

SPRING ENVIRONMENTAL POLICY

31st January 2020

Objective

Spring CCR Ltd is committed to preserving the environment and to minimizing any adverse impacts associated with our activities. This commitment will require the continuous improvement and monitoring of our operational methods and working practices.

Policy

We will achieve our environmental objective in co-operation with clients and suppliers by:

Workshop Activities

We recommend clients' centralising the physical location of workshops where possible on the basis of minimising the distance for participants to travel. We further recommend that clients seek to ensure good rail links to afford a practical option of rail travel for participants.

Workshop Venues

Selecting venues for workshops, mentoring and coaching with due regard to suitability for the purpose. Where a choice of areas to work is possible, areas with natural light, heating and ventilation will be selected. Commonly heated or cooled areas are to be given preference over specific areas that have to be heated/cooled for Company purposes.

Travel

Choosing rail travel where practical. Air travel is to be considered only when other means prove impractical. Road travel is to be minimised and consideration must be given to all intended road journeys to establish that such journeys are essential and that the intended outcomes cannot be satisfactorily established by any other means. All road travel is to be planned and conducted with regard to achieving maximum efficiency of purpose(s), of mpg and to minimise miles.

Communication

Communicating by email and telephone are the preferred means of communication. Conference calls are to be considered priority over physical meetings where possible. Letter communication is to be kept to a minimum and used when email is deemed unsuitable (e.g. legal authorities). Printing out of emails is to be done only when keeping or using hard copy is unavoidable and to ensure safe electronic keeping of important documents, all employees and associates are required to back up their relevant computer systems at least monthly.

Sales Activities

Planning sales calls to minimise travel. Sales materials are web-based, as sales brochures are deemed unnecessary.



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Waste

Creating workshop materials on the basis of re-use wherever possible (e.g. lamination). Use of high-powered lamps such as found in projectors is to be kept to a minimum and any waste created during an activity, such as a workshop, must be gathered together and placed in the appropriate recycling 'bin'. E.g. flip chart pages generated during a workshop and not required afterwards must be placed in the venue's waste recycling system where provided.

Regular Review

Reviewing its Environmental Policy & compliance by each consultant once per annum at the Annual General Meeting.

SPRING ENVIRONMENTAL POLICY UNDERTAKING

I confirm that I have read the 7th March 2016 **Environmental Policy** and will conform with the requirements and responsibilities therein to the best of my ability

Signed by:

Date

Print Name:

In the capacity of: Director, Associate, Employee, Contractor (delete as appropriate)

PLEASE RETURN THIS DOCUMENT TO:

Spring CCR Ltd., The Old Smithy, Broadway, Chilton Polden, Somerset, TA7 9DN

End. Environmental Policy 070316



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