

Last reviewed	March 2023
Next Review Date	March 2024
Reviewed By:	WF JT review 16/3/23 AS review 14/3/23

## ENVIRONMENTAL POLICY

### 1 INTRODUCTION

1.1 This policy sets out BARBRI's (the "**Company**") awareness of environmental issues and internal procedures that aim to decrease its carbon footprint. The Company recognises that during business, it has an impact on the environment and that by taking certain measures it can decrease this impact.

### 2 COMMITMENTS

2.1 The Company will ensure compliance with all relevant environmental legislation and regulations.

2.1 The Company commits to make continued efforts to reduce its environmental impact by committing to communicate its environmental policies to all team members. The Company will also ensure that all team members implement its environmental policies in the workplace and whilst working on behalf of the Company.

2.2 The Company has appointed the Head of Operations, as its Environmental Officer (EO). The EO will review this policy at intervals throughout the year and look to improve the Company's carbon footprint.

2.3 The Company will encourage team members to carry out or engage in voluntary initiatives with partner institutions that promote environmental awareness, or to make active steps to improve biodiversity / create a more sustainable mode of business. The Company will look to create sustainability goals, including questions in vendor forms for new partners covering information on the prospective vendor's environmental policies and procedures.

### 3 WHAT THE COMPANY ARE ALREADY DOING

3.1 The Company offers all its courses online and provides most of its materials in soft copy. This significantly decreases the Company's carbon footprint; students can stay at home instead of using energy to attend lessons.

3.2 The Company ensures all paper it uses is recycled and recyclable. Employees are encouraged not to print unless it is an absolute necessity. Where there is a necessity to print, employees are encouraged to print in black and white and double sided. Any documents being disposed of are recycled, and shredded where necessary.

3.3 The Company ensures that its contractors, partners, and energy providers issue all invoices/ documents electronically, and the Company actively opts out of paper/ letter communications.

3.4 The Company sends out limited hard copy materials to students, however where it does send out materials, it endeavours to use the most energy efficient and sustainable delivery services.

3.5 The Company recognises the environmental issues that we are facing in society and actively promotes good practices in the office such as a paperless work environment.

**Commented [AS1]:** Limited to title only, like other policies, to accommodate staff changes.

**Commented [AS2]:** Should this be in the future tense 'because we haven't done it yet. Or are our sustainability goals now in place?

**Commented [AS3]:** As per above comment, is there anything that needs to be added here, such as vendor questions in 2.3.

**Commented [AS4]:** This is related to confidentiality, not environment policy.

3.6 The Company encourages non remote team members to work from home a minimum of 60% of the time. This flexibility allows team members to decrease their carbon footprint by travelling into the office and by proxy it decreases waste in the office as team members do not have the same access to printing etc. The remote working policy is driven by flexibility for team members and decreasing unnecessary travel to work when the work can be carried out from that team member's home.

Commented [AS5]: what is a chain outlet? Is this a hangover from some text copied from elsewhere?

3.7 The Company monitors company related travel and looks to decrease it where possible. At times, the Company needs will require travel to other jurisdictions, but where these needs can be met via online systems e.g., Zoom or Microsoft Teams, team members are encouraged to use these rather than making long trips. Company team members are encouraged to attend online events rather than in person events.

3.8 The Company endeavours to deliver most of its events and workshops online. The size of the student intake is increasing year on year. Delivering workshops online significantly decreases the Company's carbon footprint, while making the course more accessible and flexible to students.

3.9 The Company delivers all mock assessments on the SQE2 Prep course online to further reduce the need for travel and its overall carbon footprint. This also makes the course more accessible and flexible to students.

#### 4 PURCHASING

4.1 The Company promotes a purchasing policy which gives preference, as far as practicable, to those products and services which cause the least harm to the environment. The Company avoids the purchase of paper in the office in line with its paperless office policy.

4.2 The Company purchases recycled materials and encourages the use of recyclable and renewable materials in the office. The Company gives out recyclable items at events, law fairs etc. It endeavours to do this to decrease waste.

4.3 The Company have implemented a plan to phase out business cards. These will be replaced by QR codes. The motivation for this move is to reduce unnecessary waste and provide an efficient replacement that is environmentally friendly.

Commented [AS6]: Has this now been completed? If so we need to update 4.3.

4.4 The Company does not over order stock. It orders as required to ensure it is always limiting waste.

Commented [MY7R6]: Checking with Marketing