



Environmental Policy

Aim

Our organisation is committed to improving our environmental performance and implementing best practice to minimise the environmental impacts of our business operations.

We will also implement strategies that will reduce the impact of environmental risks on our organisation.

The document keeps senior management and employees informed about their environmental roles and responsibilities within our organisation.

Policy aims include

- Implement environmental actions within our organisation
- Monitor the environmental actions and improvements internally
- Demonstrate leadership by working sustainably with suppliers, communicating with customers and recommending industry-relevant environmental initiatives

Scope

The Environmental Policy applies to all employees and contractors, both full time and part time. The Policy will be shared with suppliers, partners and consultants to demonstrate and indicate best practice.

Intent

This Environmental Policy formalises our commitment to supporting the principles of environmental sustainability and recognises that a sustainable environment is central to our organisation and the lives and work of our employees.

Internal and external framing

We are committed to accelerating the move to a sustainable, low carbon economy and to reduce and ultimately eliminate the impact to the environment from our operations.

Our commitment

- Promote responsibility for the environment within the organisation and communicate and implement this policy at all levels within the workforce.
- Assess the environmental impacts of our operations and set objectives and targets annually in order to improve our environmental performance. We will annually review these targets.
- Provide adequate resources to meet our commitment to this policy and the environment.

- Comply with all relevant environmental legislation/regulation.
- Define and communicate to management, employees and contractor responsibilities so that all are aware of their individual obligations.
- Ensure that all our policies and services are developed in a way that is complimentary to this policy.
- Take into account environmental considerations in our procurement.
- Encourage all partners and other key stakeholders to commit to improving environmental performance.
- Reduce our organisations use of energy, water and minimise waste by reduction, re-use and recycling methods where possible, whether employees are working in the office or from home.
- Conscious consideration to the level of travel required and the mode of travel, encouraging lower carbon transportation options.

Additional actions:

- Preparing and promoting our environmental policy and action plan.
- Monitoring and reducing utilities consumption in office buildings and home working and measuring impact of supply chain and company travel.
- Where appropriate, increasing recycling practices and optimising use of technological equipment.
- Promoting, encouraging, and rewarding lower carbon travel choices.

As employers we will:

- Share expectation of responsibility for the environment to our employees, board members and service providers.
- Demonstrate clear commitment to the environment and lead by example, to ensure that the protection of the environment is promoted to all employees.

Our employees will:

- Be familiar with the environment impact and requirements relevant to their own role and activities and take responsibility for their own impact on the environment.

Our suppliers will:

- Work in collaboration where possible to reduce the overall environmental impact of the supply chain.
- Communicate this Environmental Policy to all employees, contractors and other stakeholders as well as making this policy available to the general public.

We will review this Environmental Policy annually and measuring targets and performance as part of that review.

Responsibility and review

This Environmental Policy was adopted by the Directors of Optimum Commercial Solutions Ltd t/a Optimum ELITE on 01.01.2024.

Implementation of this Environmental Policy is the direct responsibility of the board and senior management, and indirectly, all directors, employees and contractors working for the organisation.

This policy was last updated on 01.01.2024 and will be next reviewed on 01.01.2025.

