



## Environmental Policy

St Pancras Hotels Group Ltd and all its operating subsidiaries (hereafter referred to as The Company) are actively seeking ways to reduce any negative impact we have on our planet. The Company will not only comply with all European law applicable to environmental legislation, regulations, approved codes of practice and other external requirements applicable to our business but more importantly actively improve and exceed on this legislation and recommendations. Looking after our legacy is one of our core values as individuals, and as a company.

Additionally, but not restricted to, the Company ensures that our environmental ethos is widely communicated and reinforced throughout any business we operate and/or are associated with. As such, the actions we will take to make this policy work include:

- disposing of any waste produced in an environmentally responsible manner wherever reasonably practicable
- ensuring wherever possible that all products purchased that are derived from natural resources are from sustainable sources
- setting and reviewing annual objectives and establishing, implementing, and maintaining programmes to achieve these objectives
- ensuring that all decisions regarding working practices and purchasing take relevant environmental considerations into account
- where possible reducing the use of company vehicles during working hours and regularly monitoring the condition of such vehicles with a view to reducing harmful emissions
- training and encouraging all staff to work in an environmentally responsible manner and ensuring our communications raise awareness and keep all staff and interested parties informed
- endeavouring where possible to ensure that clients, suppliers, and contractors with whom we have dealings are likewise environmentally minded in their approach to business
- conducting audits of procedures and practices and responding to deficiencies through a planned programme of remedial action

The Chief Executive Officer is ultimately responsible for overseeing environmental issues and ensuring we remain compliant with changing legislation. All managers are responsible for ensuring this policy's successful implementation within their own departments. All employees have a responsibility to adhere to this policy.

The points outlined below are the minimum environmental standards which we require and will endeavour to achieve. As this policy develops, we expect our standards to continually improve.

We will investigate and utilise, wherever possible, environmentally sound waste disposal methods for all waste materials. Any product discharged by us into the drainage system or into the air will comply with any legislative requirements.

All bottles, jars, tins, unusable scrap paper, reports, newspapers, magazines, CD ROMs, batteries, toners etc. will be recycled. Employees are therefore requested to dispose of such materials in the receptacles provided. Old company uniforms, protective clothing, mobile phones and other equipment, fluorescent tubes, exhausted batteries, printer cartridges etc. will be sent to the appropriate recycling centre. When replacing items of equipment or furniture we will aim to recycle or resell the obsolete models.



Plastic packaging materials that cannot be re-used will be returned and we will place the supplier at risk of losing their business with the Company.

We utilise electronic means of working and to cut down on waste we discourage the keeping of hard copies. Recycled paper will be used whenever suitable. All reports, papers and company documents should be printed on double-sided paper to decrease paper usage. All staff are requested not to discard paper which can be reused as scrap, but to put this in the receptacles provided. Separate bins are provided for coloured and white paper. Internal mail should be sent using reusable envelopes and files.

We will always aim to buy products containing/produced with recycled materials where these are suitable for the job, including refillable pens, re-manufactured printer and toner cartridges, folders, toilet rolls, kitchen towels and long-life products. Wherever possible, biodegradable and phosphate-free detergents will be used in sinks, toilets etc.

Within the parameters of health and safety, we will minimise the use of energy. Long-life low-energy light bulbs and other energy saving devices will be used in all areas. All employees are requested to turn off the lights and/or any fans when leaving their offices unattended, and to turn off the lights and fans in the toilets and other rooms when not in use. Electrical equipment including computers, photocopiers and printers should not be left turned on and running when not in use, unless there is reason (i.e., terminals left on following request by the IT department to undertake essential maintenance outside of normal working hours).

We will establish environmentally sensitive purchasing policies and monitor the environmental awareness of our suppliers, ideally setting a standard with which they must comply.

This policy will be made readily available to all employees, suppliers and customers and we will ensure awareness of environmental issues throughout all areas of the business through staff training and development. In addition, signs reminding staff to recycle waste materials and to economise on electricity will be posted in appropriate places around our premises.

#### **Implementation, monitoring, and review of this policy**

This policy took effect on 1<sup>st</sup> September 2016. The Chief Executive Officer has overall responsibility for implementing and monitoring this policy, which will be reviewed on a regular basis following its implementation whenever there are relevant changes in legislation or to our working practices.

Any queries or comments about this policy should be addressed to the Chief Executive Officer.

#### Reviews

Date	By	Updated
12/7/2021	Christian Kaberg, MD	Contact person
3/8/2022	Christian Kaberg, MD	Contact person changed to CEO