

## SDL Environmental Policy

### Sustainable Direction Ltd - Environmental Policy

Sustainable Direction Ltd (SDL) is a business built on management of activities to improve the environment we all live in. Our aim is to guide more people and more businesses into a more *sustainable direction*. Our main contribution to environmental improvement is through our clients, and so at all times we will encourage clients to choose the best practicable solution for them and the environment.

Our policy applies to all parts of our business, office work, travel, procurement of services and products, and in particular keeping our practice up to date to provide the best advice. SDL is therefore committed to minimising the environmental impact of its operations and business through adopting sustainable practices and continual improvement in environmental performance.

To achieve this SDL will:

- i) keep abreast of and comply with legislation, regulations and other requirements, such as codes of practice on environmental matters relevant to SDL's and our client's operations
- ii) train employees and promote environmental awareness and commitment throughout SDL
- iii) be proactive in developing opportunities to minimise waste and reuse or recycle materials
- iv) monitor, review and continually improve our environmental performance, by setting and reviewing targets annually at the management review
- v) maintain an Environmental Management System that meets the ISO14001 (2015) certification standard
- vi) use suppliers wherever possible that have environmental standards compatible with our own, and
- vii) be committed to the prevention of pollution.

Specific objectives on which SDL will focus include:

- viii) minimising the environmental impact of business travel
- ix) reducing the consumption of resources such as paper and plastic
- x) minimising the volume of waste generated and maximise reuse, recycling and energy recovery from waste
- xi) reducing the consumption of fossil fuels and incorporate long-term strategies for energy efficiency into planning and development
- xii) continually reassess changing technology, business requirements and best environmental practices
- xiii) support our local communities, so SDL will, where possible, use local suppliers.

This policy will be reviewed annually.



John Henry Looney, Managing Director, June 2018

## Sustainable Direction Ltd - Sustainability Policy Statement

Sustainability is the business of Sustainable Direction Ltd (SDL). By taking responsibility for the effects of our advice and our own business practice, for our staff, our clients, our suppliers and partners, communities and the environment, we seek to improve the quality of life for people and the natural world.

SDL's vision is to be a trusted partner of valued clients – creating exceptional outcomes. We are committed to running our business in an ethically and responsible manner, and we apply the principles of sustainability to all our business operations. Therefore we focus on bottom line delivery for financial return for our clients and ourselves, delivered by improved social engagement and environmental responsibility.

### Our Mission

- To be part of those shaping a better world.

### Our Goals and Actions

- demonstrate that our staff wellbeing is of paramount importance and be a quality employer
- deliver consultancy work for our clients focused on innovative outcomes that achieve environmental, social and economic benefits for society and the world
- collaborate with our key suppliers, treat them fairly, and, where appropriate, support them in developing their own sustainability
- work with and help our local communities, via personal contributions of our expertise
- minimise the environmental effects of our own operations and those of the projects in which we are involved
- achieve performance that ensures the firm's economic, environmental and financial viability, and
- via these be recognised as a leader in sustainable development.

The Board of SDL is responsible for communicating this policy, approving actions to be taken forward, ensuring adequate resources are available for its implementation, and for reviewing progress. Implementation is delivered by our MD and team.

We are committed to producing a report annually to detail our progress against all of our SD objectives, and we will benchmark our performance against our peers and against recognised best practice.

This policy will be reviewed annually.



John Henry Looney, Managing Director, June 2018

## Sustainable Direction Ltd - Quality Policy

Sustainable Direction Ltd is committed to providing consistent quality work to a high standard each time, when we say we will produce it. We rely on the quality system to do this. Top management is responsible for communicating this commitment to the quality system and its development, improvement and embeddedness, by:

- a) Committing to the requirements of the QMS as presented in ISO9001:2015.
- b) Communicating to the organization, through this policy and top management actions, the importance of meeting customer as well as statutory and regulatory requirements, and ensuring that staff have understood through monitoring and competency.
- c) Continually improve the effectiveness of the management system by ensuring that objectives are established, completed, reviewed and improved upon.
- d) Top management will conduct management reviews to assist in continual improvement, and ensure the availability of resources by making it a part of the Environment and Quality Manager's PPP.
- e) Reviews will also take in the whole of the quality system for its continuing suitability and appropriateness to SDL as we grow and change.

To achieve this SDL will:

- i) Involve staff in the formation of policies and of objectives.
- ii) Communicate effectively, directly and regularly with staff
- iii) Keep up-to-date on all legal requirements and client expectations, and aim for best practice
- iv) Keep a rolling register of quality objectives and strive for continual improvement
- v) Conduct annual quality objectives and policy reviews with top management ensuring that objectives have been reached, setting new objectives and allocating resources based on lessons learnt from last time.

This policy will be reviewed annually.



John Henry Looney, Managing Director, June 2018