

Sustainability Addendum

Purpose

This addendum is to be used during office closure and/or remote working and will be in place during any periods of local or national circumstances (such as Covid-19). This has been created alongside a review of the Sustainability Policy research and action plan.

Widgit's commitment to promoting sustainability must continue to:

- Improve the environmental health/quality (clean air, natural resources)
- Comply with applicable legislation
- Continually improve and contribute towards environmental performance
- Reduce environmental impacts, waste and costs
- To better the Widgit culture & promote the health & wellbeing of staff

Office Premises

The office remains closed during this time. However, should you need to go in, it is important that we continue to promote sustainability by reducing energy consumption & costs. Therefore, whilst in the office and before leaving please ensure you:

- Set temperature of building to established summer and winter ranges
- Close blinds or curtains to minimise heat build-up
- Keep windows and doors closed when using heating
- Switch off lights when not in use
- Ensure the printer/copier is switched off
- Maintain air-conditioning at a constant temperature of 23-24°C. If the weather is not too hot, refrain from using AC and open doors/windows where possible. The air conditioning in the back room should be left on but set to 23°C when you leave (because of the server room)
- If the weather is not too hot, refrain from using Ac and open doors/windows where possible
- Only boil the amount of water that is needed
- Only use as much water as necessary. Report any dripping taps or leaking pipes immediately
- Continue to recycle

Working Remotely

Working from home offers a vast amount of sustainability benefits, allowing us to achieve our environmental goals. As well as the above points, the following practices whilst working remotely all contribute towards sustainability:

- Keep it simple - buy a few plants to boost your mood, air quality & productivity whilst you work from home
- Move it online - by keeping your paper wastage to a minimum, you'll be doing your bit in helping the environment
- Adjust your 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 devices as much as possible - to improve sustainability while working from home, you can start by unplugging electronic devices that are not in use. This could mean unplugging things like your laptop, mobile, coffee machine, microwave or television when not in use. Fitting energy saving light bulbs makes a big difference.



- Decrease the brightness on your computer monitor as this can save up to 20% of the monitor's energy. Less energy equals less strain on the environment