

04 Environmental Sustainability

We undertake safety, risk and environmental audits which reduce waste and energy. These contribute to our plans and improve employee retention, client satisfaction and financial stability.

An example is below which shows our Sustainability aims:

We have "greening the office" representation in the home office.

By using low cost energy sources available - we reduce its impact on the environment.

We purchase fewer reams of paper per person.

A 50% decrease in paper consumption is achieved by double sided print

We purchase mainly recycled paper

It takes 70% less energy and less virgin paper pulp to manufacture recycled paper. We buy paper with a high post-consumer waste content.

We recycle the majority of office paper

We conduct a periodic audit of our paper use to ensure we are achieving our targets.

We implement paper saving initiatives.

Paper cost can be halved by employing simple paper saving techniques. Reducing font and margin sizes can greatly reduce office paper use.

All non-essential office electrical equipment is switched off overnight.

We ensure that monitors and computer peripherals are included.

We recycle plastic bottles and cups.

It is better environmentally to avoid the use of plastic bottles and cups and use glass and mugs. Both have a greater potential for reuse.

We recycle plastic wrapping from magazines and newspapers.

This avoids more plastic going to landfill or incineration. We ensure all wrappings are label free.

We recycle printer cartridges.

We programme printers on light usage.

We recycle office electrical equipment.

We ensure minimising any environmental impact during disassembly, component recovery or disposal.

We recycle packaging materials.

Packaging makes up to 25 , 35 % by weight of the average waste bin, of which 60% is plastic.

Our transport costs and emissions are reduced:

We use a home-based office, diesel not petrol, public transport where possible, and local suppliers

We collect and recycle compostable waste.

Composting is an effective method of diverting biodegradable resources from landfill or incineration.

Water saving devices are fitted within toilets and washrooms.

Water is a finite resource and requires energy and chemical treatment. Water use can cost a company as much as 1-2% of its turnover. We can usually achieve financial savings of up to 20% of water expenditure at little or no cost.

Suppliers are selected against environmental criteria.

We ensure that information is obtained on environmental credentials. We help our supply chain by use of email for contracts and tenders.

Management Systems are in place to address sustainability related issues.

Communication: Sustainability objectives are communicated to supply chains

Our Code of Conduct and Sustainability Policy and practices are shared with stakeholders and partners to improve awareness and behaviour at work

Our sustainability performance objectives are assessed annually

Michael Oon June 30