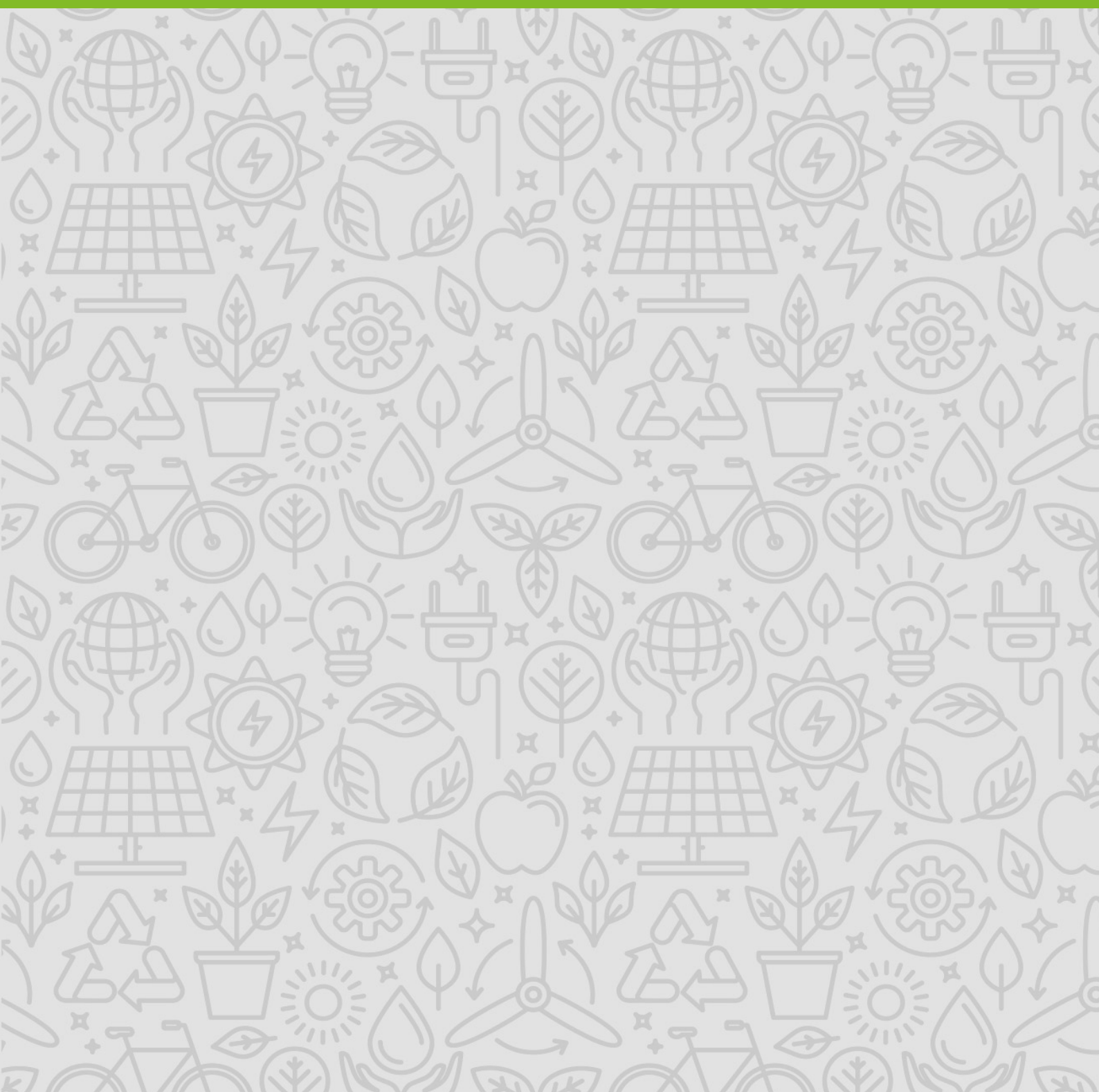


Focus Group Environmental Policy

v1.0



Focus Group Environmental Policy

Focus 4 U Ltd - T/A Focus Group recognises that it has a responsibility to the environment beyond legal and regulatory requirements. We are committed to reducing our environmental impact and continually improving our environmental performance as an integral part of our business strategy and operating methods. We will encourage customers, suppliers and other stakeholders to do the same.

Responsibility

Our environment committee, alongside our board of directors is responsible for ensuring that this environmental policy is implemented, however, all employees have a responsibility in their area to ensure that the aims and objectives of this policy are met.

Policy aims

We endeavour to:

- Comply with all relevant regulatory requirements.
- Continually improve and monitor environmental performance.
- Continually improve and reduce environmental impacts.
- Incorporate environmental factors into business decisions.
- Increase employee awareness and training.

Paper

We will:

- Minimise the use of paper in the office.
- Reduce packaging as much as possible.
- Seek to buy recycled and recyclable paper products.
- Reuse and recycle all paper where possible.

Energy and water

We will seek to:

- Reduce the amount of energy used as much as possible.
- Utilise energy suppliers who provide energy from renewable sources
- Switch off lights and electrical equipment when not in use.
- Adjust heating with energy consumption in mind.
- Take energy consumption and efficiency of new products into account when purchasing them.

Office supplies

We will:

- Evaluate if the need can be met in another way.
- Evaluate if renting or sharing is an option before purchasing equipment.
- Evaluate the environmental impact of any new products we intend to purchase.
- Purchase more environmentally friendly and efficient products wherever possible.
- Reuse and recycle everything we are reasonably able to.

Transportation

We will:

- Promote the use of travel alternatives such as e-mail or video/phone conferencing.
- Incentivise staff to car share.
- Make additional efforts to accommodate the needs of those using public transport or bicycles.
- Provide travel loans to staff
- Favour 'green', hybrid or fully electric vehicles and maintain them to ensure ongoing efficiency.
- Provide incentives to staff choosing to buy/lease fully electric cars
- Prioritise parking for car sharing

Maintenance and cleaning

We will:

- Use cleaning materials that are as environmentally friendly as possible.
- Use materials in any office refurbishment that are as environmentally friendly as possible.
- Only use licensed and appropriate organisations to dispose of waste.
- Dispose of all waste electrical and electronic equipment (WEEE) in line with government guidelines and only ever via a licensed third party, the details of which are available on request.

Monitoring and improvement

We will:

- Comply with all relevant regulatory requirements.
- Continually improve and monitor environmental performance.
- Continually improve and reduce environmental impacts.
- Incorporate environmental factors into business decisions.
- Increase employee awareness through training.
- Review this policy and any related business issues at monthly management meetings.

Culture

We will:

- Update this policy at least once annually in consultation with staff and other stakeholders where necessary.
- Involve staff in the implementation of this policy, for greater commitment and improved performance.
- Provide staff with relevant environmental training.
- Work with suppliers, contractors and subcontractors to improve their environmental performance.
- Use local labour and materials where available to reduce CO2 and help the community.

Ashley Glen

Environmental Chair

Date: 03 September 2020