

HMC Environmental Policy

Howell Marine 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.

Operating as a 100% remote workforce, we maintain a very small carbon footprint and significantly minimize contributions to air pollution and resource consumption. Not having to commute to an office on a regular basis reduces both the environmental and financial cost of travel, and HMC endeavours to provide its team with the most up-to-date software and collaboration tools to facilitate online working. Digital working also enables us to function as a largely paperless operation, further reducing our material resource needs and potential for unnecessary waste. We encourage virtual meetings both internally and with external clients wherever possible to further minimise the need to travel but where travel is essential, we seek to use the most energy and cost-efficient means of travel, with a preference for public transport.

Responsibility

Howell Marine 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.

Policy Aim

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 and training

Paper

- We will minimise the use of paper
- We will reduce packaging as much as possible
- We will encourage staff to buy recycled and recyclable paper products where needed
- We will encourage staff to reuse and recycle all paper where possible

Guidelines:

- Always use both sides of paper
- Set printers and photocopiers to double sided as default
- Shred confidential material and use as packing material or recycle
- Use wastepaper assembled into notepads, rather than post-it notes
- Only print documents where necessary

Energy and Water

- We will seek to reduce the amount of energy used as much as possible
- We encourage staff to switch off lights and electrical equipment when not in use
- We encourage staff to adjust heat with energy consumption in mind

- The energy consumption and efficiency of new products will be considered when purchasing

Guidelines:

- Reduce home heating temperature where possible and appropriate
- Turn down thermostats instead of opening windows
- Ensure the lights and other equipment are switched off when rooms are not in use
- Encourage all users to switch off office equipment when not in use
- If PCs are left on all day, switch off the monitor when away from desks for extended periods of time (e.g. during meetings, lunchtimes etc); the monitor alone consumes over two thirds of the total amount of energy used by a PC
- Make the most of natural light by keeping windows clean and free of obstructions
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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 favour more environmentally friendly and efficient products wherever possible
- We will reuse and recycle everything we are able to

Guidelines:

- When buying replacement equipment such as printers or photocopiers, choose duplex models that will automatically print on both sides of the paper at sufficiently fast speeds (circa 32 pages per minute for photocopiers, and 17 for printers)
- Choose models which have low energy use and an energy saving facility

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
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Guidelines:

- Car share where possible to company events or in person meetings
- Use telephone conferencing for long distance meetings where possible
- Use public transport, where possible and practicable, for business travel
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Monitoring and Improvement

- We will comply with and exceed all relevant regulatory requirements
- We will continually improve and monitor environmental performance
- We will continually improve and reduce environmental impacts
- We will incorporate environmental factors into business decisions
- We will increase employee awareness through training

- We will review this policy and any related business issues at our monthly management meetings

Culture

- 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 provide staff with relevant environmental training
- We will work with suppliers, contractors, and sub-contractors to improve their environmental performance