

COMMUNITY & SOCIAL RESPONSIBILITY POLICY

Community Policy

KPM Solicitors LLP endeavour to take responsibility for their environmental impact.

The following steps are in place:

- Managing energy and water consumption.
- Ensuring correct maintenance of equipment.
- Use of public transport is encouraged.
- Educating and informing staff through monthly Lexcel meetings.
- Correspondence and documents are sent via email only where possible.
- Paper is reused as notepaper, where possible, always ensuring the retention of client confidentiality.
- Paper is shredded.
- On archiving, files are shredded and saved to disk unless clients request the return of their paper files.
- Printer cartridges are recycled.
- Arial typeface is used within the Commercial Department which is a lighter typeface thereby reducing the amount of ink used.
- Stamps are saved for fund-raising for the Guide Dogs for the Blind.
- Regular review of environmental management system.

Social Policy

We have a nominated charity each year into which personal collections are made and/or affidavit fees are placed.

We endeavour to support schools in the community by providing them with our cartridges for recycling which they can then convert to cash and use within the school.

We endeavour to assist in education by offering work placements at times and for candidates suitable to the practice.

This policy will be monitored periodically but at least annually by KPM to verify it is in effective operation across the practice.

KPM has appointed Karen South to be responsible for the operation of the policy.