

Environmental policy statement



This statement applies to all land, premises and activities within the control of Hornbill.

The Environmental Policy is to ensure, so far as it is reasonably practicable, that Hornbill's operations are carried out with a commitment to protecting and enhancing the environment.

As a business, we know that we generate wastepaper products and our computers use energy. However, as we strive for excellence in every aspect of our business, we are committed to minimising the environmental impacts of our operations.

Our Stated Aims are to:

- Aim to continuously improve our environmental performance, particularly with regard to recycling and re-use of paper.
- Where possible, use recycled or ecologically friendly paper.
- Reduce our consumption of resources and improve the efficiency of those resources by not printing or printing double-sided where practicable.
- Manage waste generated from business operations according to the principles of reduction, re-use, and recycling.
- Recycle all paper products. When working from home, recycling should be easier as paper products can be recycled with home waste. Toner cartridges should be recycled according to the manufacturer's instructions.
- When purchasing or leasing any computers, equipment, cars, or machinery, consider the power consumption requirements and minimise them whenever practicable.
- Ensure that any premises we operate from are as energy efficient as is reasonably practicable.

- Minimise the amount of traveling we do for business by meeting online if the business objective can be achieved to the same standard.
- Minimise commuting by operating a model whereby most employees are home-based most of the time.
- Minimise the adverse environmental impact of the decommissioning and disposal of Hornbill's assets.
- Comply as a minimum with all relevant environmental legislation as well as other environmental requirements.

While Hornbill accepts the main responsibility for implementing this policy, staff have an important role in cooperating with those responsible for safeguarding the environment. Hornbill will raise awareness among our staff of our environmental impact, activities, and performance and promote individual good practice.

This Environmental Policy Statement will be regularly reviewed and updated as necessary. The management team endorses these policy statements and is fully committed to their implementation.

This Policy was last reviewed in September 2024

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