

## **Sustainability Policy**

RA Roberts Ltd is committed to promoting sustainability. Concern for the environment and promoting a broader sustainability agenda are integral to our professional activities and the management of the organisation. We aim to follow and to promote good sustainability practice, to reduce the environmental impacts of all our activities and to help our customers and partners to do the same.

### **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 practice we commit to:

### **Environmental Impact**

- Monitor the environmental performance of our vehicle fleets, to compare consumption of fuel to business activity, and to evaluate and implement options for minimisation.
- Monitor electricity, gas and water consumption, to compare consumption to business activity, and to evaluate options for minimisation.
- Reduce the energy consumption of office equipment by purchasing energy efficient equipment and good housekeeping.
- Purchase electricity from a supplier committed to renewable energy. To seek to maximise the proportion from renewable energy sources, whilst also supporting investment in new renewable energy schemes.
- Minimise our use of paper and other office consumables, for example by double-sided all paper used, and identifying opportunities to reduce waste.
- As far as possible arrange for the reuse or recycling of waste, including office waste, paper, cardboard, plastic, packaging materials, computer supplies and redundant equipment.
- Ensure that timber furniture, and any other timber products, are recycled or from well-managed, sustainable sources and are Forest Stewardship Council (FSC) certified.
- Purchase fair-trade and/or organic beverages.

### **Supply Chain and Marketplace**

- Assess the environmental performance of suppliers and products on an on-going basis, and to encourage suppliers of products and services to be environmentally

aware and to reduce the environmental impacts of their operations and the products sold.

- Promote environmental initiatives and the use of sustainable products to our customers.

### **Community Investment and Social Impact**

- Commit each member of our team to undertake a minimum of 2 days voluntary work within the local community and / or with environmental organisations .
- Focus our charitable donations towards local charities and organisations wherever possible.

### **Our Workplace**

- Maintain and develop our company culture of family values by supporting all members of staff through flexible working practices.
- Maintain a safe and healthy workforce.
- Assist all employees in achieving their aspirations through support and training.

Signed: .....  ..... Date : 10<sup>th</sup> August 2011