

## Environmental Management Policy

Jarrold Management (JFM) recognises it has a responsibility beyond legal or 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.

The management of JFM are collectively responsible for ensuring that this environmental policy is adhered (current policy lead person 2025 is Mary Wisbey) however all staff have a responsibility in their area to ensure the aims, objectives and outcomes of this policy are met.

**Policy Aims:** We endeavour to: Comply with all relevant legal and regulatory legislation. Continually improve and monitor environmental performance. Continually improve and reduce environmental impacts. Increase staff awareness

**Paper:** We will: Minimise the use of paper Emails will only be printed when absolutely necessary. Recycle as much paper as possible. Digital devices, where possible/practical, will be used to communicate to both staff and client

**Energy and Water:** We will seek to: Purchase and use the most energy efficient equipment where possible such as PC's, cleaning equipment etc. All electrical equipment / items will be turned off when not in use. Environmentally friendly equipment to be used where practical.

**Office Supplies:** We will: Carefully monitor the use and consumption of office supplies and equipment. Repair or recycle whenever possible. Dispose of used materials in the most environmentally sensitive manner.

Transportation: We do: Use company transport only when necessary. Provide a subsidised 'Cycle to Work' scheme where practical, walk to visit customer locations

**Maintenance and Cleaning:** We do: Whenever possible endeavour to source products from local companies thus reducing transportation carbon footprint. Purchase and use good quality, environmentally sustainable cleaning products and monitor use. Purchase and use the most effective and energy efficient cleaning machinery as possible. Dispose of used cleaning products in accordance with regulatory legislation.

### **Waste Disposal: Simpler Recycling March 2025**

We will:

Ensure all waste, Food, General and Recyclable, is disposed of correctly in accordance with regulatory requirements, against a background of 'best practice'. Ensure all waste on behalf of clients/customers is disposed of correctly in compliance with contractual operating procedures and regulatory requirements.

Monitoring and Improvement: We do: Comply with all relevant regulatory legislation legally and 'in spirit'. Continually improve and monitor environmental performance. Continually improve and reduce environmental impacts.

Policy Review: We do: Update our policies as necessary, reflecting changing legislation but not less than once