

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

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, they have an impact on the environment and that by taking certain measures they can decrease this impact.

2 COMMITMENTS

- 2.1 The Company will ensure compliance with all relevant environmental legislation and regulations.
- 2.1 The Company commit to make continued efforts to reduce their environmental impact by committing to communicate its environmental policies to all team members and ensure implementation of same in the office and while working on behalf of the Company.
- 2.2 The Company have appointed the Head of Operations, Dawn Anderson, as the 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 make active steps to improve biodiversity / create a more sustainable mode of business. The Company will look to create sustainability goals. These will include questions in vendor forms for new partners that request 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 the majority of it's materials in soft copy. This significantly decreases the Company's carbon footprint. It means students can stay at home instead of using energy to attend lessons.
- 3.2 The Company ensures all paper they use 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. Any documents being disposed of are to be 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 they do send out materials, they endeavour 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 clean desk policies and a paperless work environment.
- 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, chain outlets, 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 members home.

- 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., teams, team members are encouraged to avail of these rather than making long trips. The Company team members are encouraged to attend online events rather than in person events.
- 3.8 The Company endeavours to have most of their own events and workshops online. The size of the intake is increasing year on year, with a combined number of 2,070 students enrolled on the current SQE preparation courses. The choice to have the 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 promote a purchasing policy which give preference, as far as practicable to those products and services which cause the least harm to the environment. They avoid the purchase of paper in the office in line with the 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. They have endeavoured to do this to decrease their waste.
- 4.3 The Company have implemented a plan to phase out business cards to be replaced by QR codes. The motivation for this move is to reduce unnecessary waste and provide an efficient replacement that is environmentally friendly.
- 4.4 The Company do not over order stock, they order as required to ensure they are always limiting waste.