ENVIRONMENTAL POLICY

Environmental Policy

We recognise that our activities can have an adverse impact on the natural environment through the consumption of resources and the generation of waste and pollution, and we seek to reduce this as far as possible. The company recognises that environmental protection, resource efficiency and sustainable development are necessary to ensure environmental damage is limited and that positive actions should be taken to improve the existing environment for future generations.

Carbon Management Strategy

Energy:

- Turn off unused office equipment
- Turn off equipment on standby in the evenings eg: PC monitors
- Heating / Cooling kept at optimum levels – employees encouraged to wear warmer clothing if they are feeling cold
- Buy 'A' rated appliances
- Use low energy rating where appropriate
- Virtualisation of servers
- Lights are on movement sensors
- Keep doors and windows closed and draught proof in cold weather
- Site any thermostats away from draughts or hot and cold spots
- Do not site hot equipment (eg photocopiers) near cooling vents
- Regularly maintain all equipment
- Use local suppliers whenever possible

Travel:

- All staff encouraged to use public transport instead of company vans
- Parking is provided for bicycles
- Use of conference calling is encouraged
- Vans serviced regularly

Recycling:

- Waste paper is stored and removed for shredding and recycling
- Cardboard boxes are kept to be re-used or put in the recycling bin.
- Toner cartridges sent to be recycled
- Mobile phones sent to be recycled
- All computer equipment sent for disposable under the WEE regulations
- Where applicable all usable parts are stripped from equipment and re-used

Rubbish Collection:

Rubbish collection is outsourced to a company who operate a zero to landfill waste policy. This means that anything that cannot be recycled is incinerated to produce green energy, so it is zero to landfill and all collections are carbon neutral.

They aim to recycle on average 66% of the waste they collect which compares to the current rate of 33% in London.

Sales:

Portfolio includes:

- Hosting services which utilise less installation services and equipment
- Teleconferencing services to avoid unnecessary travel
- Home working solutions

Printing:

- Using internet based billing for customers
- Use of PDF attachments rather than paper brochures encouraged
- Printing of company stationary on stock sourced from FCS timber
- Where applicable paper free administrative processes are encouraged
- Double sided photocopying of documents is encouraged