

**Environmental Policy**

Definitions: For the purposes of this document, the following terms apply: Senior Management is defined as the Directors. Environmental aspects are the elements of Lethaby & Cook’s activities, products and services that can interact with the environment.

Environmental impacts are the changes to the environment that result from Lethaby & Cook’s environmental aspects. Lethaby & Cook acknowledges that the environment can potentially be impacted by any of its activities, products, and services.

This policy sets out how the organisation will manage, monitor, measure and otherwise be accountable for its ongoing environmental performance. In the implementation of this policy, Lethaby & Cook will adhere to the requirements of relevant local, national, and international law pertaining to the environmental aspects and impacts of the organisation and ensure that this policy kept up to date in line with those requirements.

Lethaby & Cook is committed to prevent pollution wherever possible and will ensure that as well as optimising new products, services, and processes to facilitate this prevention, existing systems and processes are reviewed in order to identify areas for pollution prevention.

For each product, service, system or process, this will be achieved by: - eliminating the use of polluting materials or technologies; - reducing the use of polluting materials or technologies; - recycling or reusing materials within Part- recovering useful materials from waste streams; - treatment of waste streams and emissions to reduce their environmental impacts; - transferring materials or waste outside of Lethaby & Cook premises, for recycling or reuse; and, - where no other option is available, controlled disposal or incineration.

Lethaby & Cook will integrate environmental management procedures, processes, and planning with the general operations of the organisation to maximise the potential reduction of the organisations environmental impact. Through the use of environmental performance evaluation procedures Lethaby & Cook will seek continual improvement in its environmental performance. This will be achieved through the proper implementation of its environmental management system. The design, development and management of the environmental management system, related procedures and indicators is the responsibility of the Directors.

Through the implementation of this policy, Lethaby & Cook will set a leading example of good environmental management. It is the responsibility of the appointed Environmental Officer to ensure that this policy is implemented throughout the organisation. It is the responsibility of the appointed Environmental Officers to ensure that this policy is properly maintained and up to date.

Lethaby & Cook: Registered office, 27 City Business Centre, Hyde Street, Winchester, Hampshire, SO23 7TA

Registered in England No. 03783753