

ENVIRONMENTAL POLICY

CKD Galbraith is committed to a policy of minimising our impact on the environment. This is achieved through minimising waste, where possible, and by seeking to make the most efficient use of our resources.

This Environmental Policy sets out the Company's objective to maintain operational standards while protecting the environment.

It confirms the company's commitment to the proper management and monitoring of waste, the reduction of pollution, compliance with environmental legislation, and relevant training of staff.

IMPACTS

Our most significant adverse environmental impacts are:

- Emissions to the atmosphere from the use of carbon based energy in offices and fuel in transport.
- Consumption of resources by our use of energy, water, raw materials, office supplies and furniture etc.
- Production of waste materials.
- Failure to consider the environmental impact of our activities and advice when performing duties on behalf of clients

Our Commitment is to:

- Reduce, and where reasonably practicable, eliminate any adverse effect on the environment arising from the activities of our business.
- Minimise the use of energy, resources consumed and waste produced while undertaking our business activities in a safe and professional manner.
- Support the re-use and recycling of materials and ensure the safe and legal disposal of all waste arising from the activities of our business.
- Review the acquisition of materials and equipment where practicable. Preference will be given to items which cause the least amount of harm to the environment, and where during production, the least amount of waste is produced.
- Comply with, and wherever possible, exceed environmental requirements of appropriate legislative bodies and our clients.
- Identify the significant environmental aspects and impacts from current and relevant past activities and services, and where we have direct control or can be expected to have an influence, implement an environmental management system.
- Ensure all staff, whose work may create a significant impact upon the environment, are provided with adequate and appropriate information and training and are competent in environmental matters.

- Inform and train our staff in understanding and fulfilling their environmental responsibilities and those of the Firm. How is this and the point above going to be done?
- Establish and measure environmental performance against objectives and/or targets. The firm has calculated its carbon footprint, and will agree target reduction levels, as appropriate.
- Continually improve our environmental performance.
- Consider the environmental impact implications, along with our clients, when giving professional advice
- Integrate principles of environmental sustainability within all firm policies and practices, specifically to those relating to procurement of goods and services;

PRACTICAL STEPS

We will employ the following initiatives in order to achieve our stated objectives:

- We will assess our carbon emissions and consider a policy to offset them.
- We will obtain stationery from suppliers produced using re-cycled materials, where possible.
- We will encourage the use of e-mail to minimize material usage
- Where possible, appointments will be grouped to minimize travelling.
- We will employ the use of energy efficient lighting and heating systems, where practicable, in our office premises.
- We will seek to occupy office premises, where practicable, that incorporate good levels of thermal insulation, reducing the levels of energy required for heating. We will also seek to minimise the use of electric fans, opening windows to aid ventilation as an alternative.
- We will encourage employees to contribute towards reducing the amounts of electricity used where possible. This will be achieved by switching off lights, computers, monitors and other office equipment, where this is not in use for periods of one hour or more
- We will continually seek to identify new ways in which savings and reductions in the use of both water and electricity can be made and encourage input from our employees as to how this might be achieved.
- Waste paper will be re-used as notepaper, rather than immediately disposed of (sensitive documents must be shredded) then recycled.
- We will, where possible, purchase cleaning materials which are biodegradable and do not cause harm to the environment.
- The office lighting within our premises will be switched off overnight, unless this is required for security reasons. In which case, low level, energy efficient lighting will be utilized.
- We will seek to expand our use of the 'conference call' facility on telephones to reduce the need for traveling to group meetings.
- We will explore the potential for expanding our use of 'video conferencing' possibly using SKYPE.
- We will seek to make more use of websites that enable data (such as maps) to be purchased on line, and parked on line, thereby enabling

multi-office use of the data. This reduces the need for reprinting maps and posting between offices and also reduces the risk of double ordering the same data.

- We encourage our staff to walk to meetings in town, where practicable.
- We produce sales particulars in pdf format to reduce the need for printed copies and associated postage.
- All redundant equipment will be re-cycled utilizing approved companies only.
- We will seek to re-cycle as much material as is practicable, eg paper, plastics, glass and cardboard.

FACTS

- Avoid unnecessary lighting by making maximum use of daylight.
- Ensure that the last person out switches off all the lights: lighting an empty office overnight wastes enough energy to heat water for 1,000 cups of coffee.
- One tonne of paper from recycled pulp saves 17 trees, 2.3 cubic metres of landfill space, 31,400 litres of water, 4200 kWh (enough to heat a home for half a year), 1600 litres of oil, and prevents 26 kgs of air pollutants.
- If every household in the UK installed one low energy lamp then we could shut down a 2,000MW power station. It is a myth that leaving fluorescent lights on uses less energy than turning them on and off. Always switch lights off where possible.
- Lighting an empty office overnight wastes enough energy to heat water for 1,000 cups of coffee. Improvements in office lighting practices can reduce annual lighting costs from £3 per square metre to £1 per square metre.
- A PC left running 24 hours per day would use £59 worth of electricity over a 12 month period and result in emissions of 716Kg of carbon dioxide a year.
- Just leaving on a computer monitor overnight wastes enough energy to laser print 800 A4 pages. Two thirds of the energy used by a PC/VDU is used by the VDU. Screen savers may save screens, but not energy.
- Recycling one glass jar can save enough energy to light an energy efficient light bulb for 24 hours.
- Nearly 50% of household waste could be diverted from landfill by making compost from kitchen and garden waste.

We all have a personal responsibility for working in an environmentally friendly manner; the involvement and participation of everyone will be actively sought and encouraged. The Partnership will consider the merits of subjecting the business to an external environmental audit but as a precursor will be adopting best practice as above.

The Partners at CKD Galbraith have joint responsibility for its environmental affairs. The Chief Executive takes overall responsibility and will review this policy at periodic intervals, assisted by the two members of staff who are qualified Chartered Environmentalists.



T J Kirkwood
Chief Executive
CKD Galbraith

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