

## Environmental Policy

As a multi-disciplinary Practice, Ingleton Wood LLP recognises that there are environmental effects from both its operations and its design functions. Ingleton Wood recognises that the practice has responsibility for sustainability both in how the Practice operates, and in the advice we give to others. Our activities include; design consultancy, office management, and associated business administration.

Top management endorses this policy and ensures it is compatible with the context and strategic direction of the Practice. Top management in co-ordination with the Practice Manager are accountable for the effectiveness of the integrated management system (IMS) and are responsible for ensuring that it is communicated, understood, implemented and maintained at all levels within the Practice and ultimately, that it achieves its intended outcomes.

Top management promotes and is committed to continual improvement of the IMS to enhance environmental performance. This is facilitated through the setting of documented environmental objectives based on our significant environmental aspects, compliance obligations and considering our risks and opportunities. Action plans have been set to achieve objectives and are maintained as part of the IMS internal auditing, monitoring and management review processes. The results of which are communicated to interested parties, where appropriate.

Top management is committed to ensuring that the Company:

- Complies with all compliance obligations, where these relate to our environmental aspects.
- Provides employees and others with the resources needed for the IMS, including support, direction and encouragement to fulfil the requirements, commensurate with their role.
- Maintains our registration to the environment management standard (currently BS EN ISO 14001: 2004 aiming for 2015), as defined within the scope of our IMS, while we transition to BS EN ISO 14001: 2015.
- Strives to integrate the IMS into all business processes.
- Protects the environment, prevents pollution and meets other specific relevant commitment(s).
- Minimises waste to landfill by reducing our waste generation and by segregating and recycling waste where economically and operationally feasible.
- Co-ordinates business transport so as to reduce consumption.
- Uses energy, water, materials and other natural resources as efficiently as possible, giving particular regard to the long-term sustainability of consumable items.
- Ensures that the environment is considered in the procurement of goods and services.
- Gives appropriate consideration for the environment in the goods and services we provide to customers.
- Works with local businesses, neighbours, staff, partners and suppliers to encourage commitment and improvement to our local environment.
- Supports other relevant management roles to demonstrate leadership as it applies to their areas of responsibility. This policy will be communicated to all employees and organisations working for or on our behalf. Employees and other organisations are expected to co-operate and assist in the implementation of this policy, whilst ensuring that their own work, so far as is reasonably practicable, is carried out without risk to themselves, others, or the environment.

- This policy will be reviewed annually by top management and where deemed necessary will be amended and re-issued.
- Previous versions of this policy will be archived and are available upon request.

This policy statement is available to interested parties, upon reasonable request.

### **Environmental Impact and Legislation**

Ingleton Wood recognises that our operations influence the local, regional and global environment.

Current environmental regulations, laws and codes of practice will be regarded as setting the minimum standards of environmental performance. Our specialist knowledge is used to ensure we outperform these minimum standards wherever possible.

If any notice or prosecution related to a breach of environmental legislation is served against the business by the Environment Agency, a local authority, or another regulatory body, we will immediately notify relevant bodies and provide full details of the incident.

The Practice will ensure that no polluting matter enters surface waters or groundwater, will obtain permission before discharging any contaminated water, and before commencing any works the Practice will check the area for endangered species, protected plant species, trees subject to a Tree Preservation Order, and protected archaeology.

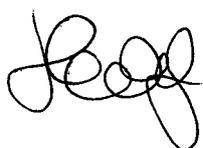
### **Transport**

Our technical staff are required to travel extensively both locally and nationally. Our office locations are all different but all accessible by public transport. Public transport, car sharing, walking and bicycle use are all encouraged both for commuting and on business, and a cycling risk assessment helps and encourages staff to use bicycles wherever possible and practical.

Implementation of Virtual Meeting Rooms (VMR) is a key objective for 2017 to reduce the impact of traveling both on the environment and on staff wellbeing as it allows staff to consider whether a journey is, in fact, needed at all.

### **Promotion of sustainability**

The Practice is proud of its record in sustainable design and implementation and promotes this approach with all our clients. This is to be extended through improvements to our green specification and improved dissemination of information to staff. Our specialist consultants regularly give presentations to clients – both generic and project specific – to explain environmental design and encourage sustainability implementation within their organisations.



**Jonathan Eddy**  
Managing Partner

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