PINEAPPLE PARTNERS

# Environmental Policy

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| **Author / Department** | Executive Management Team |
| **Signed off by** | <br>Director |
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## 1. Our commitment

Pineapple Partners is a low-impact office business, but low impact is not no impact, and we take our share of responsibility seriously. We are committed to complying with all applicable environmental legislation, preventing pollution, and reducing the footprint of how we work, year on year.

## 2. What we do

- Work digitally by default: paperless processes wherever the law allows, and double-sided, minimal printing where it does not.
- Reduce, reuse and recycle office consumables, and dispose of electrical equipment through WEEE-compliant routes.
- Buy sensibly: energy-efficient equipment, and suppliers who take their own environmental responsibilities seriously.
- Cut travel: video-first meetings, public transport where travel is needed, and remote working that removes commuting altogether.
- Use energy-efficient lighting and heating in our premises and switch things off when not in use.

## 3. Who is responsible

The Director, Mathew Vandermotten, is responsible for this policy; every member of staff is expected to follow the practices above as normal working habits. Our carbon measurement and reduction commitments are set out in our Carbon Reduction Plan, which sits alongside this policy.

## 4. Review

We review this policy annually, and whenever legislation or our operations change.