



## **ENVIRONMENTAL POLICY**

### **Statement**

TalkFIRST are committed to minimising the impact of its activities on the environment.

We ensure that we are reducing, recycling and reusing everything we can. We also encourage sub-contractors, suppliers and clients to do the same.

TalkFIRST commits to:

- Continually improve our environmental performance.
- Prevent pollution and effectively manage our significant environmental impacts.
- Comply with relevant environmental legislation as a minimum level of performance.
- Minimise waste by evaluating operations and ensuring they are as efficient as possible.
- Minimise toxic emissions through the selection and use of its fleet and the source of its power requirement.
- Actively promote recycling both internally and amongst its customers and suppliers.
- Source and promote a product range to minimise the environmental legislation that relate to the Company.
- Educate and train our employees, trustees and volunteers in environmental issues and the environmental effects of their activities.
- Monitor progress and review environmental performance against targets and objectives on a regular basis
- Communicate our environmental aims and objectives to all staff, as well as to clients, investors and other external stakeholders.
- Using the principles of reduce, reuse and recycle whenever possible
- Review this policy on an annual basis, after any changes in legislation and in response to feedback.

Name: Tracy Sheppard  
Date: November 2020  
Next Review Date: November 2021

## **Environmental Objectives**

Our environmental objectives for this year are as follows:

	<b>Objective</b>	<b>Target</b>	<b>Deadline</b>
1	Reducing fuel usage by planning visits, vehicle sharing etc	Reduce by further 5%	November 2019
2	Sourcing our purchases from sustainable and recycled products	Increase of 10%	November 2019
3	Saving paper by printing double sided, reducing printing and sending emails instead of hard copies	Reduce paper by 10%	November 2019

We monitor the above objectives by recording fuel usage, reviewing our purchases on a bi-monthly basis and checking amount of paper purchased on a monthly basis.

We review the objectives on a regular basis and change the targets on an annual basis.

## **Current Initiatives**

### Reduce

- Using local suppliers to reduce our carbon footprint and support the local economy
- Photograph completed flip charts rather than photocopying them
- Efficient use of water and energy
- Minimising petrol usage by carefully planning visits
- Buy products with little packaging
- Buying non-toxic products whenever possible
- Ensuring that the last person leaving a building checks all lights and power are off
- Car sharing.

### Reuse

We aim to reuse our waste by:

- Reusing packaging and other materials such as
  - Paper and Envelopes
  - Cardboard, Newspaper and Bubble Wrap
  - Plastic and Paper Bags.

### Recycle

We recycle our waste by:

- Buying products that can be recycled
- Buying products that have been made from recycled material
- Using recycling bins
- Recycling paper, printer cartridges, plastic bottles etc.