Carbon emissions from travel

- Where possible, employees should use public transport, walk or cycle to attend meetings, apart from in exceptional circumstances where this is impractical and/or cost prohibitive.
- Wherever possible, employees use clean-tech vehicles rather than traditionally powered cars and aircraft
- Wherever possible, employee travel within the UK or mainland Europe, within a 500km radius, will be undertaken by train
- Provide employees with technology options that provide an alternative that can avoid the need to physically travel to meetings, including teleconferencing, web cams, and the efficient timing of meetings to avoid multiple trips.
- Reduce the need for our staff to travel by supporting alternative working arrangements, including home working.

### Water consumption, waste & maximise recycling

- Minimise our use of paper and other office consumables, for example by double-siding all paper used.
- As far as possible arrange for the reuse or recycling of all waste, including paper, computer supplies and redundant equipment.
- Reduce the energy consumption of office equipment by purchasing energy efficient equipment and employing good housekeeping (switching off equipment that is not in use).

Signed 

Date 1st May 2018

Position Managing Director