

# Environmental

## Environmental Policy

Joanne Wood Design (JWD) recognises and accepts its responsibilities to care for the environment by reducing, reusing and recycling.

## Policy Statement

JWD will:

- 1.1. Aim to reduce the use of all materials, supplies and energy it uses.
- 1.2. Reduce waste produced in all areas of the organisation, reuse and recycle waste where possible, and aim for waste-free processes.
- 1.3. Include environmental and ethical considerations in purchasing and tendering out services.

This Environmental Policy sets out measures JWD will take to reduce, reuse and recycle energy and materials within the organisation. It will also outline its policy on purchasing and awarding tenders to suppliers.

## Our personal commitment

- **Reduce our carbon footprint** by assisting staff working from home offices. Where possible all communication between staff, suppliers and clients is to be undertaken by electronic means, and where practical JWD are committed to using only local suppliers to reduce the carbon footprint from delivery and also aid the social and economic stability of the area, Essex/London. JWD where acceptable by the client, supplies digital PDF proofs for checking and signing rather than printed proofs, to save paper, ink and carbon footprint on delivery. This is also a more time-efficient procedure.
- **Use recycled or papers containing a percentage of recycled fibre** where practical. Paper used preferably is supplied from a mill accredited with the international standards ISO 9001 (Quality Management System), ISO 14001 (Environmental Management System) and ISO 18001 (Occupational Health and Safety Management Systems). JWD are also committed to trying to inform clients of the benefits of printing on recycled paper, or paper containing recycled fibres, and using such paper at every opportunity, where the client's budget allows.
- **Recycle all internal waste** where practical, including paper and plastics.
- **Reduce all internal waste** by operating a 'think before you print' policy to minimise wastage. All email signatures also contain 'think before you print' information. JWD are also committed to reducing energy wastage by using low energy bulbs and power-off buttons.
- **Use only unleaded fuel** in all vehicles used by company staff members.
- **Work with only other like-minded companies** and suppliers who adhere to an environmental policy JWD deem acceptable.

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## Waste reduction

- Use of both sides of paper if printer allows.
- Effective use of IT (including e-mail) to prevent unnecessary printing and duplication (adjusting font sizes and margins to allow documents to fit onto one piece of paper, print preview prior to printing, thorough proofing of large print-runs before printing).
- Circulation/display of non-urgent memos or information, as opposed to printing multiple copies.
- Provision of reusable cutlery, crockery and napkins for use by staff and visitors in preference to disposable.
- To avoid the use of batteries, especially those with high levels of lead, mercury and cadmium, where there is a better environmental option, such as rechargeable.

## Waste reuse

- Purchase of second-hand furniture and similar items whenever feasible.
- Saving and reusing envelopes where possible.
- Printing draft documents on the back of paper which has already been used on one side.

## Recycling

- Recycling all materials where free local facilities exist.

## Energy and water consumption

- Use of energy efficient light bulbs.
- Introducing movement detection lighting wherever safe and practical to do so.
- Use of power-down features on electronic equipment.
- Turning off lights and heaters when not needed, and use of adequate insulation.
- Use of rechargeable batteries in preference to non-rechargeable ones.
- Responsible use of water with minimal wastage.

## Purchasing

- Purchase of products containing recycled material for office use, where practical and safe.
- Buying in bulk to reduce packaging waste.
- Specifying the use of reusable crockery and cutlery, reusable napkins, milk jugs rather than individual portions, and other reduction and reuse measures at conferences, seminars and events.
- Purchase solvents and paints that has low solvent, or solvent-free products such as water based paints, varnishes and glues.

## General office environment

- Maintaining the office as a pleasant and effective working space.
- Encouraging the use of plants (and the proper care of these), especially those which are good at absorbing emissions from printers.
- Carrying out an annual office tidy-out and waste amnesty.

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- Regularly servicing all office machinery to maintain optimum operating efficiency and longevity.
- Encouraging cleaning staff to use cleaning products which do not present a problem to humans or the environment, are biodegradable, do not contain harmful solvents or propellants and have not been tested on animals.

## Conclusion

The Company Director Joanne Wood is responsible for administering this Environmental Policy. It is also the responsibility of the Director to monitor the energy management and to access and set achievable targets.