

## Our Environmental Policy

Everyone at Capelin Financial Management Limited is conscious of their social responsibilities and strives to behave in a manner that is friendly to the environment.

We have a formal Environmental Policy that is continuously reviewed with our improvements formally documented every three months. We believe in applying practical, uncomplicated and sensible policies that are straight forward to implement into our day to day activities.

We keep an open mind and welcome your suggestions, new ideas or initiatives. Our full policy is available for inspection on request. The following is a brief summary;

- **Business Ethics:**

We actively explore ethical and environmental attitudes with our clients and seek to invest monies in accordance with their personal objectives.

- **Transport:**

We encourage meetings via our telephone and web cam facilities.

Directors travel by train if possible and car share to joint/group meetings.

We use local businesses and suppliers whenever possible.

A bicycle store is available for staff and clients who wish to cycle to our office.

- **Recycling Office Consumables:**

We comply with the well-established local paper-recycling systems.

We re-use (double print) office paper whenever possible.

We normally print on draft/greyscale printer quality settings

We encourage our clients and suppliers to correspond via email.

We print documents only when necessary as our core best practice is to generate and store these electronically to deliver efficient service levels for our clients.

- **Saving Energy in our Office**

We are all conscious of our energy consumption in the office.

Heating and hot water systems operate only within our core business hours.

All office electronic equipment is only switched on when required and otherwise switched off as we avoid the use of standby settings whenever possible.

All systems and equipment are checked upon the last person leaving the office.