

Environmental Policy Statement

Reference QF02.3

Date 25.07.2019

Version 1

LEEPS Ltd recognises that it has a responsibility to the environment beyond legal and regulatory requirements. We are committed to reducing our environmental impact and continually improving our environmental performance as an integral part of our business strategy and operating methods. Where possible we will encourage customers, suppliers and stakeholders to do the same.

The Company Secretary is responsible for ensuring the environmental policy is implemented on a day to day basis. However, all employees have a responsibility in their area to ensure that the aims and objectives of the policy are met.

Policy Aims

LEEPS will endeavour to:

- ❖ Comply with all regulatory requirements.
- ❖ Continually improve and monitor environmental performance.
- ❖ Incorporate environmental factors into business decisions.
- ❖ Increase employee awareness.

Particular areas of focus are listed below:

Paper: We will minimise the use of paper in the office and will reuse and recycle all paper where possible. We will seek to buy recycled and recyclable paper products.

Energy and Water: Lights and electrical equipment will be turned off when not in use. Heating will be adjusted with energy consumption in mind. The energy consumption and efficiency of new products will be taken into account when purchasing.

Transportation: We will reduce the need to travel by promoting the use of alternatives such as email or video/phone conferencing. We will promote car share and accommodate the needs of those using public transport or bicycles.

In addition, we will use local labour and materials to reduce the environmental impact and help the community. We will involve staff in the implementation of this policy, for greater commitment and improved performance.

This policy will be reviewed and, if necessary, revised in the light of legislative or organisational changes. Improvements will be made by learning from experience and the use of an established annual review.

This policy will be communicated to all personnel under our control to ensure they understand and fully implement our company's policies and objectives and are able to perform their duties effectively through an ongoing training and development, and a review of resource needs. It will be available to all relevant interested parties upon request.

Signed: *R Sherrin* **Robert Sherrin**, Managing Director

Date: 25.07.2019

