

## **Paperchasers Limited Environmental Policy**

The Environmental Policy covers all aspects of **Paperchasers Limited** operations – from good housekeeping measures such as using both sides of paper prior to recycling, to ensuring that investments made are environmentally sound. The policy also commits us to promoting the use of suppliers and services who adhere to environmentally sound ways of operating.

All staff receive a copy of this Environmental Policy during the Induction process. This Policy is regularly referred to in decision making. It is reviewed annually by the MD.

**Paperchasers Limited** practices the principles of the **3Rs** :-

**Reducing** consumption where possible by thinking about what we purchase and how we use it.

- Non-essential documents and emails will not be printed. We will annually review which internal documents and external publications are essential, if they are not they will be cancelled thus reducing waste and saving money.
- We will endeavor to avoid purchasing disposable cups and food packaging.
- We will ensure all printing and photocopying is done on double-sided paper.
- All printer machines will be set to 'draft,' hence minimising the amount of ink used.

**Reusing** discarded materials wherever possible, by trying to find a second life for items.

- Scrap paper is used in printers, fax machines, for taking messages and for writing notes or draft copies of documents. Envelopes and packaging are reused where possible.
- We will refer our customers to the Birmingham Resource Play Centre for the re-use of appropriate inert business wastes in art and craft activities amongst local schools and play groups.
- If ICT equipment is being replaced then we will seek to have those items reused by locally based charities &/or schools.
- We will purchase recycled printer cartridges and refill them for further use.

**Recycling** as the third option of the 3R's when the first two R's have been undertaken.

- We recycle all our office waste materials locally.
- Where ICT items can not be reused, they will be recycled locally.

**Paperchasers Limited** will buy recycled. All publications and general office papers are printed on 100% post-consumer waste recycled papers, any additional purchasing costs will be balanced against reduced consumption. When purchasing other items of office equipment recycled options will be considered.

**Paperchasers Limited** seeks to purchase fair traded and environmentally sound goods. In particular wood products should carry the Forestry Stewardship Council logo, and when catering for events food should be organic, and tea and coffee should be fair traded.

**Paperchasers Limited** promotes the use of cycling, walking and the use of public transport for journeys. Where the use of a car is required, car sharing is encouraged as appropriate.

**Paperchasers Limited** uses a minimum 5% blend bio-diesel fuel to conduct its recycling services and seeks to minimise miles traveled by optimizing the efficiency of collection rounds. Home-based working is encouraged as appropriate, thereby reducing traveling requirements.

**Paperchasers Limited** seeks to minimise the use of energy in its activities. Energy efficient electric lighting is used as much as possible. Lights and equipment will be switched on only when needed and not out of routine. Heating will be kept to a minimum and the thermostat will be regularly checked to ensure it is not set too high, and will be switched off during the summer months.