

CROSKERRYS

**Environmental, Sustainability &  
Corporate Governance Policy**

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Revisions Control Page

Date	Version	Summary of changes made	Changes made by (Name)
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## 1.0 Overview

As a long-standing firm and a leader in its field of operations in Ireland, Croskerrys aims to carry out its business in a socially responsible manner which respects the needs of employees, customers, suppliers, other stakeholders and regulators.

We understand and have experience of the position of its clients in this regard and appreciate that corporate and social responsibility is central to its strategy and corporate purpose.

The systems and procedures that we have developed over the years reflect our policy and commitment to the principles of operating our business in accordance with best practice regarding corporate and social responsibility including our dealings with our suppliers.

We shall:-

- Comply with all legal requirements which relates to environmental and waste management
- Consider environmental issues in all business and strategic developments
- Reduce waste streams and minimise the requirement for stationery & packaging waste
- Foster inhouse waste management initiatives to reduce power consumption

Croskerrys Solicitors is committed to continual improvement of our environmental performance.

We have strong environmental values and are committed to carrying out all our services in accordance with current environmental legal and regulatory requirements, our environmental procedures and processes and client environmental requirements. This policy and Environmental Management System communicates our commitment to environmental management, prevention of pollution, environmental legal and regulatory compliance as well as our clear focus on continuous improvement.

## 2.0 Strategy

It is our strategy to conduct our business in a manner that protects the environment and safeguards the health, safety and welfare of all persons working for or on behalf of our organisation. We aim to promote our culture of environmental sustainability, prevent

pollution, protect the natural environment and ensure that all works are carried out in accordance with current environmental legal, regulatory and other compliance requirements.

Croskerrys Solicitors recognises the effect its operations and activities have on the environment and takes all practical measures possible to ensure that environmental protection and the prevention of pollution play a significant role in our policies and practices. This is achieved by:

- Managing our systems and procedures to facilitate continual improvement and enhance environmental performance
- Using this policy as a framework to set environmental objectives
- Complying with and fulfilling relevant environmental legal, regulatory and other compliance requirements as well as Firm policies and client requirements
- Evaluating the environmental aspects of our activities and minimise where possible, the resulting environmental impacts
- Fostering openness, dialogue and facilitating communication regarding our environmental performance and our environmental objectives and plans to staff, employees, contractors, consultants and all interested parties
- Ensuring that our management team and persons working for and on behalf of the Firm are fully aware of their environmental responsibilities through the provision of communication material, training and support.
- Publishing our Environmental Policy internally and posting it on our website for public information.

### 3.0 Workplace

Croskerrys strives to be a good employer, offering transparent terms and conditions, and fair benefits. We are proud of our high staff retention performance. This is a reflection on how we value our employees. Training grants are available to staff who wish to further their education. We comply with applicable law on forced labour and the minimum working age. We operate a safe and healthy workplace and maintain an up to date Health and Safety Statement. Although COVID19 is no longer a global public health emergency, we will continue to follow government guidelines and take the appropriate health precautions.

We comply with the law on employment equality, we do not tolerate abusive or exploitative behaviours and we adhere at all times to the laws and standards regarding work hours and compensation.

As employers, Croskerrys complies with its statutory obligations under the Employer Equality Acts, 1998-2015, the Equal Status Acts, 2000-2018, and the Minimum Wage Act, 2000.

All employees have a duty to work with the Firm to protect the environment, prevent pollution, promote environmental sustainability and comply with the requirements of this Policy. We are committed to working together to meet our stated environmental objectives, to comply with environmental legal, regulatory & other environmental compliance requirements and to continually improve our environmental performance.

#### 4.0 Environmental Management

Croskerrys complies with all applicable environmental regulations and we promote environmental awareness and good practice as follows:

- We operate a recycling policy to include the recycling of print cartridges which are sent to a specialist company
- We sponsor employees on the Bike to Work scheme, promoting greener work commutes
- We support staff members using the Tax saver scheme to encourage the use of public transport
- We support employees on the discounted bus scheme
- We save a considerable volume of paper by storing all documents and letters produced electronically (approx. 10,000 monthly) in our document management system rather than printing out file copies.
- We monitor energy consumption and always seek to reduce this.
- All electronic equipment reaching its end of life is environmentally recycled with a specialist IT asset disposal company.
- Using recycled paper i.e. napkins, disposable hand towels, removal of single use plastics
- Repair, rather than throw away, where we can we recycle all of our incoming outer box packaging materials like cardboard
- We minimise our use of paper. The increasing use of e-mail greatly reduces the volume of paper used in hard copy correspondence, envelopes, and letters.

- Processing information electronically is also much more energy and carbon efficiency than physically sending a hard copy
- Our consumption of fuel and energy is very closely monitored, and we take care that it is not wasted through inefficiency or casual approach. For example, we utilise visible signs to remind staff to turn off lights when leaving a room, and ask staff to use computers responsibly i.e. turning them off at night and using the stand-by mode during the day
- Where possible we will choose to source our materials from suppliers who operate in an environmentally friendly manner and who are geographically local to us to reduce delivery miles
- We will work with our building suppliers to buy locally where possible in order to reduce our food miles and to promote Irish produce
- We will choose the vehicles we operate with fuel efficiency in mind and their fuel consumption is closely monitored.

## 5.0 Marketplace

Croskerrys recognises that it's clients operate with strong ethical practices across their business activities. Equally, we not only comply with all applicable laws and regulatory requirements in this regard, but we also actively promote good ethical practices:

- In our dealings with suppliers
- By avoiding conflicts of interest, anti-corruption behaviours and promoting fair dealings

Croskerrys is fully compliant with all applicable laws and regulations, including all requirements of the Data Protection legislation. All staff are GDPR certified.

Our business is conducted to the highest professional standard in accordance with the terms of a comprehensive suite of policies.

- We will Fully integrate this Policy with our Health & Safety and Quality Management System, to instil our environmental aims throughout all corners of our business
- Commitment to continual improvement of our environmental performance, through regular reviews.

## **6.0 Training and Communication**

The company will provide training on this policy as part of the induction process for all new employees. Employees will also receive regular, relevant training on how to adhere to this policy, and will be asked annually to formally accept that they will comply with this policy.

The company's Environmental, Sustainability and Corporate Governance Policy will be clearly communicated to all clients, suppliers, contractors, business partners, and any third-parties at the outset of business relations, and as appropriate thereafter.

## **7.0 Monitoring and Reviewing**

The company's operations manager is responsible for monitoring the effectiveness of this policy and will review the implementation of it on a regular basis. They will assess its suitability, adequacy, and effectiveness.

Any need for improvements will be applied as soon as possible. Employees are encouraged to offer their feedback on this policy if they have any suggestions for how it may be improved. Feedback of this nature should be addressed to the operations manager.

## **8.0 Applicability of Other Policies**

This document is part of the company's cohesive set of policies. Other policies may apply to the topics covered in this document and as such the applicable policies should be reviewed as needed.

## **9.0 Enforcement**

This policy will be enforced by the Operations Manager.