

## ENVIRONMENTAL POLICY

### Statement of Policy

Fanshawe is committed to the promotion of high environmental standards in all areas of our business operations and to encourage clients to adopt similar practical solutions.

### Aims

Our aim is to progressively reduce any harmful affects of our business activities whilst increasing awareness amongst our staff and those who work with us of our joint responsibility for the environment.

- Improve energy efficiency
- Minimise the use of environmentally sensitive materials
- Promote recycling and the use of recycled materials
- Reduce the quantity of paper used
- Minimise waste and reduce consumption of materials
- Reduce toxic emissions
- Develop environmental standards and promote them throughout the business
- Ensure compliance with standards for noise, water quality, waste management and energy
- Meet or exceed all the environmental legislation that relates to the Company
- Source consumables that minimise the environmental impact of both production and distribution.
- Avoid the use of ozone depleting substances
- Avoid the use of UK Red List substances

### Implementation

Practical methods currently employed to reduce our environmental impact include:

- Storage of documents in electronic format
- Promote electronic data transfer and tendering procedures
- Double sided printing and copying
- Recycle paper and computer consumables
- Print draft documents on scrap paper
- Use automated timer controls to reduce power consumption
- Use power and energy management technology on IT equipment
- Upgrade technology rather than renew
- Use lead-free fuel for company vehicles
- Combine journeys, encourage car-share and promote use of public transport
- Provide Cycle Purchase facilities for staff
- Provide filtered not bottled water for staff
- Educate staff

### Policy Review

The effectiveness of the policy is reviewed periodically and all staff are encouraged to propose new ways of reducing our environmental impact.

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