

## **Environmental Management System (EMS) Policy**

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### **1. Introduction**

MDY Legal (the “Firm”) is currently working to support the collective reduction of the organisation’s carbon footprint and the adoption of more environmentally sustainable practices (see Community and Social Responsibility Policy: Section Environment in the Business Systems Handbook). At MDY Legal we are committed to continuous improvement year on year.

### **2. Scope**

MDY Legal’s scope of operations are confirmed to be:

the provision of legal services, programme management and support services.

MDY Legal is committed to actively promoting an EMS in the workplace. The Firm undertakes to keep up to date with current developments and disseminate this information to staff and all of those affected by our activities.

To meet this aim, we are committed to ensuring that environmental management is a prime objective in all our business activities and we will strive to maintain a continuous improvement programme. To support this commitment, current legal or statutory requirements will be regarded as setting the minimum level we must achieve.

The purpose of this policy is to provide detailed information to all staff for the awareness of environmental procedures in the workplace. It advises how to raise environmental issues and will also provide a mechanism whereby the environmental management system can be audited.

The policy is intended to cover all employees, consultants, agency workers and suppliers on MDY Legal's premises.

### 3. Roles and Responsibilities

MDY Legal's Management Team has ultimate responsibility for the implementation of this policy and to ensure that it is properly monitored and promoted.

The Management Team are committed to ensuring that environmental awareness of our staff and others who could be affected by our business activities is maintained to the highest standard.

Responsibility for this commitment to be achieved has been accepted by the Partners of MDY Legal who will be supported by the Office Manager and, where required, by external consultants.

At MDY Legal all staff at all levels have a role to play in the management of our EMS. It is a principal duty of all senior staff to ensure and actively maintain and improve the environmental management by all staff in their areas of responsibility. We expect the full cooperation of staff at all times in this endeavour.

Nominated Management Representative: Office Manager.

### 4. Our Environmental Policy

The Management Team has adopted this Environmental Policy and the Firm is committed to this Environmental Policy and all of our staff are required to ensure that it is fully implemented. This Environmental Policy will ensure that the Firm will:-

- Comply with all laws, regulations and other standards relating to the environmental aspects to which the Firm subscribes and, where possible, aim to exceed the minimum requirements.
- Manage, monitor and reduce the environmental impact of our business operations.
- Aim to continuously improve our environmental performance and where possible within the Firm commit to the prevention of pollution.
- Minimise the consumption and wastage of natural resources as far as reasonably and economically practicable.
- Encourage the use of travel options that minimise the environmental impact.
- Ensure that consideration is given to purchasing effectively and ethically whilst considering the environmental performance of existing and potential suppliers and service partners' environmental credentials in the selection process.
- Minimise waste and take every opportunity to reduce, reuse and recycle any waste that we do generate.
- Integrate environmental considerations into future Business Policy decisions.
- Make staff and visitors aware of MDY Legal's environmental policy and its rationale through effective communication, training for staff and by encouraging participation and commitment.

- Maintain a register of current legal or statutory requirements that apply to MDY Legal.
- Implement an environmental management system with certified accreditation.
- Annually set Objectives and Targets relating to our most significant environmental aspects (i.e. waste management, business travel, procurement and employee awareness). We will measure our performance against these Objectives and Targets at least annually and report on our progress.

## 5. Achieving our objectives

Our objective is to have a robust EMS in place to implement our Policy, which includes a series of Targets to reduce our environmental footprint. To achieve our objective MDY Legal commits to the following:

- to positively consult with all staff to ensure that they can fully participate in the identification of environmental Aspects and the use of suitable control measures.
- to formally review this Environmental Policy and our EMS at least annually and produce a programme aimed at progressively improving environmental standards.
- to include our environmental responsibilities as an agenda item at our regular Monthly Management Meetings.
- to provide information to staff and encouraging signs through the office.
- to provide ongoing environmental training for new staff and those with EMS responsibilities.

## 6. Monitoring and Policy Review

As an equal opportunity employer, we will monitor the use and application of this Environmental Policy to ensure that it is non-discriminatory and free from bias.

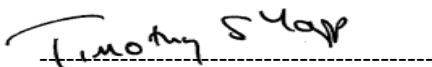
The Environmental Policy will be monitored by the Office Manager and reviewed annually by the Compliance Officer for Legal Practice (COLP) to ensure it meets legislation and organisational standards.

## 7. Signatories



Liam Davies (COLP)

Designated Member, MDY Legal



Timothy Yapp

Designated Member, MDY Legal