



## **Our Green Commitment**

- We encourage our staff to avoid wasteful printing
- It is requested that all waste paper is used by staff on both sides before recycling
- Where possible the paper we use is recycled
- All staff must actively focus on email and web based communication
- Kitchen waste must be recycled where possible
- All chargers for mobile phones and PDA's should be unplugged when not in use
- Where possible, staff should utilise natural daylight as a preferred source to office lighting
- Office lights (if used) are to be turned off at 1700hrs GMT when offices close
- All PC's are set to power saving
- Both offices are well insulated so heating temperatures are reduced
- Our offices are semi-furnished with recycled furniture
- We use recycled business cards
- We recycle our old computers, mobile phones and printer cartridges