



Energy Saving Policy

1. Introduction

We aim to be an environmentally friendly Company and it is our intention to promote a policy that is focused on being green aware and saving energy. A culture will be fostered within the Company that ensures all employees understand they can make a significant contribution to the Company being an environmentally friendly and green aware company.

The Company's policy is to comply or exceed the requirements of environmental legislation and regulation.

2. Your Responsibilities

All employees are responsible for helping the Company to save energy. To achieve this, employees will:

- "Switch off" all equipment such as computers, screens, lights, phones, chargers, photocopiers and printers when not in use, including during breaks and at the end of the working day;
- recycle all waste materials, where possible;
- reduce volumes of waste generated by the Company by, for example, only printing when absolutely necessary and only using resources that you need;
- make use of natural light where possible;
- use blinds to prevent heat loss or reduce the need for air conditioning, subject to weather conditions;
- use the stairs rather than the lifts, if you can;
- reduce the use of water where possible;
- use technology to reduce the need to travel, and use public transport or electric vehicles, where travel is unavoidable;

3. Our Responsibilities

- the Company will review and explore measures for the reduction of volumes of all waste materials generated by the Company;
- the Company will explore opportunities for recycling all possible waste materials. Our ultimate aim will be to recycle any waste material that can be recycled;

- the Company will aim to reduce levels of energy consumption. The Company will introduce working practices that requires equipment such as computers, screens, lights, phones, chargers, to be "switched off" when not in use, including during breaks and at the end of the working day. The Company will also ensure that heating, lighting and ventilation are used efficiently and effectively;
- the Company will explore, and implement where possible, energy saving measures such as: labelling switches to avoid lights and other appliances being left on when not in use, installing occupancy sensors in areas such as kitchens, store cupboards and toilets, making use of natural light where possible, encouraging staff to use the stairs if they can, rather than lifts, monitoring timings and temperatures of the Company's heating and cooling systems to see if any energy saving adjustments can be made, checking the energy efficiency of appliances such as fridges and replacing these where necessary;
- the Company will aim to purchase and use energy efficient products, such as energy saving light bulbs, where possible and appropriate;
- the Company will review, and improve where appropriate, the insulation and draught-proofing of its facilities;
- additionally, the Company will explore whether environmentally friendly products can be purchased when buying any equipment for use within the Company;
- the Company will review opportunities and consider implementing measures for the reduction of the use of water;
- the Company will aim to reduce levels of pollution emissions wherever possible;
- the Company will use technology to reduce the need to travel, and encourage staff to use public transport or electric vehicles, where travel is unavoidable;
- the Company will ensure that all employees are made aware and have access to a copy of this energy saving policy. The Company will regularly review the policy to ensure that we are a green aware and environmentally friendly organisation.

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