

# Environmental Policy

At BDI, we believe our business is responsible for good environmental and sustainability practices. We are committed to reducing our environmental impact as an organisation, and continually improving our business operations to manage our carbon footprint.

As part of our duty of care, both for our employees and future generations, we encourage our partners to be environmentally conscious also.

## BDI's environmental policy

- Ban single-use plastic in the office. All employees and guests are encouraged to use reusable water bottles/hot drink flasks where possible to reduce waste.
- Wholly comply with the requirements of current environmental legislation and codes of practice to reduce pollution.
- Use sustainable cleaning products, including cruelty-free products.
- Reuse or recycle as much waste as possible.
- Minimise energy and water usage in our office, including turning off all lights when leaving, and switching off unnecessary electricals at the end of the working day.
- Continually researching methods to reduce our environmental impact, including reducing noise and light pollution from our office.
- Make conscious environmental decisions when purchasing products and services that minimise damage to the environment.
- Ensure that all employees understand our environmental policy and contribute to our high standards.
- Continually monitor and improve our environmental policy as the climate crisis evolves.

## Responsibilities for BDI employees

### The Board of Directors

The Board of Directors has overall responsibility for environmental protection within the workplace. It is their responsibility to:

- Support the environmental policy statement by showing commitment to this policy.
- Ensure that the policy is implemented fully throughout the office.
- Ensure the policy is regularly reviewed and developed where appropriate.
- Ensure that adequate resources are provided to implement the policy.
- Ensure that there is continual improvement of environmental protection in the workplace.
- Ensure there is adequate provision for the planning, organising, monitoring, and reviewing of the environmental protection arrangements.

### All employees

All BDI employees must comply with:

- BDI's procedures, instructions, and rules directed at meeting the company's environmental policy statement.
- Fully conform to all written or verbal instructions to reduce the potential for environmental harm.
- Report any environmental concern or malfunction of any equipment which may cause environmental harm.
- Comply with and actively support facility initiatives for reducing environmental impact.

Reviewed: April 2021

This policy will be reviewed on a regular basis to evaluate continued relevance and to monitor compliance.