

# Environmental Management System (EMS) Policy

The Law Society

Solicitors Regulation Authority

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## 1 Introduction

We are currently working to support the collective reduction of the organisation's carbon footprint and adoption of more environmentally sustainable practices through the Legal Sector Alliance. We have gained ISO14001, the international standard for environmental management systems and are committed to continuous improvement year on year.

## 2 Scope

The Law Society and the SRA are committed to actively promoting an EMS in the workplace. We undertake to keep up to date with current developments and disseminate this information to staff and all those affected by our activities.

To meet this aim, we are committed to ensuring that environmental management is a prime objective in all our business activities and will strive to maintain a continuous improvement

programme. To support this commitment, current legal or statutory requirements will be regarded as setting the minimum level we must achieve.

The purpose of this Policy is to provide detailed information to managers and staff for the awareness of environmental procedures in the workplace. It advises how to raise environmental issues and will also provide a mechanism whereby the environmental management system can be audited.

The Policy is intended to cover all employees, agency workers, contractors, suppliers, sub-contractors volunteers, council and committee members and any individual on the Society's premises.

### **3 Roles and Responsibilities**

The Director of Organisation Services (DOS) and respective management teams have ultimate responsibility for the implementation of this Policy, to ensure it is properly promoted and monitored.

They are committed to ensuring that environmental awareness of our staff and others who could be affected by our business activities, is maintained at the highest standard.

Responsibility for ensuring this commitment is achieved has been accepted by the DOS, who will be supported by in-house specialist EMS advisers and, where necessary, by external consultants.

Staff at all levels have a role to play in the management of our EMS. It is a principal duty of all line managers to ensure and actively maintain and improve the environmental management by all persons in their areas of accountability. We expect the full co-operation of staff at all times in this endeavour.

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### **4 Our Environmental Policy**

We have adopted a formal environmental policy committed to:

- Managing, monitoring and reducing the environmental impact of our business operations.
- Making staff and visitors aware of the Law Society's environmental policy and understand its rationale through effective communication, training for staff and by encouraging participation and commitment.
- Ensuring that our buildings are as energy efficient as possible and that, where possible, the energy consumed by the Law Society and the SRA is provided by either 'green' energy or a renewable source.
- The efficient use of all natural resources e.g. by reducing the amount of paper and stationery, minimising the use of water in our premises and reducing energy use.
- Minimising waste and taking every opportunity to reduce, reuse and recycle any waste that we do generate.
- Continuing to purchase effectively and ethically, whilst considering the environmental performance of existing and potential suppliers.
- Integrating environmental considerations into future business policy decisions.
- Implementing an environmental management scheme with certified accreditation.

## 5 Achieving our objectives

We have a robust EMS in place to implement our Policy, which includes a series of targets to reduce our environmental footprint and lead towards carbon neutrality by 2013. To achieve our objectives, the Law Society and SRA commit to the following:

- Positively consult with all staff to ensure that they can fully participate in the identification of environmental aspects and the use of suitable control measures
- Formally review this policy and our EMS at least annually and produce a programme aimed at progressively improving environmental standards
- Require that our environmental responsibilities are an agenda item at regular intervals at management and team meetings
- Provide information on staff notice-boards throughout the main sites
- Ensure that distribution of environmental management information is provided in alternative formats upon request
- Provide ongoing environmental training for new staff and those with EMS responsibilities
- Ensure that the Policy and Co-ordination Groups meet regularly and that minutes of meetings are available to staff if requested

## 6 Monitoring and Policy Review

As an equal opportunities employer, we will monitor the use and application of this policy to ensure that it is non-discriminatory and free from bias.

The Policy will be monitored by Group Facilities and reviewed annually by the DOS to ensure it meets legislation and organisational standards.

## 7 Signatories



Alan Vallance  
Director of Organisation Services

Date: 3/9/12