

Feather Brooksbank Ltd						
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## Environmental Policy

### **Mission Statement**

An effective environmental policy will reduce waste and pollution.

In a global sense, we should be more mindful of the consequences of our actions on other people; in a local sense, becoming a more energy-efficient company will save us money.

### **Summary of Aims**

- Minimise office waste, and recycle selected waste products
- Use energy efficiently
- Select products with regard to their environmental impact
- Increase staff awareness
- Comply with all relevant environmental legislation as well as other requirements to which the company subscribes.
- Strive to continuously improve our environmental performance.

### **How to implement our aims**

#### **Minimise office waste**

- Identify office waste which could be recycled, reduced or re-used, and implement systems to do this.
- Use electronic transfer and storage of data rather than paper copy wherever possible.
- Reduce the use of paper by double-sided printing and copying, and by encouraging staff to use the preview function before printing.
- Reduce the amount of media packs, newsprint and other printed material given to us by suppliers.

#### **Use energy efficiently**

- Specify more efficient heating, ventilation and lighting equipment and controls wherever possible.
- Encourage staff to save energy by raising awareness.
- Encourage the purchase of energy efficient and environmentally friendly electrical and domestic products.

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### Select products with regard to their environmental impact

- **Furniture and fittings**
- Specify in orders and contracts that timber and timber products (e.g. joinery, fittings, furniture and veneers) come from a sustainably managed forest whenever possible. Low-solvent or solvent-free products should replace potentially harmful solvents (e.g. paints, varnishes and glues).
- **Paper and ink**
- Aim to use recycled paper wherever possible.
- Ensure that paper which is not recycled comes from sustainably managed woodlands and that it is chlorine-free whenever possible.
- Ensure that material produced by Feather Brooksbank is recyclable.
- Inks should be made from environmentally sustainable bases.
- **Appliances/Equipment**
- Appliances that contain greenhouse gases (refrigerators, fire extinguishers, etc) should be avoided in favour of substitutes with a lower global warming potential.
- Minimise the use of batteries with high levels of lead, cadmium and mercury and use rechargeable or solar cell products wherever possible.
- Obsolete IT equipment should be recycled, re-deployed or passed on to brokers of obsolete IT equipment.
- **Transport**
- Offer cash alternative to company cars and encourage staff to use public transport.

### Staff Awareness

- **Endorsement**
  - The environmental policy will only succeed if it is fully embraced and implemented at the most senior management levels across the group, and if it is adopted by staff.
- **Measurement**
  - The implementation of an environmental policy must be seen to be effective. This means that all the aims must be measured and improved upon, with regular reports to staff.
- **Involvement**
  - Staff should be consulted and encouraged to take responsibility for promoting the policy e.g. appoint an environmental committee to cover all the offices; reward individual suggestions for improving energy efficiency and reducing waste; etc.
- **Motivation**

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- Staff should see a tangible benefit to promoting the environmental policy globally e.g. reports on new inks, etc, and locally e.g. savings made on paper costs to be donated to a charity chosen by the staff.

We will strive towards continuous improvement and monitoring of our Environmental Management System including this policy and will make the policy publicly available on our website.



Stuart Feather  
Managing Director

November 2008