

## Oxford Archaeology's Environment Protection Policy

### Policy Statement

The environment consists of three domains:

- natural systems—including air, water, soil, geology, and landscape,
- living systems— including plants, animals, and ecosystems,
- human systems—local communities and their pasts.

The last of these is the reason for Oxford Archaeology's (OA's) existence. We aim to understand and promote the past and, by doing that, contribute to the richness of living communities in the present and the future. OA's goal is to reduce the negative impacts of its activities upon the environment, both in our offices and on archaeological sites. In order to achieve this goal, OA will:

- make conscientious protection of the environment an integral part of our working practices,
- carry out our work in accordance with the relevant legislation and regulations (as a minimum standard),
- take all reasonably practicable measures to avoid, mitigate and reduce our impact on the environment. Our first objective will always be to avoid nuisance or damage. Where this is not practicable, the second objective is to ameliorate the impact by using appropriate methods, and
- implement and maintain an Environment Management System (EMS) that meets the requirements of BS EN ISO 14001:2015

OA will minimise, as far as practicable, its:

- carbon emissions,
- water use and water pollution,
- waste production.

OA also undertakes to minimise the impact of its fieldwork on:

- living systems (plants, animals, and ecosystems),
- the landscape and natural resources (air, water, soil, geology),
- local communities (through noise, traffic, and disruption).

### Who is responsible

The Corporate Management Team (CMT) will provide visible leadership to the organisation in managing OA's impact on the environment. OA's managers will be responsible for implementing this policy and the EMS throughout the Company. They will ensure that environmental protection has a high priority in the planning and day-to-day supervision of work.

The CMT appoint an Environment Officer for the organisation whose role includes:

- monitoring legislation and regulations,
- helping the organisation set and achieve annual environmental targets,
- establishing plans for managing the organisation's environmental impact,
- developing and delivering appropriate training for staff,
- monitoring the implementation and outcomes of plans,
- establishing an incident reporting and response system,
- auditing the organisation's environmental impact annually, and
- providing advice and training to management and staff.

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The Environment Officer secures external support to provide expert advice when required.

All staff and visitors are expected to co-operate with OA in implementing its Environment Protection Policy, and ensure their own work—in so far as is reasonably practicable—is undertaken without risk or nuisance to themselves or others, or to the wider environment. Staff will be provided with training as necessary so they can help the organisation meet its commitments under this policy.

OA will encourage its subcontractors and suppliers to adopt similar policies, through its sub-contractor assessment procedure. OA will assess its main subcontractors' and suppliers' environmental programmes before it contracts work with them. We will work with them to help minimise their environmental impacts, where they arise as a result of our work.

#### How we will achieve our aim

OA will set targets for environmental performance each year. Implementation plans will be drawn up to help define and achieve these objectives; means of measuring progress toward the targets will be defined.

The EMS will be maintained by the CMT and Environment Officer. It will be reviewed annually, or when there are significant changes in legislation or regulations.

OA's main environmental impacts will be audited annually. We have set targets to reduce our environmental impact which will be monitored, and feedback provided to management and staff, in order to achieve continuous improvement. Incidents and near misses will be reported and investigated, and appropriate feedback will be provided to staff and management, to reduce risk of incidents in the future.

Ken Welsh MCifA



Chief Executive Officer  
December 2021

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