

replace with
LOGO

Company Name

ENVIRONMENTAL AND SUSTAINABLE POLICY

VERSION 0.1

DATE

Presented by:

Your Name

[COMPANY X] Environmental and Sustainable Policy

[COMPANY X] recognises that businesses can have a negative impact on the environment. We are committed to, and enjoy, finding ways in which we can reduce the impact of our work both in the office and when work takes us away from the office.

We are fortunate in our line of work that we are not required to purchase great quantities of materials and that we do not produce much waste. [In fact, *insert here any products or services which the business produces that reduces the environmental impact*].

It is our policy to:

- Comply with all relevant environmental legislation, regulations and requirements
- Recycle all waste material possible
- Reduce the amount of waste material produced
- Avoid the use of paper wherever possible. For example, sending quote documents as PDF files
- Avoid the use of postal services, saving on transportation and on paper (envelopes). For example, emailing invoices and statements of account
- Recycle equipment that is no longer of use to the company. For example, we give away items such as computers and printers that we no longer use via the Gumtree website
- Aim to reduce our gas heating usage
- Keep energy usage low. For example, making use of low energy light bulbs throughout and using schedules to ensure computers are shut down after work
- Reuse waste paper (from the printer) where possible, making use of the blank side for notes etc
- Always to make use of recycling schemes by the printer manufacturers (to recycle toner cartridges and drums)
- Purchase products made with recycled paper. For example, laser paper, toilet paper
- Purchase products with a lower environmental impact. For example, Ecover washing up liquid and hand soap
- Use low impact transport for travel to and from work and travel for business. For example, we use public transport to attend meetings and offer a Cycle Scheme to encourage staff to cycle to work
- Make use of a car club where car travel is unavoidable. (This occurs once or twice a year)
- Avoid unnecessary travel by making use of instant messaging, video and audio conferencing, telephone and email

We aim to regularly review our Environmental Policy and seek to reduce our impact each and every year.

Policy created: [DATE] and was approved by the Board on [DATE]

Policy to be reviewed: [DATE] or as decided by the Board.