

GoodPAYE

Environmental Policy

Introduction

GoodPAYE recognises that it has a responsibility to the environment beyond legal and regulatory requirements.

We are committed to reducing our environmental impact and continually improving our environmental performance as an integral part of our business strategy and operating methods, with regular review points.

Responsibility

The Senior Management Team is responsible for ensuring that the environmental policy is implemented. However, all employees have a responsibility in their area to ensure that the aims and objectives of the policy are met.

We take steps both internally and externally to show our commitment to reducing our environmental impact. Below is a summary of our actions:

Internally	Actions
Waste management	<ul style="list-style-type: none">• We will keep materials digitally and will only print things if absolutely necessary.• We will reduce the amount of waste produced and recycle where possible.• We will prevent the release of pollutants that can cause environmental damage.
Office supplies	<ul style="list-style-type: none">• We will consider the environmental impact of any new products we intend to purchase.
Maintenance and office cleaning	<ul style="list-style-type: none">• We work remotely and so do not have a dedicated office, but if we ever did, the cleaning materials we would use will be checked to ensure they're as environmentally friendly as possible.
Monitoring and improvement	<ul style="list-style-type: none">• We will continually monitor our actions with the aim of improving environmental performance.
Energy	<ul style="list-style-type: none">• Lights and electrical equipment will be switched off when not in use and our heating will be adjusted with energy consumption in mind.
Our people	<ul style="list-style-type: none">• We will increase employee awareness through training.

	<ul style="list-style-type: none"> We will involve staff in the implementation of this policy, for greater commitment and improved performance.
Water	<ul style="list-style-type: none"> We will avoid water wastage wherever possible.
Chemicals and hazardous substances	<ul style="list-style-type: none"> We do not use chemicals or hazardous substances to carry out our business activities, but if we ever did, then wherever possible we will substitute substances that are harmful to the environment with those that have less of an impact.
Legal duties	<ul style="list-style-type: none"> We will keep up to change with changes in environmental law and ensure we are fully compliant with our duties.

Externally	Actions
Transportation	<ul style="list-style-type: none"> We'll reduce the need to travel, wherever possible. We'll promote the use of alternatives to travel, such as email or video/phone conferences.
Customers, contractors, suppliers and other stakeholders	<ul style="list-style-type: none"> Wherever possible, we will work with third parties who are equally as committed to improve their environmental performance.