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Ecological Surveys • Habitat Management • Arboricultural Surveys • Vegetation Clearance

Environmental Sustainability Policy

Effective Date: June 2026

Last Reviewed: June 2026

Next Review Due: June 2027

Approved By: Managing Director – Steve Parnwell

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Table of Amendments and Updates		
Version	Date	Detail
1	01.03.2026	General updates.
2	01.06.2026	Addition of the “Reducing Data Storage for Environmental & Wellbeing Sustainability” section.

1. Policy Statement

Greenwillows Associates Limited is committed to protecting the environment, preventing pollution, and continually improving its Environmental Management System (EMS) in accordance with the principles of ISO 14001:2015.

Environmental sustainability is integral to the company's operations, and the organisation is committed to minimising its environmental impacts while enhancing biodiversity and supporting sustainable development.

2. Scope of the Environmental Management System

This policy applies to all activities undertaken by Greenwillows Associates Limited, including office-based work, site operations, habitat management, and associated services.

3. Leadership and Commitment

Top management demonstrates leadership and commitment by:

- Ensuring the integration of the EMS into business processes
- Providing resources necessary to achieve environmental objectives
- Promoting continual improvement
- Supporting roles to contribute to EMS effectiveness

The Managing Director retains overall accountability for the EMS.

4. Environmental Aspects and Impacts

The company identifies and manages its significant environmental aspects, including:

- Fuel use and emissions from travel
- Energy consumption in office operations
- Waste generation and disposal
- Resource consumption (paper, materials, water)
- Impacts on habitats and biodiversity

These aspects are reviewed periodically to determine significance and appropriate controls.

5. Compliance Obligations

Greenwillows Associates Limited will:

- Comply with all applicable environmental legislation and other requirements

- Maintain awareness of relevant legal obligations
- Ensure processes are in place to meet compliance requirements

6. Risks and Opportunities

The organisation considers environmental risks and opportunities that may affect its ability to achieve intended EMS outcomes, including:

- Climate change impacts
- Resource scarcity
- Regulatory changes
- Opportunities for improved efficiency and sustainability

Actions are taken to address risks and realise opportunities.

7. Environmental Objectives and Planning

The company establishes environmental objectives at relevant functions and levels, including:

- Reduction of carbon emissions from business travel
- Reduction of waste and increased recycling rates
- Reduction in energy and water consumption
- Enhancement of biodiversity through operational activities

Objectives are measurable where practicable, monitored, and reviewed annually.

8. Support

8.1 Resources

Adequate resources are provided to establish, implement, maintain, and improve the EMS.

8.2 Competence and Training

- Employees receive appropriate environmental awareness training
- Competence is maintained through ongoing support and guidance

8.3 Awareness

All personnel are made aware of:

- This environmental policy
- Their contribution to EMS effectiveness
- Environmental impacts associated with their work

8.4 Communication

The company communicates relevant environmental information internally and externally where appropriate.

9. Operational Control

Travel, Meetings and Site Visits

- Prioritise low-carbon travel (walking, cycling, public transport)
- Use remote meeting technology where appropriate
- Encourage car sharing
- Support flexible and remote working

Resource Use and Procurement

- Minimise paper use and promote digital working
- Purchase recycled and sustainable materials
- Procure energy-efficient equipment
- Select environmentally responsible suppliers where practicable

Waste Management

- Apply waste hierarchy principles (reduce, reuse, recycle)
- Dispose of waste in accordance with legal requirements
- Reuse green waste for habitat enhancement where possible

Biodiversity and Land Management

- Enhance habitats through planting and conservation activities
- Manage site operations to minimise ecological impact

Water and Energy Use

- Monitor and reduce consumption
- Implement efficiency measures and good housekeeping

10. Performance Evaluation

The company will:

- Monitor and measure environmental performance
- Evaluate compliance with legal and other requirements
- Conduct periodic internal reviews

- Maintain records as evidence of performance

11. Internal Audit

Where appropriate, internal audits will be conducted to evaluate EMS effectiveness and compliance with ISO 14001 principles.

12. Management Review

Top management will review the EMS at planned intervals to ensure its continuing suitability, adequacy, and effectiveness.

13. Continual Improvement

Greenwillows Associates Limited is committed to continual improvement of its environmental management system and environmental performance.

14. Reducing Data Storage for Environmental & Wellbeing Sustainability

14.1 Purpose

To reduce organisational data storage in order to lower carbon emissions associated with digital storage and improve staff wellbeing by reducing information overload.

14.2 Scope

These procedures apply to: All staff, Project Managers, Senior Management Team (SMT).

14.3 Core Principles

Reduce unnecessary data creation. Store and share information efficiently. Regularly maintain and clean digital storage. Promote mindful communication practices

14.4 Procedures:

14.4.1 Managing Incoming Data (All Staff)

All staff must: Delete unwanted or irrelevant emails. Empty deleted and junk folders. Unsubscribe from unnecessary mailing lists. Only include relevant recipients in emails. Remove recipients as they become irrelevant. Request removal from irrelevant email threads.

14.4.2 Internal Information Sharing (All Staff)

File Sharing: Share file paths/links instead of attachments. Avoid duplicating files unnecessarily

Communication Awareness: Apply a “Think Before You Send” approach. Minimise unnecessary internal emails.

14.4.3 Project Data Management (Project Managers)

Project Managers must:

Folder Creation: Copy only essential folders when setting up projects. Avoid duplicating unnecessary data.

File Handling: Compress large files (especially images). Maintain organised and up-to-date project folders.

Information Accessibility: Keep systems (e.g., WFM/project folders) updated. Reduce need for repeated information requests

14.4.4 Data Optimisation (Senior Management Team)

Senior Management must:

Storage Reduction: Compress archived project folders. Review and streamline folder templates

Policy Development: Develop and implement AI usage policy. Establish guidelines for efficient data storage

Monitoring & Measurement: Assess total data storage (e.g., Google Drive, Outlook). Set benchmarks (e.g., average project folder size). Identify high-storage items (e.g., photos) and optimise. Work with IT support to monitor storage usage to identify opportunities for reduction.

14.5. Measurement & Review:

Data Monitoring: Track overall storage usage regularly. Review average project folder sizes

Continuous Improvement: Identify areas for further reduction. Encourage staff feedback and suggestions

14.6. Expected Benefits:

Implementing these procedures will: Reduce organisational carbon footprint. Lower digital storage demands. Minimise email overload. Improve focus and reduce staff stress. Enhance overall efficiency.

14.7. Staff Responsibility

All staff are responsible for: Managing their own inboxes. Communicating efficiently. Contributing to reduced data storage.

14.8. Continuous Feedback

Staff are encouraged to suggest improvements.