

# Environmental & Sustainability Policy

***Rethink, Reduce and Recycle: Small initiatives add up to big results.***

## 1. Policy Purpose and Mission Statement

The purpose of this policy is to ensure staff are fully aware of our environmental goals and to comply with applicable legislation. It will also enable us to reduce environmental impacts, waste and cost as well as being able to better the Widgit culture & promote the health & wellbeing of staff and the community.

## 2. Policy Statement

We recognise that environmental concerns and impacts are becoming more and more important and that we have an ethical duty to ensure that we do the right thing in an environmentally acceptable way, by adopting modern methods of environmental management and sustainable development wherever practicable.

## 3. Aims and Objectives

Our objective is to reduce pollution generated by our activity. We must strive to minimise waste and maximise re-use where possible. We will aim to:

- Work with efficient equipment to reduce energy consumption of both electricity & fuel.
- Invest in energy from sustainable sources, using the most energy efficient goods & services.
- Contribute by using fewer material goods and using locally produced good & services
- Contribute towards encouraging low carbon lifestyles and travel habits
- Continue to promote the health and wellbeing of staff at work
- Reduce CO<sub>2</sub> emissions

## 4. Practical Steps

All staff should be responsible for ensuring the company objectives are met by contributing to the following basic principles:

### Reduce Printing

- Continue to request paperless copies of invoices/documents
  - Minimise the use of paper (and other office consumables) or copy double sided if necessary
  - Switch photocopier off at end of working day
  - Reuse and recycle all paper where possible
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## Office Supplies

- We will evaluate the environmental impact of any new products we intend to purchase and will favour more environmentally friendly and efficient products wherever possible, i.e. recyclable paper
- We will reduce packaging as much as possible and recycle packing materials where we can
- We will reuse and recycle everything we are able to including printer paper, printer toners and plastic drinks bottles
- We will continue to have plants in the office

## IT Equipment

- Commit to switching computers to sleep/hibernation mode and turn off where practicable
- unplug all other electrical items before leaving building where practicable
- Purchase, where possible, new equipment as newer models consume less energy

## Energy and water

- We will seek to reduce the amount of energy used as much as possible
- Lights and electrical equipment will be switched off when not in use where practicable
- Heating / Air Conditioning will be adjusted with energy consumption in mind (set temperatures to establish summer/winter ranges)
- Keep windows/doors shut when using heating
- Maximise natural daylight
- The energy consumption and efficiency of new products will be taken into account when purchasing
- Only use as much water as necessary
- Report any dripping taps or leaking pipes immediately
- Only boil water that is needed

## Maintenance and Cleaning

- Cleaning materials used will be as environmentally friendly as possible
- Materials used in any office refurbishment will be as environmentally friendly as possible

## Waste Management

- We will continue to recycle as we do. Residual waste such as paper, cardboard, kitchen waste, tin, glass and plastic with a grade of LDPE 4 (shrink wrap, bubble wrap, plastic film packaging) can all go in the wheelie bin
- We will only use licensed and appropriate organisations to dispose of waste

## Travel

- Reduce the need to travel, restricting to necessity business trips only
- Reduce the need for our staff to travel by supporting alternative working arrangements
- We will promote the use of travel alternatives for meetings where possible, video/phone conferencing
- Make additional efforts to accommodate the needs of those using public transport or cycles (possible introduction to the Cycle to Work Scheme)
- Favour 'green' vehicles and maintain them rigorously to ensure ongoing efficiency

## Monitoring and Improvement

- We will comply with and exceed all relevant regulatory requirements

- We will continually improve and monitor environmental performance
- We will continually improve and reduce environmental impacts
- We will incorporate environmental factors into business decisions
- We will increase employee awareness
- We will review this policy and any related business issues every 3 years or as necessary

## Culture

- We will ensure staff are aware of our objectives so they can contribute towards greater commitment and improved performance
- We will use local labour and materials where available to reduce CO2 and help the community

## 5. Working from Home

With the introduction of flexible working and home working, all staff who work from home can benefit from being environmentally friendly, which contributes towards us achieving our environmental goals. As this will mean commuting less to and from the office, our carbon footprint will be much lower. Below are a few actions we can all take:

### Adjust your thermostat

Adjusting the thermostat by 2 degrees up in the summer and 2 degrees down in the winter can save nearly 1000kg of carbon dioxide per year.

### Use eco-friendly office supplies

If you use office supplies i.e. notebooks, pens etc, try to use waste free or biodegradable products.

### Green your energy supply

Unplug electronic devices that are not in use, such as your laptop, mobile, coffee machine, microwave or television, when not in use. Reducing the brightness on your computer monitor can save up to 20% of the monitor's energy. Less energy equals less strain on the environment.

### Plants

Keep it simple - buy a few plants to boost your mood, air quality & productivity whilst you work from home

## 6. Policy review

This policy will be reviewed every **3 years** or sooner if changes in legislation occur or new best practice evidence becomes available.

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