

## ENVIRONMENTAL AND SUSTAINABILITY POLICY

### Aims and Objectives

Based on legal requirements, which are listed as part of our Environmental Review Policy maintained within our electronic filing system, Michael Rothstein Ltd is committed to maintaining and improving the economic and social wellbeing of all its staff. It is also committed to contributing towards a sustainable safe and high quality environment in the areas where project sites are based.

This commitment is firmly grounded in Michael Rothstein Ltd's environmental policy statement that sets out the aims and objectives for improving the environment.

The policy's overall aims are to:

- meet our legal obligations
- work in partnership with relevant suppliers and parts of the community to promote environmental sustainability
- pursue and encourage environmental sustainability.

### Michael Rothstein Ltd's Contribution

To effect the above, Michael Rothstein Ltd will focus on reviewing and improving the following areas or activities:

#### Air

Reduce its own emissions of air pollution.

#### Resources

Reduce the consumption of non-renewable resources and encourage their replacement with renewable resources.

#### Water

Reduce the amount of water used and encourage water economy at all our project sites.

## Waste

Use safe and economic services for recycling, refuse collection, cleansing and waste disposal. Promote waste minimisation at all Michael Rothstein Ltd sites including re-use, repair and recycling.

## Energy

In conjunction with the Landlords to maximise energy efficiency in the design, maintenance and operation of Michael Rothstein Ltd premises.

### How will it be achieved:

Include environmental considerations in policy development, strategies and business plan at all levels of the organisation. Promote knowledge and understanding of the global and local environment and our impact on it by:

- training and raising awareness of Michael Rothstein Ltd staff
- using purchasing power to promote environmental sustainability.

## Value for Money Considerations

Ensuring 'value for money' involves considering 'life cycle' financial costs i.e. with respect to energy savings, durability, reduced maintenance, and waste reduction, and therefore reducing environmental risks.

## Environmental Impact

Michael Rothstein Ltd will take all reasonable opportunities to improve environmental impacts by:

- only buying supplies when necessary and minimising the amount of materials i.e. stationery, office equipment, furniture consumed
- buying products that are made from recycled material and/or are recyclable, and with minimal packaging
- specifying that suppliers should operate or subscribe to a take-back scheme for packaging and equipment which can be re-used or recycled
- selecting the more environmentally-friendly option for cleaning, pest control and garden use
- buying energy efficient appliances and equipment
- minimising pollution and promoting greener transport options.

## Policy Framework

To improve the policy and its implementation, Michael Rothstein Ltd will:

- Inform all relevant suppliers of goods and services of this policy and Michael Rothstein Ltd's environmental commitment.
- Seek information from relevant suppliers about the environmental effects of products and services that they supply.
- Put in place systems to ensure that the policy is effectively implemented by all staff.
- Review this policy every year or as and when necessary.

Juliana Kozakova, the Office Manager will be responsible for implementing the above objectives, reviewing progress and continuously updating this policy as necessary.

**Director:**



**Date:** 28/07/2014