

Environmental policy

Introduction

Xfor Management (UK) Ltd recognises the importance of environmental issues and sustainability and therefore we will consider these matters in all of our business decisions. This policy is not contractual but environmental issues are an integral part of our quality management process and we believe placing emphasis on this gives the right message to our staff, customers and suppliers, and demonstrates our commitment to the wider community.

We will comply with all European law applicable to environmental legislation, regulations, approved codes of practice and other external requirements applicable to our business.

Where practicable, we will set internal standards which exceed these requirements. In order to develop our environmental policy, we have adopted a minimum set of standards, concentrating on processes that cut down waste, re-use resources and recycle wherever possible.

Actions taken

The actions we will take to make this policy work include:

- disposing of any waste produced in an environmentally responsible manner wherever reasonably practicable
- ensuring wherever possible that all products purchased that are derived from natural resources are from sustainable sources
- setting and reviewing annual objectives and establishing, implementing and maintaining programmes in order to achieve these objectives
- ensuring that all decisions regarding working practices and purchasing take relevant environmental considerations into account
- where possible reducing the use of company vehicles during working hours and regularly monitoring the condition of such vehicles with a view to reducing harmful emissions
- training and encouraging all staff to work in an environmentally responsible manner and ensuring our communications raise awareness and keep all staff and interested parties informed
- endeavouring where possible to ensure that clients, suppliers and contractors with whom we have dealings are likewise environmentally minded in their approach to business
- conducting audits of procedures and practices and responding to deficiencies through a planned programme of remedial action.

Responsibilities

The company Directors are responsible for overseeing environmental issues and ensuring we remain compliant with changing legislation. All managers are responsible for ensuring this policy's successful implementation within their own departments. All employees have a responsibility to adhere to this policy.

Minimum environmental standards

The points outlined below are the minimum environmental standards which we require and will endeavour to achieve. As this policy develops, we expect our standards to continually improve.

Waste disposal

We will investigate and utilise, wherever possible, environmentally sound waste disposal methods for all waste materials. Any product discharged by us into the drainage system or into the air will comply with any legislative requirements.

All bottles, jars, tins, unusable scrap paper, reports, newspapers, magazines, CD Roms, batteries, toners etc will be recycled. Employees are therefore requested to dispose of such materials in the receptacles provided. Old company uniforms, protective clothing, mobile phones and other equipment, fluorescent tubes, exhausted batteries, printer cartridges etc will be sent to the appropriate recycling centre. When replacing items of equipment or furniture we will aim to recycle or resell the obsolete models.

Where possible, the use of plastic packaging materials will be minimised.

Consumables

We utilise electronic means of working and to cut down on waste we discourage the keeping of hard copies.

Recycled paper will be used whenever suitable. All reports, papers and company documents should be printed on double-sided paper to decrease paper usage. All staff are requested not to discard paper which can be reused as scrap, but to put this in the receptacles provided. Separate bins are provided for coloured and white paper. Internal mail should be sent using reusable envelopes and files.

We will always aim to buy products containing/produced with recycled materials where these are suitable for the job, including refillable pens, re-manufactured printer and toner cartridges, folders, toilet rolls, kitchen towels and long-life products. Wherever possible, biodegradable and phosphate-free detergents will be used in sinks, toilets etc.

Energy efficiency

Within the parameters of health and safety, we will minimise the use of energy. Long-life low-energy light bulbs and other energy saving devices will be used in all areas. All employees are requested to turn off the lights and/or any fans when leaving their offices unattended, and to turn off the lights and fans in the toilets and other rooms when not in use. Electrical equipment including computers, photocopiers and printers should not be left turned on and running when not in use, unless there is particular reason (ie terminals left on following request by the IT department in order to undertake essential maintenance outside of normal working hours).

Transport and deliveries

The use of electronic mail is encouraged to reduce the use of couriers and mail.

All business vehicles will use diesel or lead free petrol and will be chosen with environmental efficiency in mind. We will maximise the efficiency of our vehicles through maintenance, appropriate selection of vehicles/engine size and driver training. Vehicles should be driven, within the parameters of health and safety, with fuel efficiency in mind.

The use of video/telephone conferencing will be promoted to reduce unnecessary travel. Where travel to meetings is necessary, we encourage the use of public transport or shared transport.

We also encourage staff to share cars, cycle to work or use public transport if they can. To this end, the Office Manager maintains a register of those interested in car sharing. Showers and lockers are provided for the use of those who cycle to work. For those who wish to travel by public transport, some flexibility in working hours may be agreed to fit around bus and train times at the discretion of each employee's manager.

Relationships with suppliers

We will establish environmentally sensitive purchasing policies and monitor the environmental awareness of our suppliers, ideally setting a standard with which they must comply.

Communication and training

This policy will be made readily available to all employees, suppliers and customers and we will ensure awareness of environmental issues throughout all areas of the business through staff training and development. In addition, signs reminding staff to recycle waste materials and to economise on electricity will be posted in appropriate places around our premises.

Implementation, monitoring and review of this policy

This policy will take effect from 1st April, 2011. The company Directors have overall responsibility for implementing and monitoring this policy, which will be reviewed on a regular basis following its implementation (at least annually) and additionally whenever there are relevant changes in legislation or to our working practices.

We will regularly audit our premises, equipment and procedures to ensure these are energy efficient and utilised to an acceptable standard.

Any employee who feels this policy is being breached should raise this with the Office Manager. Any queries or comments about this policy should be addressed to the Office Manager.