



Focus Consultants: Environmental and Sustainability Policy

Focus Consultants recognises and accepts that concern for the Environment is an integral and fundamental part of the Firm's corporate business strategy. It is for that reason we are on a journey to reduce our Carbon footprint and advise that this Policy should be read in conjunction with our Net Zero Carbon statement.

Focus will seek actively to reduce its impact on the Environment to the lowest practicable minimum, by recognising its responsibilities through a proactive policy on practices at the workplace, control of pollution, selection of working partners / suppliers and care for the local environment. Any threat of pollution or other environmental impact from our activities will be identified and either eliminated or effectively controlled.

This policy identifies:

1. **"Management involvement"** managers at all levels throughout the Practice must take individual responsibility to ensure that environmental and health and safety issues are considered carefully when making decisions or when planning and controlling work.
2. **"Workforce Involvement"** all employees will be made aware of their individual responsibilities for acting in accordance with the Environmental Policy.
3. **"Training"** appropriate training and instruction will be included in our staff development programme.
4. **"Health and Safety"** systems of work are designed and maintained to minimise accidents and unforeseen occurrences. The Practice will endeavour to work closely with the relevant statutory bodies to comply with all applicable legislation and improve operating procedures.
5. **"Waste Reduction / Recycling"** steps will be taken to minimise waste and recycle or reuse materials.
6. **"Waste Disposal"** disposal and transport of waste off site will be carried out in a responsible manner with due regard to all environmental considerations.
7. **"Effects on the Community"** noise, odour, atmospheric emissions, traffic and other aspects of the Firm's activities that can impact the local community will be controlled to the lowest practical level.

1. Scope

This Policy governs the control of the direct and indirect effects upon the environment of the Firm's activities and is an integral part of the Firm's statutory Health, Safety and Environmental Management practice.

2. Aspects and Impacts

The significant aspects of our business and their impacts on the environment are:

Aspect:	Business Administration, Sales and Marketing
Impacts:	• Deforestation for virgin paper pulp • use of energy (fossil fuels) and water for paper production • transport and storage of finished products • use of solvents during printing and publication processes • production of controlled (landfill) waste or any hazardous waste and its transit • business cost.

Aspect:	Office Utilities (energy/power)
Impacts:	• generating electricity by burning fossil fuels* (non-renewable resource) • electricity production releases greenhouse gases, contributing to global warming / climate change • increasing business costs associated with utility bills.

Aspect:	Transport
Impacts:	• burning fossil fuels (non-renewable resource) namely petrol and diesel • production of greenhouse gases (nitrogen oxides (NOx) and sulphur oxides (SOx)), which contribute to global warming and climate change • contribution to road congestion and noise pollution • business mileage costs associated with increasing pump prices.

Aspect:	Office welfare and hygiene
Impacts:	• Release of potentially hazardous liquid or other waste into water courses etc • Business Cost • Production of controlled (landfill) waste • Water Consumption • Food / biological waste and availability of specialist recycling facilities (Simpler Recycling)

Aspect:	IT Usage
Impacts:	• Electronics produce greenhouse gases which contribute to global warming and climate change • Electrical usage generating electricity means burning fossil fuels* (non-renewable resource) • WEEE waste disposal considerations.

We implement both preventative and improvement measures to manage the impacts of these aspects on the environment, including technological energy saving/production solutions, car sharing, hybrid working and waste recycling. These simple measures improve our sustainability in terms of resource usage and disposal efficiency. In turn, this helps lower our carbon footprint and overall GHG emissions in line with science-based targets associated with climate change management.

**Grid electricity is made up of power from various sources, including fossil fuels.*

Impact

We set annual SMART objectives and plan our corporate responsibility initiatives by targeting actions under the banners of Environment, Society and Governance and logging these centrally. Focus strives to advance our contributions to the UN Sustainability Development Goals through all company policies and activities. This policy is designed to primarily contribute to the following goals:



In implementing this policy, Focus Consultants targets UN Sustainable Development Goals 6,7,11,12,13,14,15

3. Responsibility

The responsibility for the implementation of Focus Consultants' Environmental Policy rests with the Managing Partner who directs our Environmental Management System and strategy, and who will delegate various functions to others thereby ensuring that Environmental objectives are achieved.

4. Emergency Preparedness and Response

Our Business Continuity and Emergency Plan is reviewed regularly by the Management Team. We have defined the critical functions of our business and we have implemented measures in mitigation.

5. Related Policies and Documents

Health and Safety Policy and Handbook
Business Continuity and Emergency Plan.
Net Zero Carbon Statement
Carbon Reduction Plan Annual Reports

6. Procedure

Environmental and Sustainability Policy

The Partners of **Focus Consultants** are committed to good environmental performance coupled with a supporting programme of continual improvement in operational activities. Certification to the International Standard ISO 14001:2015 underpins and guides our actions regarding compliance with specific legislative, regulatory and corporate requirements and the promotion of environmental protection in general, as a mutual objective of management and employees at all levels.

The Practice will take all practical measures to operate a system of best practice and corporate guidance by:

- Assessing in advance the Health, Safety & Environmental impact of all new activities and processes.
- Assessing and monitoring the impact of current activities upon employees, others and the environment.
- Taking any reasonable, practicable or remedial actions to prevent environmental damage.
- Establishing and maintaining procedures to specify Health, Safety and Environmental objectives and goals.
- Communicate the Practice's Environmental performance to management and employees on a regular basis, and to other interested parties as appropriate.
- Maintaining a register of any known, significant effects and ensuring that procedures are in place to prevent accidental emissions or losses detrimental to the environment
- Residual carbon offsetting in line with our Policies and Carbon Reduction Plan commitments.

7. Review

An overall review of the Environmental Management System is conducted at least annually by the Partners in conjunction with our Management Reviews for ISO 9001, to initiate and recommend any improvement or corrective action required for continued effective operation and improvement of the system.

The Partners will also consult as widely as possible with external and internal stakeholders with the aim of improving the effectiveness of this policy and related actions. Every attempt will be made to make this a meaningful process and the diversity of contributions to this consultation will be valued by the Practice.



For Focus Consultants 2010 LLP
Jason Redfearn BSc (Hons) MRICS
Partner
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