



ENVIRONMENTAL POLICY

VERSION 1.14 SEPTEMBER 2018



REED & MACKAY

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POLICY STATEMENT

The Board of Reed & Mackay recognise that being an environmentally responsible business is fundamental to the brand promise of “*Extraordinary Travel Management*”. Our Brand Pillars of “*Extraordinary Service*”, “*Sharper Efficiency*”, “*Deeper Understanding*” and “*Inspired Intelligence*” are integral to our commitment to the protection of the environment, the prevention of pollution, the continual improvement of our environmental performance and the fulfilment of our compliance obligations.

This policy sets out the environmental responsibilities for those working for, or on behalf of Reed & Mackay.

Reed & Mackay aim to achieve this by continually maintaining our “business-as-usual” objectives:

- To review environmental impacts and implement controls to maintain or lessen impacts
- To promote Reed & Mackay as an environmentally friendly company
- To be able to demonstrate that Reed & Mackay has a robust environmental management system that meets ISO 14001 requirements
- To ensure company policies and processes are aligned with applicable environmental laws and regulations and appropriate to business
- To manage an effective awareness and training programme
- To ensure Executive Level Sponsorship, Leadership and accountability for ISO 14001

Annual “transformational” environmental objectives are documented by the Governance, Risk Management & Compliance department and are formally reviewed and updated on an annual basis.

POLICY SCOPE & COMPLIANCE

The Company will comply with all relevant environmental regulations, legislation and other relevant requirements. All employees are responsible for complying with this policy.

The scope of Reed & Mackay’s Environmental Management System applies to the operation of Reed & Mackay’s London office including all interested parties responsible for carrying out activities and services for that office.

The Environmental Focus Working Group is responsible for identifying relevant statutory, regulatory and contractual requirements that the company must adhere to.

DEFINITIONS

ISO 14001 defines an Environmental Management Systems (EMS) as:

“part of the management system used to manage environmental aspects, fulfil compliance obligations, and address risks and opportunities”

and an environmental aspects as:

“element of an organization’s activities or products or services that interacts or can interact with the environment”

Reed & Mackay have identified the following environmental aspects as applicable to its business:

Travel, Communications and Company Cars

Air, public transport and company vehicles

Energy, Buildings and Air Conditioning

Electricity usage - lighting, heating, cooling and energy to power office equipment

Waste

Including paper, plastic, toners and IT equipment waste

Office Materials & Supplies

IT equipment, furniture, consumables etc.

Water

Water usage

Abnormal and Emergency Situations

Business Continuity incidents that cause an environmental impact

POLICY GOVERNANCE, REVIEW & REVISION

The following table identifies who within Reed & Mackay is Accountable, Responsible, Informed or Consulted with regard to this policy.

RESPONSIBLE	Group Chief Financial Officer; Risk, Quality & Compliance Manager; Governance, Risk Management & Compliance Officer
ACCOUNTABLE	Group Chief Financial Officer
CONSULTED	Environmental focus group
INFORMED	All employees

This policy will be reviewed as it is deemed appropriate, but no less frequently than annually. Policy review will be undertaken by the Group Chief Financial Officer and the Governance, Risk Management & Compliance department.

Progress against our objectives will be monitored through audits, environmental meetings and management review meetings, and the Governance, Risk Management & Compliance department is responsible for holding internal audits in order to assess compliance to this policy.

AWARENESS, TRAINING & QUERIES

The Environmental policy is readily accessible internally via the intranet and also publicly upon request. Our awareness programme is incorporated in our induction process and via annual campaigns.

To discuss any matter relating the Environmental Policy, contact the Group Chief Financial Officer, a member of the Environmental Focus Group, or the Governance, Risk Management & Compliance department