



# Help your business grow with our free events and workshops.

A series of informative events designed to get you thinking about a topic, followed by practical workshops to help you develop and grow your business and your network.

## Become Tender Ready with our sample Policies and Templates...

### Environmental Policy

[company name] is committed to carrying out its operations in an environmentally responsible manner.

(Company names) recognises that there are aspects of its work with high/medium/minimal impact – (delete as necessary) and as such has taken measures to lessen or control the extent of these impacts. N.B. small consultancy organisations may wish to state that they recognise that their operations have minimal direct impact on the environment but that they have identified any such operations and put appropriate measures in place to control the impacts.

### Environmental Responsibilities

The Managing Director is responsible for re-sourcing the environmental policy and together with the Health and Safety Officer, reviewing annually the effectiveness of the policy.

The Managing Director is responsible for promoting environmental awareness amongst staff, and for setting a good example in the observation of the company environmental policy. At the induction of new employees, the Managing Director shall advise them of the company environmental policy and their responsibilities (larger organisations should have a formal induction process in which the designated HSE office or co-ordinator will take part).

Depending on the size of your organisation, you may wish to appoint a specialist Environmental Co-ordinator – in some cases this will be a combined HSE officer or co-ordinator). For guidance on which key pieces of environmental legislation impact on company operations, consult a website such as [www.netregs.co.uk](http://www.netregs.co.uk) or [www.hse.gov.uk](http://www.hse.gov.uk).

We will continually monitor our responsibilities and duties under the Environmental Protection Act 1990 and other relevant legislation which may include but is not limited to:

[here list any relevant legislation governing your business operations, e.g. Environmental Permitting Regulations 2007, SIs governing waste management, etc]

Every employee has a responsibility to contribute to environmental well-being. All of our activities can have a negative impact on the world's resources, by taking an environmentally responsible attitude we aim to minimise those negative impacts.

All employees should:

- Become familiar with the company environmental policy and work to its requirements
- Follow the environmental procedures relative to the job carried out
- Practice good housekeeping in the work area, ensuring it is clean, safe and hazard free
- Keep all areas inside and outside of the premises tidy and litter free



Network and Grow is running free workshops and seminars to help businesses in Wigan Borough grow and network together. Call us on **0845 481 8 148** to book your free place now

Follow us in Twitter at [NetworkandGrowNW](https://twitter.com/NetworkandGrowNW) for instant updates and the latest information on speakers, events and support and click into [www.networkandgrow.co.uk](http://www.networkandgrow.co.uk) for further information on the events programme and details of speakers.



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Some examples of the actions we have already put in place include:

- Minimising the use of paper within our offices and re-using waste paper where possible
- Recycling of all waste paper from our offices
- Use of recycled materials where possible
- Recycling of ink cartridges from printers and photocopiers
- Use of movement sensor lighting in our offices
- Use of public transport where possible
- Car sharing wherever possible or video/tele-conferencing to eliminate the need for cross country travel



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