

Kinwardstone Conferencing

Environmental Policy

Kinwardstone Conferencing is a venue finding agency operating from offices in a converted Edwardian chapel located in a Wiltshire village. The locality is designated as an Area of Outstanding Natural Beauty and the office lies within a Conservation Area.

General statement of environmental principals

Kinwardstone Conferencing recognises that its business activities can have an impact on the environment. In all our activities, working practices and business relationships, we are committed to protecting, conserving and enhancing all aspects of the environment over which we have control or can influence.

Major impacts

We shall ensure compliance with all relevant environmental legislation and regulations and take action to continuously improve our environmental performance.

In particular we shall:

- > take environmental considerations into account when selecting our suppliers.
- > use resources wisely by reducing resource use and reusing or recycling materials wherever practical.
- > improve the efficiency of energy use in our premises and processes.
- > minimise water use in our premises and utilise recycled rainwater.
- > prevent or minimise the risk of pollution arising from our business activities.
- > continuing membership of the Wessex Environment Business Club.

Implementation

We will ensure this policy is implemented throughout our operations by:

- > training to ensure all our employees understand the environmental impacts of their own jobs.
- > providing recycling receptacles for paper and recyclable consumables.
- > installing a rainwater recycling plant.
- > selecting suppliers who can best comply with this policy when providing goods and services.
- > reviewing environmental issues, on a regular basis, at the highest level within the organisation.
- > reviewing this policy and its effectiveness on an annual basis.

Signed :

Colin Younger

Operations Director
Kinwardstone Limited

Date :

24th November 2006