



ENVIRONMENTAL & SUSTAINABILITY POLICY

Murrell Associates has created this Environmental & Sustainability Policy (ESP) to help better manage the environmental aspects of our operations.

Environmental policy:

Murrell Associates is committed to protecting the environment. To minimise environmental impacts concerning our activities, products and services, we shall:

- Comply with applicable legal requirements and other requirements to which the firm subscribes which relate to its environmental aspects.
- Prevent pollution, reduce waste and minimise the consumption of resources.
- Educate, train and motivate employees to carry out tasks in an environmentally responsible manner.
- Encourage environmental protection among suppliers and subcontractors.
- Commit to continual improvement of environmental performance.

Assessment of firm's current environmental performance as at November 2023

Energy:

From the MA Electricity and Gas Consumption Record May 2018 to November 2023 we have extrapolated the following data relating to our annual consumption in kWh, using monthly meter reading figures running from May to May:

2018 - 9379 electricity, 24069 gas
2019 - 9277 electricity, 40100 gas
2020 - 7036 electricity, 29205 gas
2021 - 8675 electricity, 20888 gas
2022 - 7135 electricity, 21892 gas

Since the baseline year of 2018 we have achieved a 24% reduction in our use of electricity and a 9% reduction in our use of gas.

Monthly meter reading figures from May 2023 to November 2023 are not included in the above figures but these already show significantly reduced monthly electricity use after our decommissioning of on-site servers and moving to the cloud in February 2023. Therefore we can expect further improved kWh figures for electricity consumption going forward.

We use British Gas Lite for both electricity and gas. British Gas Lite's last published fuel mix shows that 54% of their energy is generated by renewables as per their website: <https://www.britishgaslite.co.uk/fuel-mix>.

We will monitor the fuel mix of British Gas Lite annually to see if the percentage of renewables in the mix increases.

Using the Carbon Trust Footprint Calculator and the above gas and electricity kWh meter readings since May 2018 (2018 being our baseline year) we have reducing overall carbon footprints as follows:

2018 - 7083 kg CO2 e
2019 - 9744 kg CO2 e
2020 - 7010 kg CO2 e
2021 - 5668 kg CO2 e
2022 - 5376 kg CO2 e

The firm has achieved a 24% reduction to our carbon footprint in 2022 from our baseline year of 2018 and the full benefit of our change to the servers in February 2023 has not yet been received therefore we expect further reductions to our carbon footprint going forward.

Equipment - we have automatic sleep modes (the automatic locking of devices when idle has now been reduced to 10 minutes) and the heating is on only during office hours.

Lighting - we now have LED lighting for entire ceiling in office space, the exceptions being the kitchen, boardroom and one toilet.

Heating and Ventilation - we have a programmable thermostat, timers on the heating, blinds, double-paned windows.

Water:

We are unmetered for water use and therefore currently have no water data available.

We are applying for a water meter and will commence our recording and monitoring of water use in the future.

We have put "hippos" in the office toilet cisterns.

We will investigate other low-flow taps.

Staff are requested to always run the office dishwasher on "half load" to reduce water consumption.

Waste:

The firm uses Suez to dispose of all paper confidential waste and all our paper confidential waste is recycled after off-site shredding: <https://www.suez.co.uk/en-gb/our-offering/communities-and-individuals/education-tools-and-resources/what-happens-to-waste/confidential-waste/off-site-shredding>

During the financial year ending June 2023 Suez collected 13 bags and 38 boxes of confidential waste from the firm, amounting to a total of 711 kg.

The firm uses Biffa Commercial to collect general waste and non-confidential recycling.

According to our Biffa Waste Disposal Dashboard as at 11 Dec 2023 96.7% of our general waste is diverted from landfill and 100% of our general recycling is diverted from landfill.

For the period December 2022 - November 2023 (the only data available) the firm used 19 Biffa general recycling bags which according to Biffa would weigh approximately 5 kg per bag, although the exact weight is not measured by Biffa.

Therefore approximately 95 kg of general recycling from the firm was disposed of by Biffa for the period December 2022 - November 2023.

The firm currently has no data on the amount of general waste bags used by the firm annually. At this stage we estimate this to be approximately 2 bags a week a year, say $2 \times 52 = 104$ bags at approximately 5 kg per bag.

Therefore approximately 520 kg of general waste from the firm is disposed of by Biffa a year.

We are already trying to be paperless and encourage staff to segregate recycling from general waste.

- We have one "communal" general recycling (paper, plastic, cans, cardboard) bin downstairs, one in the kitchen and one in the old printer room.
- We have a glass recycling bin in the kitchen.
- We have a metal recycling pot next to the printer and in the upstairs office next to the biscuit tin for items like used staples.
- We have a used battery recycling pot in the admin office (on unit next to the printer room door).
- The bins from both loos (containing paper towels and toilet rolls) are also recycled as paper/cardboard.

All the above recycling bins are regularly collected and emptied.

Electronic Waste:

Confidential electronic waste is either sent back by the office to NCI for recycling, or the firm uses "Green IT Disposal" which collects all our confidential electronic waste and disposes of it in an environmentally responsible manner:

https://www.greenitdisposal.co.uk/?gclid=EAlalQobChMlx_29yb_aggMVz-rtCh3BQAZQEAAAYASAAEgLpgfD_BwE.

Any non-confidential electronic waste is disposed of by the firm by members of the admin team taking it in person to the local recycling centre for small electronic recycling.

We have a battery recycling pot in the office which when full is taken by hand by members of the admin team to the local recycling centre for specialist recycling. Staff may bring in their used batteries from home to add to this recycling pot.

Chemical reduction methods

The firm is now buying "green" cleaning products such as Ecover for our cleaner to use.

The firm is now only purchasing recycled stationery (printer paper, notebooks etc) and recycled toilet roll.

ITEC supply the firm with Xerox dry-ink toner cartridges that are low volatile organic compound (VOC) emission cartridges, do not generate hazardous waste and are readily recyclable using standard de-inking processes.

The firm has all its used toner cartridges collected and recycled by ITEC.

ITEC have confirmed that staff may bring in their used toner cartridges (whatever the make) from home, for addition to the toner cartridge recycling box which is upstairs in the former printer room.

Objectives and Targets

Murrell Associates has established and maintains documented environmental objectives and targets. These targets operate from a baseline date of May 2023. Our targets are:

- Reduce energy use at the office by a further 5% by 30 June 2024. (Should be easily do-able given monthly electricity bills have almost halved since Feb 2023)
- Reduce the firm's carbon footprint by a further 5% by 30 June 2024. (As above)
- Monitor the fuel mix of British Gas Lite annually to see if the percentage of renewables in the mix increases and consider alternative suppliers if the percentage of renewables in the mix reduces.
- Commence recording and monitoring of water usage at the office once water meter installed for the office.
- Investigate fitting low-flow taps to the taps in the office toilets and kitchen.
- Start to keep internal records of the amount of general waste bags produced by the firm each month for disposal by Biffa.
- Increase use of recycling bins at the office which should thereby reduce the number of general waste bags collected from the office.

Related Documents

- MA Electricity and Gas Consumption Record May 2018 to November 2023
- Suez Waste Transfer Notes July 2022 - June 2023
- MA Spreadsheet - Biffa - General Recycling Bags Used Dec 2022 - Nov 2023
- Virtual Office Stewardship Policy
- Corporate Travel Policy

Structure and Responsibility

Responsibility for maintaining and updating the Environmental & Sustainability Policy will be with the firm's partners.

Environmental & Sustainability Audits

Murrell Associates has established and maintains procedures to carry out periodic audits of the environmental & sustainability policy. The responsibility for conducting these audits will be overseen by the firm's partners.

We will use the B Impact Assessment as the audit tool for benchmarking, comparing, and improving Murrell Associates' environmental performance.

Recertification is required every three years to maintain B Corp Certification. The best way to do this is to review the questions in the B Impact Assessment annually as a framework to inspire and catalogue improvements.

Record of review

Version	Date of review	Contributors	Comments/ amendments required
1	March 2024	JH	Created