

<p style="text-align: center;">KEELAGHER OKEY KLEIN Environmental, Sustainability and Carbon Reduction Policy</p>

Keelagher Okey Klein is committed to promoting sustainability. Concern for the environment and promoting a broader sustainability agenda are integral to our professional activities and the management of the organisation. We aim to follow and to promote good sustainability practice, to reduce the environmental impacts and reduce the carbon footprint of all our activities and to help our clients and partners to do the same.

Principles

Our Policy is based upon the following principles:

- To comply with, and exceed where practicable, all applicable legislation, regulations and codes of practice.
- To identify ways of increasing efficiency and reducing cost for the Practice and its Clients by minimising waste and reducing energy use and carbon footprint
- To identify and manage environmental risks and hazards
- To integrate sustainability considerations into all our business decisions
- To ensure that all staff are fully aware of our Sustainability Policy and are committed to implementing and improving it.
- To minimise the impact on sustainability of all office and transportation activities.
- To make clients and suppliers aware of our Sustainability Policy, and encourage them to adopt sound sustainable management practices.
- To review, annually report, and to continually strive to improve our sustainability performance.

Travel and meetings

- Walk, cycle, car-share and/or use public transport to attend meetings, site visits etc, apart from in exceptional circumstances where the alternatives are impractical and/or cost prohibitive.
- Reduce the need for our staff to travel by supporting alternative working arrangements, including home working, remote access to the company network, etc, and promote the use of public transport as our office is in a central location.

Purchase of equipment and consumption of resources

- Minimise our use of paper and other office consumables and identifying opportunities to reduce waste
- As far as possible arrange for the reuse or recycling of office waste, including paper, computer supplies and redundant equipment

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- Reduce the energy consumption of office equipment by purchasing energy efficient equipment and good housekeeping
- Seek to purchase electricity from a supplier committed to renewable energy
- Seek to maximise the proportion from renewable energy sources, whilst also supporting investment in new renewable energy schemes
- Purchase fair-trade and/or organic beverages
- Pursue improvement of the Energy Performance Certificate (EPC) grading by improving the office building

Working practices and advice to clients

- Involving Clients, Suppliers, Contractors and Sub Contractors in the implementation of our objectives
- Providing environmental training (including regular refresher training, legislative updates briefings and sharing of environmental best practice) to all of our employees and encouraging all employees to remain vigilant and pro-active
- Promoting environmentally responsible purchasing
- Regularly reviewing our Policy to ensure it complies with latest legislation and industry best practice
- Ensure that any associates that we employ take account of sustainability issues in their advice to clients
- Include a copy of our Policy in all our proposals to clients

Monitoring and Recording Environmental Incidents

Keep full and accurate accounts of any environmental incidents, emergencies, near misses or complaints and ensure that the person(s) responsible for reporting the incident complete an Environmental Incident Report Form.

The Environmental Incident Report Form should include:-

- Full details of the person completing the form
- A complete and accurate description of the incident including:-
 - The level of the incident (Near Miss, Tier 1, Tier 2, Tier 3)
 - The source of the pollution including type and estimated amount
 - The pathway (i.e. drains, air, water)
 - The receptor (i.e. human, land, air, water, flora, fauna, heritage)
 - The cause of the incident
 - Whether Regulatory notification / involvement is required
 - Whether involvement from Environment Agencies, Emergency Services, Local Water Companies, etc. is required
 - Details of actions / investigations taken and any recommendations made

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- Details (if available) of estimated costs of the incident including clean-up cost, repair / replacement equipment cost, external contractor engagement cost, waste disposal cost and manpower cost. Indicate Low (£0-£5,000), Medium (£5,001-£10,000) or High (£10,001+) if cost information is not readily available.

J. F. Okey
(Director)

