

# Environment Policy

This policy applies to all activities undertaken by stanleytravel and must be followed by all staff.

stanleytravel recognise we have an impact on the environment and we will protect the environment through prevention of pollution, continual environmental improvement and compliance with environmental legislation.

stanleytravel is committed to minimising the environmental impact of its activities. It will achieve that by committing itself to:

- Comply with all relevant environmental legislation.
- Endeavour to reduce its overall environmental impact.
- Involve relevant staff in its environmental programme and equip them to discharge their responsibilities.
- Encourage good housekeeping, best practices, green transport, re-cycling office equipment and materials.
- Encourage the use of all resources (material and non-material) effectively and efficiently to minimise misuse and waste.
- Encourage its partners, service providers and suppliers to consider environmental best practice.
- Maintain a safe, effective, attractive working environment to the highest practical standards.
- Document, implement, maintain, review and communicate its policies.

This can be implemented in a number of ways, e.g.

- Recycle or re-use, donating surplus items such as furniture and IT equipment, to community schemes for re-use.
- Recycle used engine oil to operate our garage heating systems.
- Recycle tyres, and other waste products from the garage using specialist recycling companies.
- Contracting with (community) waste recycling companies for disposal of paper and other waste.
- Buying from sustainable sources and suppliers.

- Using low-energy /low heat IT equipment; energy efficient lighting.
- Actively promoting the use of voice and video conferencing as alternatives to travel.
- The use of electronic methods of communication such as email to send messages, confirmations, reports and invoices where every possible.
- Tree planting schemes to offset some of our CO2 production.
- Vehicles being adapted to use 100% rapeseed oil as an alternative to bio diesel as currently used.