



# *Environmental Policy*

**BTG Eddisons / Eddisons Commercial (Holdings) Limited and subsidiaries**

<b>Policy Owner:</b>	Anthony Spencer as Managing Partner
<b>Approval Body:</b>	BTG Eddisons Board
<b>Version Number:</b>	V30.01.2026
<b>Approval Date:</b>	30/01/2026
<b>Review Date:</b>	30/01/2027
<b>Classification</b>	Internal

# Document Control

Version Number:	Date:	Summary of Changes:	Approved by:
V30.01.2026	30/01/2026	Rebrand from Eddisons Environmental Policy v29/07/2025 Business objectives added	James Foster as Operations and Finance Director on behalf of Anthony Spencer, Managing Partner

## Policy Overview

### 1. Purpose

- 1.1 The purpose of this policy is to set out our business' approach towards and expectations of environmental management when providing our services.
- 1.2 This is in compliance with BS EN ISO: 9001:2015.

### 2. Scope

- 2.1 This policy applies to all services delivered in the name of Eddisons Commercial (Holdings) Limited and its subsidiaries, (inc. Eddisons Commercial Ltd, Eddisons Commercial Property Management Ltd), the 'Organisation'.

### 3. Policy Statement

- 3.1 The management board of the Organisation consider that we have a low environmental impact when compared to other industries. However, we are conscious of the impact we do have on the environment and are committed to making positive changes to minimise this where possible. This policy is in line with the Environmental, Social, and Governance statement of Begbies Traynor PLC, our parent company.

- 3.2 We believe that by reducing our energy consumption, streamlining our supply chain and encouraging a greener way of working, we can operate sustainably, minimise our environmental impact, and protect the business against climate-related risks.
- 3.3 The measures required to limit the effects of climate change, including meeting the net zero carbon challenge by 2050, are fundamental to our long-term business interests and entirely consistent with our vision and values.
- 3.4 We are committed to achieving the UK’s target of achieving net zero carbon emissions by 2050 and are already making strides to make this a reality.
- 3.5 Environmental regulations, laws and codes of practice will be regarded as setting the minimum standards of environmental performance
- 3.6 We are committed to:
- Wholly supporting the requirements of accepted international standards and EU environmental legislation and codes of practice
  - Minimising consumption through the reduction, reuse and recycling of materials (as practicable), as much as possible
  - Preventing pollution and reducing the Organisation’s impact on the environment by identifying and reducing the environmental impacts of its operational activities.
  - Encouraging across the business, the efficient use of energy, utilities, and natural resources especially where they are non – renewable.
  - Developing, practicing and improving policies, procedures, objectives and targets to promote environmentally friendly and energy efficient practices.
  - Operating a travel policy that takes account of environmental issues as far as reasonably practicable and encourages where possible the use of feasible alternative means of transport.
  - Ensuring all staff are aware of the risks posed to the environment by our operational activities and of the measures taken to protect it.

## 4. Applicability

This policy applies to all employees, contractors, and third-party suppliers, who are delivering services for the Organisation.

## 5. Responsibilities

Role	Responsible for
Heads of Area	Implementing the policy within their respective business areas.
Office Managers	Implementing the policy within their respective local offices and maintaining compliance records.
Managing Partner	Approving the strategic content of the policy in line with the Organisation’s direction and providing final sign-off.
System Manager	Determining the strategic content of the policy in line with the Organisation’s direction and the wider Environmental Management System.
Lead Auditor	Auditing the policy content and Organisation objectives against ISO 9001:2015 in accordance with scheduled internal audits.

# Policy

5.1 This policy includes the implementation of both mandatory and voluntary practices to reduce landfill waste, further recycling, conserve energy and reduce the usage of natural resources. We encourage employee recommendations and suggestions to improve this program.

## 5.2 Environmental Objectives

All employees must individually strive to meet the Organisation's measurable objectives:

- **Sourcing suppliers:** all outside printing services engaged must use a minimum of **20%** recycled paper content, including company letterhead, envelopes and business cards. To be measured quarterly by means of dip testing supplier records.
- **Heating:** Local office temperature to be maintained at **18 degrees** to conserve energy. To be measured through spot-checks and reported quarterly.
- **Reduce printing:** Local offices to utilise digital storage and communication channels to reduce their annual printing records. Figures to be measured quarterly through IT office printing records.
- **Paper archive management:** Heads of Area to proactively identify paper records in storage for recycling. Figures to be reported quarterly.

5.3 In support of these objectives, employees must follow the published procedures below.

## 5.4 PROCEDURE: RECYCLING

### 5.4.1 What to recycle

The following items are to be recycled; whenever possible (other classes of recyclables may be added if markets develop):

- Office Paper
- Shredded Paper
- Aluminium Cans
- Plastic Bottles
- Newspapers, Catalogues, Magazines, Telephone Directories
- Cardboard
- Confidential waste paper
- Toner and ink jet cartridge

### 5.4.2 Where to recycle

- Paper, cans, plastic bottles, cardboard, etc. are to be placed in specially marked collections containers in each office. Collections containers will be emptied by third party recycling contractors on a regular basis. Individual desk side rubbish containers should only contain non-recyclable items and will be emptied by the custodial staff.
- Confidential waste paper shredding containers will be emptied by third party recycling contractors on a regular basis.
- Toner and ink jet cartridges will be picked up by third party contractors on a regular basis

### 5.4.3 Disposition of Funds

Recycling revenues, if any, are to be deposited with the Accounts Department. and applied to the 'Recycling' cost centre. Revenues will be used for the purchase of education materials to promote company environmental initiatives.

## 5.5 PROCEDURE: ENERGY CONSERVATION

### 5.5.1 Thermostat Settings

Report room and office temperature problems to the Office Manager. **Do not adjust thermostats.** The Office Manager will strive to balance temperatures between human comfort levels, energy conservation demands, and operational considerations. The following room and office thermostat settings are established guidelines to support energy conservation efforts:

Heating - No higher than 18 degrees

### 5.5.2 Lighting

- Turn off all unnecessary lighting in offices when not in use or when away from the office for 1 hour or more.
- Upon departure each evening, custodial and/or security personnel will turn off lights excluding lights providing security.
- The Organisation will use energy efficient light bulbs in all offices. (Energy efficient light bulbs are more expensive than standard bulbs but they will last up to 10 times longer which conserves significant energy. They are most effective when used for lights that are left switched on for long periods of time.)

### 5.5.3 Computer Terminals and Other Electrical Appliances

Turn off computers, printers, copiers and other electrical appliances when departing for the day. If applicable, turn off any personal heaters, fans, etc. after use.

## 5.6 PROCEDURE: SMART PRINTING AND COMMUNICATING

- Use voice mail or e-mail whenever possible.
- Avoid making unnecessary paper copies of e-mails unless it is needed for the client file. (The computer server automatically backs up e-mails nightly)
- Make double-sided copies where possible.
- Avoid colour printing and print to 'draft' on-screen first.
- View reports and data on-screen rather than printing out the report.
- Before running a large number of copies, do a one-page test of copier settings.
- Place unusable copies in recycle box adjacent to copier. Don't throw in rubbish.
- Look at the printed reports that you receive. If you do not need the report or use only infrequently, cancel the report.
- Prepare note pads from available scrap paper.

## 5.7 PROCEDURE: KITCHEN ACTIVITIES

- Encourage use of silverware, glasses and ceramic mugs for daily coffee, eating. Discourage use of Styrofoam, paper ware and disposable plastic ware.
- Minimise use of single serve/pre-packaged condiments.
- Only heat the amount of water you need and use boiled water immediately to avoid re-boiling.
- Provide filtered drinking water to reduce bottled water waste.

## **5.8 PROCEDURE: PUBLICATION AND OTHER PURCHASING PRACTICES**

- Company Policies and similar materials are to be available online on the company intranet (eCompliance), rather than distributing printed copies.
- If you are responsible for any publications, examine publication format and frequency. For example, send a two-sided, A4 newsletter, rather than a four-page, foldout version (cutting content accordingly).
- Consider publishing less often.
- When using outside printing services, specify minimum 20% recycled content paper, whenever possible for the job, including company letterhead, envelopes and business cards.
- Use the recycle logo on all printed material with recycled content.
- Ask to be removed from the mailing list when you receive unwanted catalogues, newsletter, magazines, junk mail, etc.
- Before purchasing new office furnishings, check with Office Manager for availability of suitable surplus office furnishings.
- Be selective when ordering products with chemicals (if applicable). Do not order more than can be used before the expiration date or shelf life of the product.
- Do not order products in aerosol containers. Use refillable pump dispensers, if available.
- Specify copy machines with duplex copying capability, whenever possible

## **5.9 Office Managers shall:**

- (a) Supervise and support each offices' energy management/recycling efforts included in this Environmental Policy;
- (b) Ensure that contracts are in place for third party contractors to collect the recycling containers of the various recyclables at each office;
- (c) Ensure office compliance with policy for requisitions and purchasing;
- (d) Assist as needed with communication and training of staff regarding the Organisation's environmental initiatives, waste reduction/recycling goals, etc. ;
- (e) Prepare and report energy management/recycling initiatives, goals, etc. to the Lead Auditor when requested.

## **5.10 ON-GOING TRAINING AND MONITORING**

- 5.10.1 Training on environmental initiatives and compliance requirements shall be delivered via the following methods:
  - Internal e-mails and newsletters
  - Learning Nest
  - Company Intranet (eCompliance)
  - Training Sessions, as appropriate

# Review and Governance

## 6. Review frequency

This policy shall be annually reviewed in line with the Environmental Management System.

## 7. Triggers for an early review

This policy shall be reviewed early in the event that the Organisation's management determine that the environmental objectives require amendment.