



## Environmental Policy Statement 2018/2023

**Vail Williams LLP is a real estate business operating from offices in Reading, London, Southampton, Portsmouth, Crawley, Woking & Birmingham. We recognise that our operations result in emissions to air and water and the generation of waste. It is our aim to comply with legislation and other requirements, continue to reduce the environmental impact of our business and operate in an environmentally responsible manner.**

**The policy statement describes how we will achieve our aim.**

### Responsibility

The environmental policy statement applies to all our operations including management, office services, site operations, and procurement.

Matthew Samuel-Camps (Managing Partner & LLP member) has overall responsibility for ensuring that sufficient resources are made available to enable the business to achieve our environmental objectives and targets and that the policy is implemented.

Regional Managing Partners have the day to day responsibility for ensuring that the requirements of the policy are being followed and for monitoring the effectiveness of the objectives.

VW Care Growing Green Team are responsible for leading Policy, procedure, training proposals, drafting Environmental Communications plan, etc.

However, all employees have a responsibility in their area to ensure that the aims and objectives of the policy are followed and met.

Reference should also be made to document: Growing Green - Env Team - Organogram – v4 – September 2019.

### Objectives

#### During 2018/2023

1. Meet our duty of care requirements in relation to waste by ensuring the safe keeping, transportation and subsequent recovery or disposal of waste.
2. Use recycled materials whenever these can be commercially justified.
3. Include environmental considerations in investment decisions for equipment or working practices.
4. Inform and make aware all employees of the company's environmental objectives and how they can assist in meeting targets.
5. Promote cycle to work schemes, public transport use and lift sharing.
6. Undertake an examination of the impact that company cars have on the environment.
7. Undertake an examination, in association with the Landlords of the VW offices, with respect to the HEAT Network (Metering and Billing) legislation to ensure that they are not oversupplying and charging Vail Williams tenants with heating or cooling we do not need.
8. Undertake a detailed examination of the office waste streams and benchmark waste figures.
9. Establish an Environmental Communications Plan.

### Targets

To achieve our objectives, we have set ourselves the following targets:

1. Reduce waste where possible.
2. Reduce paper printing by making more use of our office systems technology.
3. Recycle as much paper, cardboard, plastic and metal waste generated in the offices as possible.
4. Review energy savings opportunities and create an action plan for energy reduction.
5. Making staff aware of good housekeeping practices relating to environmental and energy matters.

### Monitoring & Auditing

Progress against these objectives will be monitored through a number of mediums including:

1. Internal audits of current/new environmental procedures.
2. Review of the environmental policy and any associated environmental procedures.
3. The monitoring of environmental objectives and associated KPI's/targets.
4. Regular VW Care – Growing Green Team meetings, reporting to Vail Williams LLP board.

### Communication

Communication to both staff and outside bodies will be through a number of mediums including:

1. Intranet/internet - The Environmental Statement & Policy is available through these mediums and a hard copy will be available at the Thames Valley/ Reading office.
2. All members of staff will receive regular updates/ revisions via the Vail Williams intranet, e-mail or team meetings.
3. New staff members will be made aware of the Environmental Statement & Policy during the induction process.

Signed:



**Matthew Samuel-Camps**  
Managing Partner, Vail Williams LLP

March 2018



