



Environmental Policy

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

Purpose

The purpose of this Policy is to set out HKRP's commitment 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. We will encourage customers, suppliers and other stakeholders to do the same.

Application

This Environmental Policy applies to all employees and contractors engaged in work for HKRP.

Responsibilities

Management 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. Failure to comply with the Environmental Policy may result in disciplinary action.

Overall policy statement

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; and
- Increase employee awareness and training.

The HKRP Directors and employees are committed to delivering this Policy.

A handwritten signature in blue ink, appearing to read 'Hitesh Patel', written in a cursive style.

Hitesh Patel, Director

Table 1: Detailed Policy Elements

Business Area	Policy Statement
Paper	<p>We endeavour to:</p> <ul style="list-style-type: none"> • minimise the use of paper in the office • reduce packaging as much as possible • buy recycled and recyclable paper products where possible • reuse and recycle all paper where possible
Energy and water	<p>We endeavour to:</p> <ul style="list-style-type: none"> • reduce the amount of energy used as much as possible • Switch off lights and electrical equipment when not in use • Adjust heating with energy consumption in mind • Take into account the energy consumption and efficiency of new products when purchasing
Office Supplies	<p>We endeavour to:</p> <ul style="list-style-type: none"> • evaluate if the need can be met in another way • evaluate if renting/sharing is an option before purchasing equipment • evaluate the environmental impact of any new products we intend to purchase • use more environmentally friendly and efficient products wherever possible • reuse and recycle everything we are able to
Transportation	<p>We endeavour to:</p> <ul style="list-style-type: none"> • reduce the need to travel, restricting to necessary trips only • promote the use of travel alternatives such as e-mail or video/phone conferencing • make additional efforts to accommodate the needs of those using public transport or bicycles • favour 'green' vehicles and maintain them rigorously to ensure ongoing efficiency
Maintenance and cleaning	<p>We endeavour to:</p> <ul style="list-style-type: none"> • Use environmentally friendly cleaning materials where possible • Use environmentally friendly materials and companies when refurbishing or repairing office equipment • Use only licensed and appropriate organisations to dispose of waste

Monitoring and improvement:	<p>We endeavour to:</p> <ul style="list-style-type: none"> • 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 • Review this policy and any related business issues at our monthly management meetings
Culture	<p>We endeavour to:</p> <ul style="list-style-type: none"> • We will involve staff in the implementation of this policy, for greater commitment and improved performance • We will update this policy at least once 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