



# WILLIAMSON & CROFT

## ACCOUNTING | TAX | ADVISORY

As a responsible and modern accounting practise, our firm takes all possible steps to minimise our impact on the environment in all our activities.

As such, we operate a paperless office by which all working papers, correspondence and files are held and maintained electronically. We issue reports in electronic format and e-signing system in place for clients to review, approve and sign documents electronically in the cloud. This limits the need to print copies of accounts, reports and correspondence and minimises the amount of paper needed in the office. Where paper documents are received by us, or clients request paper documents, then we scan documents and use a (confidential and secure) paper recycling system.

As part of our commitment to minimising waste, we also have paper / cardboard and plastic / metal recycling points within the office and encourage all staff to use these and reduce the general waste.

In addition, we encourage staff to cycle or walk to work wherever possible and have arranged secure facilities close to the office for the storage of bicycles for all staff. Many of our staff are located close to the City Centre and other staff are also encouraged to use public transport (our offices have no parking spaces) to further reduce impact on the environment.

The firm provides ONLY fully electric motor vehicles to staff or partners for business use or as an optional part of their remuneration packages. There are a number of local EV charging points close to our offices and throughout the city centre which we are pleased to direct clients to.

Most of our services are usually able to be provided remotely to some extent, with meetings undertaken by Zoom or Teams calls, and all documents provided electronically on a secure online portal. Where we are required to complete work on site, we ensure that travel is undertaken on public transport or is otherwise carbon neutral and we still seek to obtain electronic copies of documents rather than requesting printed or photocopied paper versions. Our Engagement Terms, Reports and other deliverables are always provided electronically as per our standard practice.