

## ENVIRONMENTAL POLICY

### Recycling

We are committed to minimising the environmental effect of running our business. Paperwork is kept to the minimum i.e. as much as possible is done electronically. All paper is recycled our staff are aware of our recycling policy on paper and other goods.

Conduct business with integrity and dedicated observance of environmental laws and regulations

All incoming packaging / boxes are re-used / recycled. All ink cartridges are recycled.

- **We Switch off lights in empty rooms**  
We turn off lights in empty rooms. This can save up to 15% of our energy bill.
- **We keep windows closed in cold weather**  
If our staff are too warm, we turn the heating down instead.
- **We use just the light we need**  
If lights are too bright we remove alternative bulbs or switch off alternate fittings.
- **We use daylight**  
It's free - so we the keep windows and skylights clean and clear.
- **We Clean light fittings annually**  
Dirt reduces lighting efficiency, encouraging people to switch more lights on.
- **If we are too hot**  
We set the thermostat at 19° - costs rise by 8% for every 1° increase.
- **We don't heat unused space**  
We reduce heating during holidays and weekends.
- **Thermostats**  
We check that thermostats are sited out of draughts and away from either cold or hot spots.
- **We keep radiators clear**  
We don't block radiators with furniture -it reduces efficiency and output.
- **Consult your colleagues**  
We ask our colleagues where they think energy is being wasted, and for their ideas about saving energy.
- **Recycle spent ink cartridges**  
We are provided with envelopes use these and return spent ink cartridges to the **Tommy Campaign**
- We regularly check on your consumption of electricity, gas and oil, and that our bills relate to what we actually use, rather than an estimate.