

# PROPERTY INVENTORY

## WITH AN EDGE FOR THE ENVIRONMENT

### OUR ECO POLICY

We do recognise that our operations have an impact on the environment and result in emissions to air and water. It is our aim to reduce the environmental impacts of our business and to operate in an environmentally responsible manner.

### ACTIVITIES AND INITIATIVES

- We have invested in a fleet of Smart cars, chosen for their eco-efficiency and low carbon dioxide emissions
- Paper re-use and envelope re-use, including using paper printed on one side for draft printing or for internal documents
- Green procurement where possible for office materials – eg all paper recycled, environmentally friendly cleaning products etc
- Separate out recyclables and recycle locally
- Turn off PC monitors when not in use
- Turn off PCs and network printers every evening
- All lights use energy efficient and energy saving light bulbs

### TARGET

To achieve our aims, we have set ourselves the target of informing all of our customers and suppliers about our environmental policy. This we achieve through our website.



### MONITORING AND AUDITING

Progress regarding these objectives will be monitored through our monthly management meetings.