



MICHAEL W HALSALL SOLICITORS LIMITED

OUR CSR POLICY



MICHAEL W HALSALL SOLICITORS LIMITED – HELPING TO SAVE
THE ENVIRONMENT

Michael W Halsall Solicitors Limited – Corporate Social Responsibility.

MWH is committed to developing and enhancing its commercial activities by improving our standards of environmental and social responsibility. MWH has long recognised that a commitment to protecting the environment is an integral part of managing our business and that environmental performance has a direct relationship with overall business performance. We are aware that there is always room for improvement and we are committed to continually looking for ways to enhance our internal and local communities as well as reducing our operational impact on the environment. In 2017-2018 our CSR agenda is essentially be considered in 3 parts. These are as follows:

1. Our Local Communities
2. Mitigating Harmful Behaviour
3. Planning For The Future

1. “Our local communities”

MWH recognises that it has a valuable role to play in the life of its local community; we acknowledge our responsibility through our commitment to actively recruiting, developing and enhancing talented young employees from the local area.

In addition to this MWH will also continue its support of the local community as follows:

- The firm try to assist local school children in choosing a career path, by offering “work experience” whenever possible.
- The firm’s has chosen to support Alder Hey Children’s hospital 2017/2018. The firm has arranged a number of fund raising events including bake sales and a monthly “dress-down day”.
- MWH have registered to support Radio City and Rock FM’s Mission Christmas Appeal in conjunction with their Cash for Kids charity. We are a “drop off

point” for people in the local community to donate spare Christmas presents to the charity.

- The Directors attend and support a number of charity events throughout the year and for a variety of good causes, in both the local community and across the country.
- MWH sponsors the Merseyside Businesswoman of the Year award.
- All the Directors at MWH make considerable personal charitable donations each year.

2. “Mitigating harmful behaviour”

In order for us to minimise the effect that our operations have on the environment, MWH actively considers its operational procedures and the associated impact on the environment. In order to focus specifically on improvements to our environment we have identified six key areas that we need to consider and these are what we feel will allow us to make the most progress. Our key areas for consideration are as follows:

Environmental Impact

The Firm has identified six key areas of environmental impact. They are as follows:

- a** Energy
- b** Travel & Climate
- c** Supply Chain
- d** Waste & Recycling
- e** IT & Working Practices
- f** Internal & External Communications



MWH – Promoting a cleaner environment

a. Energy

Through a programme of pro-active and best practice maintenance, the Firm will endeavour to effectively manage the amount of energy used in its buildings. The Firm will also continue to select energy saving plant and equipment where possible and introduce initiatives which encourage its people to minimise their use of energy.

MWH have replaced all its desktop PC's as part of our continuous improvement ethos and commitment to reducing the amount of energy that we use. The new PC's are constructed to the highest, most recent specifications and are considerably more environmentally friendly and energy efficient than our previous computers.



b. Travel & Climate

All Directors and staff commute to work and may engage in business travel. These journeys result in atmospheric pollution, noise, and congestion. We recognise that work related travel has a significant impact on the environment. The Firm supports the use of public transport and will, wherever possible, encourage the use of this means of transportation. The Firm will also attempt

to ensure the buildings where the business of the Firm is conducted remain located in areas with a good public transport infrastructure. Further, our offices shall provide facilities such as secure cycle storage, showers and changing rooms to encourage environmentally friendly transport. The Firm have invested in telephone conferencing facilities in a genuine effort to reduce the need for travel. The Firm promotes the use of telephone hearings in an attempt to reduce travel to and from court, and thereby the environmental impact of such travel on our planet.

The Directors also promote the use of car sharing whenever possible and in particular arrange for all our office juniors to be collected from home each morning by a shared, free taxi service.



The firm also operates a 'Bike to Work' scheme whereby employees are encouraged to cycle to work..... **On Your Bike** is a tax free way to encourage employees to cycle to work.



Recent Government legislation allows MWH, in partnership with the cycle industry, to offer work places substantial savings on the cost of bikes and cycling gear for staff who cycle to work. The legislation enables employers to offer bikes and cycling equipment to their staff at significantly reduced prices. Savings of up to 45% off the recommended retail price can be secured. This ties in with the Government's "green transport plan".

c. Supply Chain

The Firm procures a range of products and services and recognises that our suppliers and contractors also have an impact on the environment. It is important that our suppliers and contractors demonstrate their commitment to environmental management and this will be examined during the tendering phase of any contract. During the procurement process, we shall seek assurances from our suppliers that their operations are consistent with sound environmental practice. We will consider the environmental impact performance of our prospective suppliers and contractors when we make the decisions to appoint. We will work alongside suppliers and contractors to make improvements in environmental impact.

d. Waste & Recycling

Any waste paper that is identified as confidential is securely shredded on site, by a specialist contractor, who also provides the Firm with a certificate of destruction. In order to achieve this all confidential waste paper is stored in the recycling bins provided and once full, the contractor is notified, and in turn attends site to arrange shredding.

All other products disposed of as general waste shall be exploited for reuse or recycling before a disposal takes place. Items shall also be considered for donation to charitable organisations before the decision to dispose is made.

We aim to utilise all equipment that has been replaced by donating it to charity, wherever possible.

All electrical and electronic waste that is not disposed of via donation to charitable organisations shall be re-cycled back to the supplier in line with the Waste Electrical & Electronic Equipment Directive (2002/06/EC). All batteries shall also be reclaimed and re-cycled as per the Directive.

In addition the firm has waste bins in all kitchens to collect and recycle plastic bottles.



Within the offices of the Firm we use, manage, and dispose of products that have significant environmental impact:

- Office Consumables
- Office Furniture
- IT Equipment
- Documents

(i) Office Consumables

We recognise that to meet good environmental practice, items such as cardboard, paper, envelopes, toner cartridges should have the potential for reduction, reuse and recycling. MWH promotes the increase of reuse and / or recycling of materials wherever practicable.



(ii) Office Furniture

The Firm will work to a strict purchasing standard for furniture, ensuring that the major suppliers we utilise have a sound policy to reduce the impact of manufacture. We will further encourage all furniture suppliers to operate recycling or reuse of their packaging and purchase our office furniture from local suppliers wherever possible.

(iii) IT Equipment

When procuring new or replacement IT equipment due consideration will be given to ensure that the products purchased have minimal impact on the environment during use and will have facilities such as 'power save' options. At the end of the useful life of electronic equipment, the equipment shall be

reused, recycled or disposed of in an environmentally responsible manner. No electrical items shall be disposed of as general waste.

MWH have, in 2015, replaced all of its desktop PC's as part of our commitment to reducing the amount of energy that we use. The new PC's are considerably more environmentally friendly and energy efficient than our previous computers.



New Green PC's at MWH

(iv) Documents

The Firm will minimise the environmental impact from its document management by ensuring that as many documents as possible are produced using a double-sided format unless circumstance dictates otherwise. Arrangements are in place for the recycling of all toner cartridges. We also encourage the use of email communication and EDI links with our referral sources, and internally where possible to minimise the amount of paper that we use.



e. IT Working Practices

Through new technology and innovation, the Firm will ensure that it makes available to all its people the most environmentally friendly options when using

its equipment in carrying out their duties. The Firm will also regularly review its working practices to ensure they assist in minimising its impact on the environment. Specific examples are as follows:

- EDI links with referrers – MWH encourages and promotes the use of Electronic Data Transfer directly in to its case management system as the save time, energy and paper when processing new client matters.
- Email – MWH promotes the use of email where possible and also endorses a Save Paper approach to the printing of emails. The following note is displayed at the bottom of our emails.



Save Paper - Do you really need to print this e-mail?

- A number of departments within that firm are “paperless”.

f. Internal & External Communications

The Firm's CSR Policy and up to date information will be made available both internally and externally through the Firm's Intranet and Extranet sites. This policy can be viewed on our website at <http://www.halsalls.com>

3. “Planning for the future”

Through continued investment in IT systems and new e-services provided by our suppliers we will strive to reduce the overall impact our business has on the environment.

By establishing close supplier relationships with demanding SLA’s (Service Level Agreements) MWH will be able to secure appointments for injured clients which are closer to their homes, ensuring that travel, and therefore emissions are kept to an absolute minimum. With the injured party travelling a shorter distance not only are the appointments more convenient for the client but the environmental effects of travel are also significantly reduced.

We are committed to reducing our carbon footprint through the continual analyses of how what we do impacts on the environment. Our aims and

objectives are clear in that we will seek to ensure that all our activities have the lowest impact on the environment whenever possible.

In addition to our CSR policy the Firm also operates a separate Environmental Policy and Ethical Trading policy (which encourages the use of Fair Trade Products in all that we do).

Stephen Taylor is responsible for reviewing the Policy annually.

December 2017