

# Environmental Best Practice

## Paper

- We will minimise the use of paper in the office through use of e-mail and digital file storage whenever possible
- We will reduce packaging as much as possible
- We will seek to buy recycled and recyclable paper products
- We will reuse and recycle all paper whenever possible

## Energy and Water

- We will seek to reduce the amount of energy used as much as possible
- Lights and electrical equipment should be switched off when not in use, especially overnight, weekends and days where the office is closed
- Heating will be adjusted with energy consumption in mind
- The energy consumption and efficiency of new products will be considered when purchasing

## Office Supplies

- We will evaluate if the need can be met in another way
- We will evaluate if renting/sharing is an option before purchasing equipment
- We will evaluate the environmental impact of any new products we intend to purchase
- We will consider environmentally friendly and efficient products wherever possible
- We will aim to reuse and recycle everything we are able to

## Transportation

- We aim to reduce the need to travel, restricting to necessity trips only
- We will promote the use of travel alternatives such as video/phone conferencing if appropriate

## Maintenance and Cleaning

- Cleaning materials used will be as environmentally friendly as possible
- Materials used in office refurbishment will be as environmentally friendly as possible
- We will only use licensed and appropriate organisations to dispose of waste

## Monitoring and Improvement

- We will comply with and exceed all relevant regulatory requirements
- We will continually improve and monitor environmental performance
- We will continually improve and reduce environmental impacts
- We will incorporate environmental factors into business decisions
- We will increase employee awareness through training