



## **Sustainability Policy**

### **Environmental Planning**

Duval's aim is to follow and to promote good practice, to reduce the environmental impacts of our activities and to help our clients to do the same.

#### **Principles**

Our Sustainability Policy is based upon the following principles:

- To comply with, and exceed where practicable, all applicable legislation, regulations and codes of practice.
- To integrate sustainability considerations into all our business decisions.
- To ensure that all staff are fully aware of our Sustainability Policy and are committed to implementing and improving it.
- To minimise the impact on sustainability of all office and transportation activities.
- To make clients and suppliers aware of our Sustainability Policy, and encourage them to adopt sound sustainable management practices.
- To review, annually report, and to continually strive to improve our sustainability performance.

#### **Practical steps**

In order to put these principles into practice we will encourage our Employees to:

- Walk, cycle and use Public transport where possible to attend work, meetings, site visits etc. apart from in circumstances where the alternatives are impractical and/or cost prohibitive.
- We will operate our activities and the management of our organisation in a way that enables all people to realise their potential and improve their quality of life whilst protecting and enhancing the earth's natural resources.
- This means that we are therefore committed to continually improve the integration of sustainability into our working environment and business processes.
- This will include looking for more sustainable forms of transport when renewing our vehicle fleet
- Avoid physically travelling to meetings etc. where alternatives are available and practical, such as
- Telephone conferencing and efficient timing of meetings to avoid multiple trips. These options are also often more time efficient, while not sacrificing the benefits of regular contact with our clients
- To reduce the need for our Security Officers to travel out of their own locations by ensuring that they are placed at sites as near as possible to their home location.
- To minimise our use of paper and other office consumables, for example by double-siding all paper used, and identifying opportunities to reduce waste.
- As far as possible arrange for the reuse or recycling of office waste, including paper, computer supplies and redundant equipment.
- To reduce the energy consumption of office equipment, by purchasing energy efficient equipment and good housekeeping.
- Seek to maximise the proportion from renewable energy sources for the lighting external areas around our office complex.
- Ensure that timber furniture and any other timber products are recycled and to purchase where possible fair-trade and/or organic beverages.



- To ensure that any subcontractors that we employ take account of sustainability issues.
- Include a copy of our Sustainability Policy in all our proposals to clients
- Our Sustainability Policy will be monitored and reported on annually by the board of director's indicators and targets or set below.
- Duval Management to minimise carbon emissions and other impacts by avoiding unnecessary business travel
- To reduce year on year the total carbon emissions from travel
- To give advice to employees in order minimise energy consumption.
- To minimise the impact of the energy used by supporting renewable energy sources.
- All lighting to use low energy bulbs, as office equipment is replaced, purchase the most energy efficient equipment when compared with alternatives of a similar cost and performance.
- Maximise the proportion of electricity used from renewable energy sources, where possible ensure computer equipment is set to go to standby when left for a short period and equipment turned off at night where practical Install thermostat for heating.
- Create a healthy working environment for all our employees
- All waste bags to be made from recycled and / or biodegradable plastic, re-use used office equipment where practical.
- To support local Purchase products and use suppliers locally

A handwritten signature in black ink, appearing to read "Andrew Stone".

Andrew Stone – Compliance Director  
October 2017