



Benchmark's Sustainability Policy

Benchmark recognises that it has a responsibility to the environment and the local and global community beyond legal and regulatory requirements. We are committed to reducing our carbon emissions, environmental impact and continually improving our sustainability activities as an integral part of our business and strategy. We will continue to encourage customers, suppliers and other stakeholders to do the same.

Policy Aims

We endeavour to:

- > Comply with and exceed 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.
- > Reduce our Carbon Emissions as part of a continual improvement process

Paper

- > We will minimise the use of paper in the office.
- > We will reduce packaging as much as possible.
- > We will seek to buy recycled and recyclable paper products.
- > We will reuse and recycle all paper where possible.

Energy and Water

- > We will seek to reduce the amount of energy used as much as possible.
- > Lights and electrical equipment will be switched off when not in use.
- > Heating will be adjusted with energy consumption in mind.
- > The energy consumption and efficiency of new products will be taken into account when purchasing.

Office Supplies

- > We will evaluate if the need can be met in another way.
- > We will evaluate the environmental impact of any new products we intend to purchase.
- > We will seek to buy more environmentally friendly and efficient products.
- > We will reuse and recycle everything we are able to.

Transportation

- > We will reduce the need to travel, restricting to necessity trips only.
- > We will promote the use of travel alternatives such as e-mail or video/phone conferencing.
- > We will use public transport where possible and cycle or walk to work as often as possible.

Maintenance and Cleaning

- > Cleaning materials will be as environmentally friendly as possible.
- > We will only use licensed and appropriate organisations to dispose of waste.

Monitoring and Improvement

- > We will monitor environmental performance monthly and publish the results annually.
- > We will monitor our energy consumption for improved environmental performance.
- > We will monitor our use of paper and other office supplies to ensure a steady reduction in consumption.

Culture

- > We will involve staff in the implementation of this policy, aiming for greater commitment and improved performance.
- > We will update this policy at least annually in consultation with staff and other stakeholders where necessary.
- > We will work with suppliers, contractors and sub-contractors to improve their environmental performance.
- > We will use local labour and materials where available to reduce CO2 and help the community.
- > We will encourage all staff to become involved in and support their local community and provide the time and expenses where possible to allow them to do so.
- > We will encourage and contribute to charitable activities where possible.
- > We will do our utmost to ensure our products and services are as good as possible, and meet our customers' needs as much as possible to allow them to be as sustainable as possible.