# NAME OF ORGANISATION

Environmental Sustainability Policy

**Name of Organisation** recognises that businesses can have a negative impact on the environment. We are committed to finding ways in which we can reduce the impact of our work both in the office and while out in the community.

It is **Name of Organisation** policy to:

* Comply with all relevant environmental legislation, regulations and requirements
* Recycle all waste material where possible
* Reduce the amount of waste material produced
* Avoid the use of paper wherever possible
* Avoid the use of postal services, saving on transportation and on paper eg emailing invoices where possible
* Recycle equipment that is no longer required the company eg items such as computers and printers no longer in use
* Keep energy usage low eg make use of low energy light bulbs throughout and use
* schedules to ensure computers & lights are turned off after work
* Re-use waste paper (from printer) where possible, making use of blank side for notes etc
* Always make use of recycling schemes by the printer manufacturers eg recycle toner cartridges and drums
* Purchase products made with recycled paper
* Purchase products with a lower environmental impact
* Avoid unnecessary travel by making use of instant messaging, video and audio conferencing, telephone and email

**Name of Organisation** aims to regularly review the Environmental Sustainability Policy and seek to reduce the company’s impact every 2 years.