

ENVIRONMENTAL POLICY

This policy document applies to your employment at Ross & Liddell, the "Organisation" and all other Organisation sites that you may be asked to work at from time to time.

This policy applies throughout the organisation; to be effective this policy applies to all staff regardless of position or seniority.

1. Policy Statement

- 1.1** It is the Organisation's intention to wherever practicably possible reduce overall energy use, so reducing the overall energy costs incurred by the Organisation.
- 1.2** The Organisation is also committed to reducing carbon and other emissions that impact upon the environment.
- 1.3** The Organisation is committed to constantly improving energy efficiency.
- 1.4** The Organisation will as a minimum comply with all environmental legislation in force in this jurisdiction and any other jurisdiction in which the Organisation carries on business.
- 1.5** This policy is intended to be practical and relevant to all employees and simple to apply in everyday work situations.

2. Monitoring

- 2.1** The Organisation will monitor progress and review it's environmental performance regularly.
- 2.2** Wherever possible steps to reduce environmental impact will be taken as soon as they are identified and where it is reasonably practicable to do so.

3 Lighting

- 3.1** Wherever possible overall office and building lighting will be reduced outside work hours. All employees must turn off individual desk lights and office lights when leaving at the end of the day and when such lighting will not be required overnight. This excludes all lighting intended for security, fire and health & safety purposes.
- 3.2** Where any offices or buildings are due to be cleaned lighting should be left on. The Organisation will provide details to all staff of dates when cleaning is to be undertaken.
- 3.3** All cleaning and maintenance staff or contractors will be advised to turn-off lighting outside hours when no longer required by them to perform their duties.
- 3.4** The Organisation will where possible upgrade lighting to use energy efficient bulbs, timed light switches and in the future, motion activated lighting.

4. Computers & Printing

- 4.1** All staff must ensure that their computers are configured to go into sleep mode if not used for a period of 10 minutes. If you are unsure how to do this please consult the IT department or ask a colleague.
- 4.2** For those employees with desktop computers; we ask that you turn off your screens at the power button on the screen if you know you are going to be away from your computer for 5 minutes or longer.
- 4.3** All employees who know that they will be away from their computers for a period of 30 minutes or more, (for example when attending a meeting or during a break or rest period) should turn off their computers completely. Not only will this will reduce energy usage significantly, it also increases the security of company property by reducing the risk of unauthorised access to computers.

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4.4 If you use a laptop computer we ask that you use a suitable stand to elevate and angle it when in use. This makes the computer easier and more comfortable to use, it also allows heat generated by the laptop to dissipate more easily and so reduces the overall power consumption of the laptop. Taking this measure also maintains the reliability and speed of the laptop.

4.5 The Organisation is committed to reducing printing costs and paper waste. Emails and documents should only be printed out when strictly necessary, for example for compliance reasons or where signatures are required. Where possible all emails and documents should be read from your computer screen and archived on your computer or a server.

5. Vehicles

5.1 The Organisation will where possible use suitable bio fuels in all company vehicles.

5.2 Where suitable, conventional fuel powered vehicles will (when replacement is due) be replaced by hybrid or electric powered vehicles.

5.3 All new vehicles will be fitted with satellite navigation to increase efficiency and reduce fuel or energy use. The Organisation may also at its discretion install after-market satellite navigation systems into existing vehicles.

5.4 To maintain maximum efficiency all Organisation vehicles will be serviced and maintained in strict accordance with the manufacturers' service intervals.

5.5 It is the responsibility each employee to ensure that everyday maintenance is carried out on the vehicle they use. This includes ensuring that all tyres are inflated to the correct pressure to ensure efficient running and reduce energy use.

5.6 The Organisation encourages informal car sharing for employees who live in the same locality, (where other transport methods are not practical) as a method to further reduce car usage for journeys to and from work.

6. Other Transport

6.1 All employees, regardless of seniority are encouraged to use forms of transportation that reduce their personal use of fuel and reduce carbon emissions.

6.2 Where possible employees are asked to make journeys to and from work and on work-related business using public transport.

6.3 Employees are also encouraged to cycle or walk to and from work where possible.

6.4 To increase usage the Organisation (where requested by a suitable number of employees) will provide secure storage facilities for employees' bicycles and suitable provision for changing into work clothes.

6.5 Furthermore, the Organisation (where requested by a suitable number of employees) will provide loans for season ticket travel on trains when used for work purposes.

7. Reducing Travel

7.1 To further reduce work-related travel the Organisation will provide where practical alternative methods for conducting business, such as;

7.1.1 Video conferencing

7.1.2 Flexible working times

7.1.3 Working from home

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8. Carbon Offsetting

- 8.1** The Organisation will use a reputable Government approved organisation to audit and offset emissions produced by air travel where such travel is undertaken for work purposes.
- 8.2** The Organisation may in the future offset all work-related travel or transport that produces carbon emissions.

9. Recycling

- 9.1** The Organisation actively encourages all employees to recycle paper, plastics, glass and other items in the workplace.
- 9.2** The Organisation will provide recycling containers for use by employees.
- 9.3** The recycling of paper and any other items, for example computers, which may hold important or confidential company data will be strictly controlled in order to comply with the Data Protection Act and preserve Organisation and client data and information. If in doubt employees should seek clarification as to whether any items should be simply recycled or disposed of securely.

10. Date of Implementation

This policy is effective from 1st March 2008 and shall not apply to any actions that occurred prior to this date.

11. Questions

If you have any questions regarding this policy document and how it applies to you please consult;

Alec Cassidy	Finance and Administration (including internal office protocols)
Irene Devenny	Property Management at Glasgow Office
John Brolly	Property Management at Edinburgh and Dundee Offices
Brian Fulton	Property Management at Paisley Office
Keith Bagnall	Information Technology and Insurance
Gerry Gilroy	Surveying and Commercial Services; Building Surveying
Andy Cunningham	Surveying and Commercial Services; Commercial Services
Jack Fulton	New Business and Residential Letting

12. Alterations to Policy

This policy will be subject to change and updating. Any alterations will be communicated to you by your Director as stated above.