

## Environmental Policy

---

### Transport

**We minimise transport wherever possible:**

- Efficiently planning service calls to reduce fuel costs and carbon emissions.
- Order goods in large enough volumes to minimise deliveries and try to consolidate wherever possible.

### Energy

**We conserve energy wherever possible:**

- Turn off appliances when not in use.
- Use rechargeable batteries for all mobile appliances.

### Waste minimisation and recycling

**We reduce, re-use and recycle waste:**

- Recycle waste – paper, cardboard, plastics, glass, tin and aluminium.
- Return toner cartridges to suppliers for re-use and support charity toner appeals.
- Reduce printing and paper waste through monitoring systems.
- Re-use printed paper for internal work.
- Minimise paper use by storing information digitally rather than paper files.
- Use 100% recycled paper for printing and stationary products where possible.
- We investigate the environmental performance of our suppliers, and wherever financially viable give preference to suppliers with the least environmental impact.
- All Certified waste is taken for incineration at approved suppliers rather than being treated and taken to landfill

### General

**We also:**

- Ensure all employees know and understand the policy and what is expected of them.
- Comply with environmental legislation, regulations and government guidance.
- Constantly seek to improve our environmental performance through monitoring systems, target setting, annual reports and policy reviews.
- Ensure wherever possible all suppliers are ISO 14001 accredited.