

# 2019-2020 SUSTAINABILITY POLICY



## Purpose

To meet the needs of the present, without compromising the ability of future generations to meet their own needs. Sustainable development must address environmental, economic, and social factors and the interrelationships between them.

**Security Keyholding Ltd** is committed to promoting sustainability. Concern for the environment and promoting a broader sustainability agenda are integral to the Company'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 Commitment to Sustainability

**Security Keyholding Ltd** plan to implement this policy throughout the organisation by:

- Maximizing emission savings of our activities;
- Minimizing consumption of resources and waste;
- Working towards carbon neutrality on our office energy use and travel;
- Complying with all relevant environmental legislation;
- To adopt the principles of environmental management;
- Training staff on our sustainability objectives;
- Communicating and reporting progress, both internally and externally;
- Operating in a socially and ethically responsible manner;
- Measuring both current and future business partners who have commitments to sustainability.
- Using all suitable opportunities to influence our partners, suppliers and contractors to improve their own environmental performance.

## Sustainable Purchasing

Sustainable purchasing is defined as purchasing competitively priced goods and services, whereby the environmental impact and consumption of raw materials and energy will gradually be reduced throughout the life cycle and in the supply chain to a level at least in balance with the Earth's ability to cope, while no violations of internationally acknowledged human rights, especially child labour and slavery, are committed during the production process.

Managing waste starts by maximising efforts to avoid the creation of waste. Waste management and recycling aspects are part of environmental aspects of sustainable purchasing. Only in a relationship based on mutual trust can we exchange views and ideas with our stakeholders and inspire one another to provide the best solutions. We are committed to conducting our business with

suppliers in a fair and honest manner, with openness and integrity, and expect that suppliers operate to these same principles.

### **Our Sustainability Policy is based upon the following principles:**

- To comply with, and exceed where practicable, all applicable legislation, regulations and codes of practice.
- To integrate sustainability considerations into all our business decisions.
- To ensure that all staff are fully aware of our Sustainability Policy and are committed to implementing and improving it.
- To minimise the impact on sustainability of all office and transportation activities.
- To make clients and suppliers aware of our Sustainability Policy and encourage them to adopt sound sustainable management practices.
- To review, annually report, and to continually strive to improve our sustainability performance.

### **Practical Steps**

In order to put these principles into practice **Security Keyholding Ltd** will strive to;

- Walk, cycle and/or use public transport to attend meetings, site visits etc, apart from in exceptional circumstances where the alternatives are impractical and/or cost prohibitive.
- Include the full costs of more sustainable forms of transport in our financial proposals, rather than the least cost option, which may involve travelling by car or air. Where the only practical alternative is to fly, we will include costs for full air fares rather than budget airlines in our financial proposals and appropriate offsets.
- Avoid physically travelling to meetings etc where alternatives are available and practical, such as using teleconferencing, video conferencing or web cams, and efficient timing of meetings to avoid multiple trips. These options are also often more time efficient, while not sacrificing the benefits of regular contact with clients and partners.
- Reduce the need for our staff to travel by supporting alternative working arrangements, including home working etc, and promote the use of public transport by locating our offices in accessible locations.
- 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. Seek to maximise the proportion from renewable energy sources, whilst also supporting investment in new renewable energy schemes.
- Where purchasing new, ensure that timber furniture and any other timber products are recycled or from well-managed, sustainable sources.
- Purchase fair-trade and/or organic beverages where possible.

## Working Practices and Advice to Clients

- Support 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.
- Regular staff meetings where issues can be raised.
- Strive to improve and share best practice.
- Include a copy of our Sustainability Policy in all our proposals to clients.

Signed for and on behalf of

SECURITY KEYHOLDING LTD  
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Signed By: John Mayes



Position: Director  
Dated: 15 September 2019