

 <b>LONG O DONNELL ASSOCIATES LTD</b>	<b>INTEGRATED MANAGEMENT SYSTEM</b>	<b>Reference</b> LOD/IMS/CSP/ 001
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## **SUSTAINABILITY POLICY**

### **POLICY STATEMENT**

Long O Donnell Associates Ltd is committed to promoting sustainability. Concern for the environment and promoting a broader sustainability agenda are integral to Long O Donnell's professional activities and the management of the organisation. We aim to follow and to promote good sustainability practice, to reduce the environmental impacts of all our activities and to help our clients and partners to do the same.

Our Sustainability policy is based upon the following principles:-

- To comply with, and exceed where practicable, all applicable legislation, regulations and codes of practise.
- To integrate sustainability considerations into all of our business decisions.
- To ensure all personnel are fully aware of our Sustainability Policy and are committed to implementing and improving it.
- To minimise the impact of all office and transportation activities.
- To make clients and suppliers aware of our Sustainability Policy, and encourage them to adopt sound sustainable management practises.
- To ensure materials and supplies have a considered life cycle evaluation or are recycled or natural products from a sustainable source.
- To review, annually report, and to continually strive to improve our sustainability performance and development.

Practical Steps - In order to achieve these principles we will:

- Ensure all personnel receive continued training to enhance personal development and awareness of their aspects and impacts within the workplace.
- Promote use of public transport and shared journeys to attend meetings, site visits, etc.
- Minimise our use of paper and other office consumables, for example by double-siding all paper used, and identifying opportunities to reduce waste.
- As far as possible arrange for the reuse or recycling of office waste, including paper, computer supplies and redundant equipment.
- Reduce the energy consumption of office equipment by purchasing energy efficient equipment and good housekeeping.
- Purchase electricity from a supplier committed to renewable energy.
- Purchase fair-trade and/or recycled products from within the local area.
- Undertake voluntary work with the local community and / or environmental organisations and make donations to seek to offset carbon emissions from our activities.
- Ensure that any associates that we employ take account of sustainability issues in their advice to clients.
- Include a copy of our Sustainability Policy in all our proposals to clients.
- Review and audit all activities throughout Monitoring and Measuring procedure.

Audits and reviews will be undertaken to verify compliance with this policy and to continually improve our activities and the service provided. This policy will be reviewed annually as a minimum requirement.

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**The Managing Director of Long O Donnell Associates Limited is responsible for the development and effective implementation of this Policy and for ensuring that the necessary resources are provided for its implementation through our processes.**



**Thomas J. O'Donnell**  
**Managing Director**  
**Long O Donnell Associates Limited**

**January 2017**