



ENVIRONMENTAL POLICY STATEMENT

Last Reviewed: March 2019
Next Review: March 2020

Mission statement

Harvey Map Services recognises that it has a responsibility to the environment beyond legal and regulatory requirements. We are committed to reducing our environmental impact and continually improving our environmental performance as an integral part of our business strategy and operating methods, with regular review points. We encourage customers, suppliers and other stakeholders to do the same.

Responsibility

The C.E.O. is responsible for ensuring that the environmental policy is implemented. However, all Directors and employees have a responsibility in their area to ensure that the aims and objectives of the policy are met.

Policy aims

We endeavour to:

- Comply with and exceed all relevant regulatory requirements.
- Continually monitor and improve environmental performance.
- Continually improve and reduce environmental impacts.
- Incorporate environmental factors into business decisions.
- Increase employee awareness and training.

Paper

We strive to:

- Minimise the use of paper in the office.
- Reduce packaging as much as possible.
- Buy recycled and recyclable paper products.
- Re-use and recycle all paper.

Energy and water

We endeavour to

- Reduce the amount of energy used as much as possible. We have solar panels to minimise electricity drawn from grid and buy electricity from renewable suppliers when available
- Switch off lights and electrical equipment when not in use.
- Adjust heating with energy consumption in mind.
- Take into account the energy consumption and efficiency of new products when purchasing.

Office supplies

We will

- Evaluate if the need can be met in another way.
- Consider whether renting/sharing is an option before purchasing equipment.
- Evaluate the environmental impact of any new products we intend to purchase.
- Favour more environmentally friendly and efficient products wherever possible.
- Re-use and recycle everything we are able to.

Transportation

We strive to:

- Reduce the need to travel.
- Promote the use of travel alternatives such as e-mail or video/phone conferencing.
- Accommodate the needs of those using public transport or bicycles.

Maintenance and cleaning

We choose to use:

- Cleaning materials which are as environmentally friendly as possible.

maps for walkers and cyclists • digital photogrammetry and cartography • resources for orienteering and navigation

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- Materials in office refurbishment that are as environmentally friendly as possible.
- Only licensed and appropriate organisations to dispose of waste.

Monitoring and improvement

- We will comply with and where possible exceed all relevant regulatory requirements.
- We will continually improve and monitor environmental performance.
- We will continually improve and reduce environmental impacts.
- We will incorporate environmental factors into business decisions.
- We will increase employee awareness.
- We will review this policy annually and any related business issues at our monthly staff and Board meetings.

Culture

- We will involve staff in the implementation of this policy, for greater commitment and improved performance.
- We will update this policy at least once annually in consultation with staff and other stakeholders where necessary.
- We will provide staff with relevant environmental training.
- We will work with suppliers, contractors and sub-contractors to improve their environmental performance.
- We will use local labour and materials where available to reduce CO2 and help the community.

Susan Harvey

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Position
Chief Executive Officer

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Date
March 2019

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