

Environmental Policy

Our Commitment to Sustainability

At JCP Solicitors, we are committed to minimising our environmental impact and promoting sustainable practices in all areas of our business. We will actively seek to adopt environmentally friendly strategies and comply with all relevant legislation to ensure we operate responsibly.

Reducing Waste

We aim to reduce waste within our offices by promoting the reuse and recycling of materials wherever possible.

Reuse


We will encourage the reuse of everyday office items, such as:

- Both sides of note paper
- Cardboard boxes
- Lever arch and ring binder folders
- Padded envelopes
- Envelopes
- Stationery items

Where feasible, we will also identify external suppliers to reuse office items, including old furniture.

Recycle

We are dedicated to working with local service providers to recycle as much waste as possible. Currently, we recycle:

- Cardboard (collected by the council)
 - Milk bottles
 - Confidential wastepaper
 - General paper
 - Office furniture (collected by the council)
 - Printer toners
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- Mobile phones

General environmental management measures

Responsible Disposal of Large or Toxic Items

We ensure the responsible disposal of large office items and toxic materials. Unused furniture and old IT equipment are stored at our Venture Court compound before being collected for recycling. Items such as fluorescent light tubes are taken to recycling centres, while toxic materials like printer toners are securely sealed until collected for proper disposal.

COSHH

Only general cleaning products are kept on site and COSHH information is provided. Our general health and safety guidelines advise that any cleaning materials should be handled with care, and members of JCP should check COSHH information prior to using them.

Purchasing

Wherever a suitable and cost-effective alternative exists, we will prioritise the purchase of environmentally friendly goods and services. Our primary focus will be on recycled stationery products, and we will continue to explore other sustainable purchasing opportunities.

Technology and Paper Reduction

We continually work towards electronic improvements in the storage and transmission of information where appropriate. Our team members are encouraged to utilise technology to reduce paper use and encouraged to edit and review files on screen and avoid printing until the final copy is needed. Where possible, we will use electronic means to communicate and only print when necessary.

The current communication platform can be used as a collaborative tool where information is readily available on screen and avoids the need for paper copies.

Duplex printers and photocopiers are used to promote the double-sided production of documents where possible.

Energy Efficiency in Our Premises

We take active measures to reduce energy consumption across all our offices:

- All electrical equipment undergoes annual PAT testing.
- Air conditioning, heating, and boiler systems are serviced annually to maintain efficiency.
- Team members are encouraged to switch off equipment and lights at the end of the day.



Sustainable Transport

We support sustainable transport options to reduce our carbon footprint:

- We encourage car sharing among team members commuting to and from work.
- All company and personal vehicles used for work purposes must be roadworthy and properly maintained.

Responsible Smoking and Vaping Disposal

Our premises are non-smoking, in line with our Smoking Policy. Cigarette butt bins are provided outside our offices, and team members are encouraged to dispose of vaping products responsibly

This policy is provided for information purposes to give an outline, for our stakeholders, of our full policy that can be found in our #TeamJCP Handbook. To request the full policy that includes procedural information, please contact HR@jcpsolicitors.co.uk