

The long term sustainability of our Planet require us all to protect the Environment and this is applicable in the office as it is out on site. Emphasis should be on simple effective controls such as:

1. **Waste:** Reduce paper use by printing double sided, Re use stationary wherever possible.
2. **Re-cycle:** Return toners to the supplier, establish stationary return point for i.e. ring binders.
3. **Electricity:** Power saving stickers at switch points, disable screen savers on computers to cut energy consumption. Keep doors and windows closed in Air Conditioned rooms, Organise a shut down checklist for holidays etc. Check the offices for unnecessary heating and take action to turn down or off.
4. **Travel:** Promote cycling and car share. Activate a season ticket loan scheme.
5. **Procurement:** Select your suppliers locally where possible, ensure supplies of wood materials are sourced from FSC suppliers, check your suppliers environmental management system for compliance, look at the whole supply chain for efficiency savings and the Whole life costing of installation and maintenance of equipment and the cost of disposal.

## 5. Sustainability:

Embed the good practices into a continual improvement program to sustain environmental protection for the future.

