

# Environmental Policy

JANUARY 2016

**CLASSIC CONSULTING (UK) LTD**

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## 1. Introduction

Classic Consulting (UK) Ltd is a recruitment business with core values that promotes positive action against climate change through business partnerships. Classic Consulting (UK) Ltd acknowledges that it has a responsibility to minimise the use of materials in the workplace and educate staff to be more responsible towards energy consumption.

Protection of the environment in which we live and operate is part of Classic Consulting's values and principles. We consider it to be sound business practice. We believe that we can encourage awareness of environmentally friendly practices by taking such measures as outlined below in order to get our competitors and other local and national businesses to do the same. Care for the environment is one of our key responsibilities and an important part of the way in which we do business.

- Classic Consulting (UK) Ltd is committed to utilising recycled materials encouraging business partners to do likewise.
- Classic Consulting (UK) Ltd is striving towards a paperless office and is dedicated to electronic means of communication where legally permissible.
- All lighting and non-essential electrical equipment is switched off when not used and at night and on the weekends.
- The recycling of waste is constantly adhered to.
- All paper based products are recycled.
- Printer cartridges are returned to the manufacturer for re-use.
- Office glass, plastic and tins are collected and disposed of in the appropriate containers provided by the local authority.
- Car sharing for staff members is promoted along with encouraging staff to walk or cycle to and from work.

Classic Consulting (UK) Ltd advocates that its clients take climate control seriously and maintain a sense of responsibility and best practice with environmental issues.

## 2. Policy Aims

In this policy statement we commit Classic Consulting to:

- 2.1. Complying with all relevant environmental legislation, regulations and approved codes of practice.
- 2.2. Protecting the environment by striving to prevent and minimise our contribution to pollution of land, air, and water;
- 2.3. Seeking to keep wastage to a minimum and maximise the efficient use of materials and resources by:
  - 2.3.1 ensuring toilet and bathroom facilities are fitted with low water use toilets and basins;
  - 2.3.2 encouraging employees to cut water usage by displaying signs about how to implement such techniques
- 2.4. Managing and disposing of all waste in a responsible manner, such as:
  - 2.4.1 using the other side of scrap paper for notes
  - 2.4.2 recycling paper where possible
  - 2.4.3 recycling all waste packaging created by employees in the kitchens
- 2.5. Providing training for our staff so that we all work in accordance with this policy and within an environmentally aware culture. Environmental training shall take place three times, annually.
- 2.6. Regularly communicating our environmental performance to our employees and other significant stakeholders in newsletters, posted messages and letters, on our website and social media
- 2.7. Developing our management processes to ensure that environmental factors are considered during planning and implementation;
- 2.8. Monitoring and continuously improving our environmental performance.

The policy statement will be regularly reviewed and updated as necessary. The management team endorses these policy statements and is fully committed to their implementation.



Signed:

Date: January 2016  
Denise Buchan  
Managing Director

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