

## Environmental Policy

### Key aim:

To create an ecologically-friendly working area to lessen impacts on the environment and colleagues and reduce work-place costs

### This will be achieved by:

- making full use of natural light and long-life, low-energy bulbs
- using local lighting rather than overhead lighting
- switching off lights and office machinery (where possible) during and at the end of the working day
- reducing the use of paper overall, encouraging printing double sided and re-use of one-side-used paper for notes or informal copying/printing
- re-cycling all waste paper, newspapers, magazines and packaging
- participating in manufacturers' and/or local authorities' re-cycling programs for toner cartridges, batteries, obsolete equipment, etc.
- encouraging re-usable cups and glasses instead of plastic beakers
- using email, telephone, fax and post to lessen journeys to unnecessary meetings; sharing transport where possible
- procuring equipment which conforms to environment standards, preferring suppliers conforming to ISO 14000 or to an alternative environmental management system
- purchasing equipment, services and supplies only after an environmental cost/benefit analysis has been carried out
- continuous review of energy and other utility suppliers.

### Completion

A successful 'green' policy is defined by:

- a decrease in energy costs
- a decrease in paper and other stationery costs
- less standard waste to be collected
- less time and fuel wasted by unnecessary travel
- encouragement of other businesses who sell environmentally- focussed products and services
- more careful assessment of potential purchases
- better cost control management