**Environmental Policy**

Oakleaf Enterprise is committed to providing high quality support to our clients in a manner that ensures a safe workplace for our employees and minimises any harmful impact on the environment. We will comply with all environmental legislation that affects our operations. We will aim, as reasonably possible within our financial constraints and other resources that we have, to minimise our impact on the environment in all that we do.

We will:

* consider the impact on the environment in all of our decision making and activities;
* strive to improve continually our environmental performance and minimise the impact our operations may have on the environment;
* Comply with all applicable environmental, health and safety regulations and legislation;
* aim to minimise the amount of waste we produce and seek alternative outlets (i.e. recycling and other uses) for the waste we produce from the office, workshop and horticultural waste;
* promote environmental awareness amongst our employees and clients and encourage them to be responsible in the resources that we consume in all our operations;
* train, educate and inform our employees and clients about environmental issues that may affect their work and activities at Oakleaf Enterprise;
* aim to purchase recycled, recyclable or re-furbished products and materials where there are suitable and economical alternatives available;
* promote the efficient use of materials and resources throughout our operations including water, energy (such as electricity, gas and fuel), raw materials and other resources, particularly those that are non-renewable;
* aim to avoid, wherever feasibly possible, the use of hazardous materials and products, and seek to use safer and greener alternatives , and take all reasonable steps to protect our employees, clients, customers and the environment when such hazardous materials have to be used, stored and disposed of;
* wherever possible, incorporate specific environmental requirements into our contracts with our principal suppliers and, within our financial constraints, source materials and supplies that are locally produced/manufactured and, therefore, have a smaller ‘carbon footprint’;
* where required by legislation or where there are significant health, safety or environmental risks, take reasonable appropriate actions to mitigate those risks and, where they cannot be completely mitigated, develop, implement and maintain appropriate practices to ensure a safe environment and workplace and put in place appropriate measures in the case of an accident or an emission that might cause harm to the environment;
* communicate our commitment to ensuring a safe workplace and protecting the environment to our employees, clients, customers and the public, in general, and encourage their support of such;
* periodically review our environmental policy in light of our current and future activities.

*Approved by the Board on 27 November 2020*