

# SUSTAINABILITY POLICY

Cluttons is a limited liability partnership of chartered surveyors offering a wide range of professional property management, agency and consultancy services for investors and occupiers in the UK.

We aim to follow and to promote good sustainability practices; to comply with relevant legislation; to understand and minimise the environmental impacts of our business activities and wherever possible help our staff, clients and partners to do the same.

Our Policy aims:

- To comply with all pertinent environmentally related legislation.
- To monitor all forms of our energy consumption to ensure that it remains realistic to our activities, and wherever possible, reduce our energy needs
- To understand our waste streams and hence ensure that we can take steps to positively review our waste
- Create targets and programmes to ensure that the waste hierarchy is always used to practical advantage for our Head Office – to maintain a commitment that no waste is diverted to landfill
- To encourage a sustainable Travel Policy
  - by the promotion of public transport use
  - the use of IT systems for meetings
  - to remove the need to travel for face to face appointments
- To recognise our Community
  - by pro-actively liaising with local charities and promoting their aims within the business
  - through the use of charitable support that allows staff to undertake voluntary work for such organisations
  - by organising office wide charitable activities that all staff can participate in
- To take steps to ensure, as far as is reasonably practicable, that our supply chain has good environmental credentials, both upstream and downstream. In addition, to ensure that our subcontractors are reviewed annually to ensure that they have an Environmental Policy
- A commitment to use our ISO 14001 Certification in a practical manner through
  - the use of targets and programmes to ensure continual improvement
  - the regular monitoring of our Impacts and Aspects and Risks and Opportunities Registers.
  - internal audit programmes that ensure we remain compliant
- Seeking wherever possible to improve performance, working systems and practices by ensuring that we always seek to reduce the environmental impacts of our business activities through the use of up to date technologies and modern working practices
- To integrate sustainability into our business decisions
- To cascade this Policy to all staff

Signed James Gray

Managing Partner

Date November 2018