

Environmental Policy

Ross & Roberts recognise that our day to day activities impact on the environment in both positive and negative ways. Pursuit of economic growth and a healthy environment are closely linked, and ecological protection and sustainable development are the collective responsibility of the government, businesses, individuals and communities.

The Company and its management are committed to minimise any harmful impacts wherever and whenever practicable, and will work to secure business benefit from environmental protection across all our operations worldwide through a continual improvement programme.

In particular, we will:

- Make efficient use of natural resources by conserving energy and water, minimising waste and recycling where possible.
- Comply with all applicable local, national and international environmental legislation, regulations and other requirements to which we subscribe.
- Meet our duty of care requirements in relation to waste by ensuring the safe keeping, transportation and subsequent recovery or disposal of waste.
- Promote recycling and the use of recycled materials, while reducing the consumption of materials whenever this can be commercially justified.
- Keep transport use to a minimum and regularly service vehicles to maintain their efficiency, reduce fuel consumption and lower exhaust emissions.
- Work with suppliers to ensure they recognise and reduce the environmental impact of their products and transportation.
- Include environmental issues in our training programmes and encourage all staff to conduct themselves at all times in accordance with best business ethical standards and sound environmental practices.
- Integrate environmental and sustainability considerations and positive impacts into our projects and policies.

To achieve these we will:

- Set environmental objectives based on the significant environmental aspects identified within our business and allocate sufficient financial and managerial resources to ensure effective implementation of the policy.
- Communicate our Environmental Policy to all employees and any contractors working on our behalf.
- Measure, monitor and report on our environmental performance and progress against objectives on an annual basis.
- Review our Policy on a regular basis to take account of new developments within environmental management and / or legislation.
- Perform periodic audits of our activities to ensure compliance with Company requirements, legislation and policy requirements.

Ross & Roberts recognises that the effective implementation of the policy represents an opportunity to improve our performance by reducing environmental risks and impacts, and increasing the efficiency of our operations.

Ross & Roberts has achieved BS EN ISO 14001 accreditation for its environmental management systems. This accreditation is awarded by QMS who audit us on an annual basis to ensure compliance.

All reasonable and practical steps are taken to promote safe and healthy working conditions throughout the Company from an environmental standpoint. We aim to make effective use of all raw materials, including food, fuel and other products, to maximise their use, reduce waste and effectively use any by-products. We also re-use, reduce and recycle packaging, stationery and containers to lessen our dependence on non-reusable products. Wherever possible we reduce harmful emissions.

To support this and lessen our impact on the environment Ross & Roberts has introduced three new methods of business operation that will see our employees reduce the number of hours spent on the road, therefore reducing their carbon emissions:

- BT Meet Me: an instant conferencing service that requires only access to a phone to enable highly productive meetings with up to 40 participants.
- Webex: web conferencing lets you meet with anyone, anywhere, in real time. WebEx combines desktop sharing through a web browser with phone conferencing and video, so everyone sees the same thing while you talk.

- Capita Messenger: provides real-time availability, instant messaging, ad-hoc collaboration and online meeting capabilities through a single user interface. This facility is available to all employees of Capita plc.