

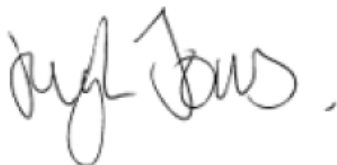
# 1 Environmental Policy

## Our commitment to the environment

- 1.1 Steer recognise that protecting the environment is of fundamental importance to our community, staff, customers, stakeholders and company. We are committed to conducting our business with the objective of minimising the environmental impact of our activities, products and services.
- 1.2 We seek continuous improvement in our environmental performance and our commitment is delivered throughout the company's business activities employing the following principles:
- To proactively manage and minimise our environmental impacts;
  - To recognise and comply with applicable legal requirements and other requirements to which the company subscribes which relate to its environmental impacts;
  - To raise awareness of, communicate and encourage participation in positive environmental practices; and
  - To continually review and monitor our environmental performance.

## Accountabilities

- 1.3 The Chief Executive Officer, Directors and Associate Directors are accountable for promoting the environmental policy in the workplace.
- 1.4 The Head of Facilities is responsible for reviewing the environmental policy and measuring and communicating the impact and benefits of policy objectives
- 1.5 All staff have a responsibility to apply the environmental policy in all aspects of their work including generating new ideas to further promote environmental protection
- 1.6 Our values are evident in our policies and working practices and are visibly demonstrated by the actions of senior management and the Board.
- 1.7 We recognise the ever-changing obligations required by environmental legislation and will review annually this policy, associated arrangements and procedures for environmental management.
- 1.8 This Policy will be communicated to all employees and contractors will be made available to all suppliers and interested parties.



Hugh Jones, CEO

Dated: August 2018

## Introduction and Scope

- 1.9 Protecting the environment is of fundamental importance to Steer, our community, employees, customers and stakeholders.
- 1.10 We recognise that there are aspects of our day to day operations that negatively impact on the environment and we are committed to conducting our business with the objective of minimising this impact through continual improvement in our own environmental performance.
- 1.11 This is achieved through application of a robust Environmental Management System that ensures that our processes are carefully monitored, measured and controlled to promote continual in our environmental performance.
- 1.12 This Environmental Policy applies to all Steer operating locations and will be made available to all employees, contractors and any other interested parties. It does not form a definitive account of all environmental management system procedures.
- 1.13 Each Steer office is required to establish location specific procedures necessary to comply with this Policy.
- 1.14 We recognise the ever-changing obligations required by environmental legislation and will periodically review this policy, associated arrangements and procedures for environmental management.

## Operational Arrangements

We strive to reduce our environmental impacts by looking to continuously improve our internal operations to minimise negative environmental impact. To help achieve this, operational arrangements will reflect the following principles:

### **Business and commuter travel**

- Seek to minimise the impacts of commuting and business travel through encouraging and supporting smarter working and sustainable travel behaviour.
- Make sustainable travel choices more accessible to employees by locating our offices in accessible locations and making efforts to accommodate those wishing to cycle.

### **Purchasing and Consumption of Resources**

- Minimise use of paper and other office consumables, for example by double-siding all paper used, and identifying opportunities to reduce waste.
- Reduce the energy consumption of office equipment by purchasing energy efficient equipment and good housekeeping.
- Arrange for the reuse or recycling of office waste, including paper, computer supplies and redundant equipment.
- Make responsible purchasing decisions and favouring environmentally friendly products.
- Work with our suppliers and contractors to promote sustainable practices.

### **Waste and recycling**

- Provide and promote recycling facilities in all Steer offices.
- Reducing the need for disposal of large items such as office furniture by re-using, selling or donating where possible.
- Ensure that all waste is disposed of in line with the relevant environmental legislation.

## Energy and water

- Seek to reduce the amount of energy we use as much as possible.
- Implement systems so that lights and electrical equipment are switched off when not in use.

## Review and improve

- 1.15 The application of these principles plays a key role in the day to day management of our environmental impacts. We will review and assess the effectiveness and efficiency of operational arrangements on a continual basis to ensure that Steer:
- recognise and comply with applicable legal requirements and other requirements to which the company subscribes which relate to its environmental impacts;
  - raise awareness of, communicate and encourage participation in positive environmental practices; and
  - continually review and monitor our environmental performance.
- 1.16 Environmental performance reports will be submitted at least annually to the CEO and to the Trustees and new operational objectives and targets will be set.
- 1.17 Performance against objectives and policy application will be periodically reviewed by the Head of Facilities who has responsibility for environmental programme management.