

1. Hunt & Coombs Solicitors' head office is in Peterborough. We have branch offices in Oundle, Huntingdon and St Neots. We employ specialist lawyers and practice support staff operating in diverse fields of the law including property, commercial, wills and probate, litigation, family, employment, personal injury, crime and mental health. In addition we have specialist personnel, marketing, accounts, costs, administrative, reception and IT staff, all of whom make up the Practice Support Department. The practice is of medium size, having 7 Partners and a total staff of just under 100. As an office based company, the main environmental issues which concern us relate to the use and recycling of office consumables, (especially paper and stationary), the use of energy in the form of gas and electricity, the use of water and the reduction of waste.

2. The Partners at Hunt & Coombs Solicitors recognise that all businesses impact on the environment in a variety of different ways and are committed to the continual improvement of the firm's environmental performance in relation to its services and operations. To help achieve this, Hunt & Coombs Solicitors have obtained Investors in the Environment

Green accreditation and in November 2014 February 2016, February 2017 and April 2018 were awarded the IIE Great Green Star Award. The Partners are very aware that the firm operates in a world with limited natural resources and accept that care for the environment is an integral part of their business. They have taken decisions within the office which have had a positive impact both on the environment and on the firm's efficiency as a practice; for example a modern and efficient heating system and a recycling system for waste, including confidential and compost waste. The Partners are committed to working with staff, clients, suppliers, contractors, regulatory bodies and neighbours to seek further improvements and achieve the following objectives:

2.1 Meet and, where possible, exceed all environmental legislation and regulations relevant to the firm and its activities.

2.2 Increase cost-effectiveness by reducing consumption of energy, water, paper and office consumables.

2.3 Reduce waste and pollution both locally and in the wider environment, through emphasis on recycling, saving paper and other office consumables, and use sustainable travel where possible.

2.5 Set targets for measurable annual improvements.

2.6 Make our progress available for independent assessment.

3. It is the responsibility of all Partners, employees, visitors and suppliers to fully support this policy through active participation and co-operation. The firm will ensure wherever possible that all staff are involved in, and are aware of, our commitment. Information will be provided to staff on the issues involved and on ways to improve efficiency. Details of the firm's position in relation to various environmental issues, the plans for improvement and commitment to monitoring, reporting on and measuring performance is in a document called "Hunt & Coombs Solicitors - Improve our Environment." Staff are encouraged to email their own ideas for improvements to the Environment Champions or the HR Manager, and environment issues are a regular topic of discussion at Staff Forum meetings.

4. The firm will also, where possible, continue to seek to purchase items and use services and suppliers for the business from sources which show commitment to environmental issues.

5. This policy and supporting documentation will be reviewed annually at a Partners meeting in June/July and any changes will be relayed to all staff. In addition an annual report will be made following an annual review which will detail the progress made reaching the improvement targets.

6. This policy is posted on the internal intranet and on the firm's website [www.hcsolicitors.co.uk](http://www.hcsolicitors.co.uk) and is available for perusal by all those attending the office receptions. It will also be made available to all clients and suppliers who wish to consider it.

7. The person with overall responsibility for this policy within the firm is Anna Spriggs, the Senior Partner assisted by the Environment Partner, Henry Anstey. Henry and David Smart, the Environment Champions, are responsible for implementing the policy with assistance from Tracey Caple, HR Manager.

Anna Spriggs  
Senior Partner  
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