



Company Name:	Langley James Limited ('the Company')
Model Policy No.	23
Model Policy Name:	Website Privacy Statement
Date:	23rd May 2018
Version:	1

Langley James Limited recognises and understands the importance of protecting the environment in which we operate. We are fully committed to minimising the impact that running our business has on the environment and we encourage our clients, suppliers and other stakeholders to do the same.

OBJECTIVES OF THE POLICY:

To make sustainability, environmental best practice and global citizenship part of every project of Langley James Limited.

To ensure compliance with all relevant legislation and adopt policies which will contribute to a sustainable future.

To ensure the development and adoption of an environmental management system which prevents pollution and ensures continual improvement in the organisation's environmental performance.

To promote awareness of energy and water use amongst all members of Langley James Limited and to improve the efficiency in use of these resources.

To reduce the consumption of materials where possible and to extend the life of materials where practicable.

To recycle or re-use materials where possible and to dispose of waste in the least environmentally damaging way.

To ensure that the projects of Langley James Limited has a minimal negative effect on the local environment and makes a positive contribution to the local community and its environment.

To ensure that all staff are aware of environmental issues and to provide relevant training.

TO ENSURE THAT ALL STAFF ARE AWARE OF THE ENVIRONMENTAL IMPACTS OF TRANSPORT AND TO ENCOURAGE THE USE OF ALTERNATIVE FORMS OF TRANSPORT.

To monitor progress on a regular basis to identify areas for improvement.



LANGLEY JAMES LIMITED WILL AIM TO:

- Minimise the use of natural resources; minimising the use of paper, only printing where necessary, re using scrap paper, white boards are used instead of flip charts.
- Minimise the generation of waste and implement/promote recycling; Langley James has implemented a recycling system for all plastics, paper and cardboard.
- Minimise pollution and promote greener transport options; by endeavouring to walk, use public transport for travelling and car sharing whenever possible
- Purchase and promote the use of greener office and cleaning products wherever possible.
- All machines apart from servers will be turned off when not in use and every evening as well as lighting
- The central heating will only be on an hour before business commences and unless bitterly cold switched off at 12 noon, all staff are encouraged to wear jumpers on cold days. On warmer days opening windows will be favoured as opposed to using Air Conditioning units.
- Lighting is to be switched off in rooms not in use, such as kitchens and restrooms
- Use Mugs and glasses and other crockery and cutlery for drinks and food instead of disposable cups and cutlery
- Consideration will be made in relation to the environmental impact of any business decisions made.
- We will inform and encourage staff at all levels to act in an environmentally responsible manner and provide training where necessary;
- We encourage feedback from staff on improvements and feed these into the policy.
- Designate appropriate resources in order to implement, monitor and continuously improve the policy;
- This policy is available to any interested external parties and to all employees.
- We will continually improve and monitor the environmental performance of the company and report these to interested parties.

James Toovey will be responsible for implementing the above objectives, reviewing progress and continuously updating this policy as necessary. The Company will review this policy periodically.