

Policy Owner	Operations Director
Policy Approver	Managing Director
Distribution	Internal and External
Related Documents	Carbon Footprint Calculator
Version	1.2
Approval Date:	20 th July 2024
Review By:	Louisa Burman, Managing Director

The purpose of this document is to outline how we, Louisa Burman Limited, consider our impact on the environment when conducting our business.

Introduction

We recognise that the environment is important to our business and our clients. We recognise our responsibility to manage our environmental impacts carefully. We are committed to reducing our negative environmental impacts, promoting environmental responsibility, and continually improving our environmental performance as an integral part of our business strategy and operating methods, with regular review points. We will encourage our clients and suppliers to do the same.

This policy, together with our Carbon Footprint Calculator and Environmental Action Plan, outlines our Environmental Management System. It provides the framework against which we will monitor and, where appropriate, take action to reduce our environmental impact.

Policy Aims

We endeavour to:

- Incorporate environmental considerations into our business decisions;
- Continually improve and monitor our own environmental performance; and
- Promote environmental awareness among our clients and suppliers.

Policy Priorities

1. Carbon Footprint:

We will measure and monitor the carbon footprint of our business annually and will continue to see ways of reducing our footprint.

2. How we Work:

We will continue to support businesses to maximise their social benefit and to manage their environmental impacts responsibly.

3. Business Travel:

We will apply a principled approach to our own business travel, including avoiding the use of flights, minimising car use and utilising public transport, active transport or foot where possible.

4. Company Administration:

We will apply prioritised environmental considerations in all our key business decisions and continue to promote our commitment to environmental responsibility to all our clients and contacts.



Roles and Responsibilities

All colleagues and contractors have a responsibility to ensure we consider and act in accordance with policy aims and priorities. We ensure that all new joiners and contractors are provided with a copy of this policy and asked to confirm that it has been read and understood. We will also circulate annually an online learning from a reputable body for all colleagues and contractors to attend.

<https://www.youtube.com/watch?v=bYb7YLsXvzq>

<https://www.carbonfootprint.com/calculator.aspx>

Action Plan and Annual Monitoring

We have developed an Environmental Action Plan to ensure we meet the requirements of this policy. The Environmental Action Plan, together with this policy, comprises our EMS, which is independently certified. Our certification is maintained through an annual audit carried out independently by [Green Small Business](#).

Version Control

Version	Notes	Date
Version 1.0	Initial policy created and approved in October 2021	October 2021
Version 1.1	Updated by Michelle Hawthorne. Reviewed by Louisa Burman (Managing Dir).	21.03.2024
Version 1.2	Logos updated.	20.07.2024

