

Anna French Associates Environmental Policy

Last Reviewed: 10/07/25

Next Review: 10/07/26

Mission statement

At Anna French Associates, we recognise that the environment is important to our clients, staff and sub-contractors. Of particular significance is the climate and ecological emergency. We acknowledge the wide-ranging impacts of climate and ecological breakdown and are committed to embedding environmental considerations into both our operations and our design work.

We recognise our responsibility to manage our operational environmental impacts carefully, including meeting all legal and regulatory requirements. We are committed to reducing our environmental impact and continually improving our environmental performance as an integral part of our organisational strategy and operating methods. We will encourage our clients, sub-contractors, and staff to do the same.

Objectives and priority actions

1. *Embed sustainability in project design and delivery*

- We will develop and implement a set of sustainable design principles addressing carbon, biodiversity, resource use, and climate resilience.
- We will use key resources to guide material and planting choices with lower environmental impacts.
- We will explore tools to measure the carbon impact of projects to support design decisions.
- We will communicate our environmental approach to clients and contractors.

2. *Limit emissions from business and staff travel*

- We will seek to facilitate access to low carbon personal vehicles for our staff.
- We will implement a 'Use of Transport' policy to prioritise lower-carbon travel options for business trips.
- We will maximise the use of video conferencing to reduce unnecessary travel.

3. *Improve procurement and supplier standards*

- We will adopt an Environmentally Preferable Purchasing Policy to ensure consistent application of environmental principles in our purchasing of goods and services.
- We will assess and influence the environmental practices of subcontractors and ensure they reflect our values.

4. *Reduce operational energy use and emissions*

- We will optimise office heating, cooling and equipment settings to cut unnecessary energy use.
- We will engage with our landlord to advocate for greener tariffs and premises improvements.
- We will provide homeworking staff with advice and support on energy-efficient practices and low-carbon energy choices.

5. *Further embed environmental considerations into our operations*

- We will review our banking, insurance and pension arrangements in order to minimise their indirect environmental impacts.
- We will adopt a Data Retention Policy to ensure that the data held by the company is rationalised on a regular basis, thereby avoiding unnecessary carbon emissions from cloud storage.

Our targets

We have set the following targets based on the baselining work carried out for 2023/24, our current understanding of feasible reductions and planned growth in the business. We will keep these targets under review as the business, our supply chains and our understanding evolves.

Carbon emissions

- 40% reduction in carbon intensity (tonnes CO₂e per £m turnover) across all scopes from our 2023/24 baseline by 2029/30
- 60% reduction in carbon intensity (tonnes CO₂e per £m turnover) across all scopes by 2039/40

Energy

- We will seek to ensure the use of 100% renewable energy in our premises by 2030 by working with our landlord on a change of electricity tariffs and installation of solar PV.

Waste

- From 2025/26 onwards, we will seek to ensure that at least 50% of our waste is recycled.

Water

- We have no sub-metering of water use in our premises so it is not possible for us to set numerical targets for water use. Nevertheless, we will work with our landlord to ensure all water appliances are efficient, e.g. aerated taps, dual-flush toilets.

Governance and engagement

We have developed a detailed action plan to ensure delivery of the objectives and targets above. Responsibility for each action within that action plan has been assigned to an appropriate person. Timescales for delivering each action have also been assigned and these will be kept under review.

We are committed to reviewing and updating progress against our action plan on a quarterly basis.

All staff will be made aware of our environmental objectives, targets and actions, as well as any related policies or procedures. We will also seek to routinely identify any training needed to facilitate delivery of this policy and to meet them wherever this is feasible.

Our Environmental Management System

This environmental policy and our environmental action plan, alongside any other related policies, procedures and monitoring comprise our Environmental Management System (EMS). Our EMS is certified by Green Small Business. Our certification is maintained through an annual review of our action plan carried out independently by Green Small Business.

We will update this policy at least annually in consultation with staff and other stakeholders where necessary.

Signed

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Position

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Date

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