

## Environmental Policy Statement

At The National Archives, we are committed to continually improving our environmental performance. We set annual objectives and targets to achieve this, and we publish a sustainability progress report within our Annual Report and Accounts.

We strive to prevent pollution and to reduce emissions of greenhouse gases and waste streams associated with our activities. We recognise the importance of an Environmental Management System, and understand that its success is dependent on the involvement of employees and contractors. Accordingly, we provide appropriate environmental awareness training and information to all colleagues and contractors.

The National Archives will:

- comply with legal and other requirements that apply to the aspects of our business that impact on the environment
- publish our Sustainable Procurement Policy and raise awareness amongst our key suppliers and purchasing staff
- promote recycling and the use of recycled materials, while reducing our consumption of all materials wherever possible
- continually strive to reduce our energy consumption and, where practical, incorporate measures to increase energy efficiency into any new building projects
- aim to do business with suppliers and subcontractors who minimise the impact of their activities on the environment
- promote environmental awareness and responsibilities to all employees and to anyone engaged in activities on behalf of our organisation
- document, monitor, review and continually improve our Environmental Management System
- make a copy of our Environmental Policy and a description of the significant aspects of our business that impact on the environment available to internal and external stakeholders
- maintain contingency plans to deal with any foreseeable environmental incident
- consider the impact we have on the local community and respond promptly to their concerns.

This policy statement will be reviewed periodically to ensure that it remains relevant and appropriate to the organisation.



Jeff James  
Chief Executive and Keeper  
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