

COMPANY ENVIRONMENTAL GUIDELINES 2012

APPLIES TO: ALL STAFF

1. Matthew Fairweather Design Consultants is a member of the West of England Carbon Initiative, The Princes Mayday Network and Bristol Green Capital. We have committed to reducing our carbon footprint by 10% by 2012. Data on our gas and electricity usage, car mileage etc are regularly logged and monitored.

2. Matthew Fairweather Design Consultants encourages staff to cycle to work where possible. We offer all staff a salary sacrifice scheme to enable them to make a saving on the purchase of a bicycle. Bike racks are available on site.

3. The company has put together the following guidelines to ensure the effective use of company resources and minimisation of waste, and has also taken steps to implement a recycling policy that is user-friendly company-wide.

4. Paper used by the printer that is discarded must be re-used wherever possible, for fax machines and internal memos etc. Where this paper cannot be used due to its poor quality or that the machine will not take this paper, it must be put in a green recycling bin (see 5).

5. There are green recycling bins as near as convenient to a fax machine or printer. This is to ensure that waste paper is not just binned but can be recycled. These bins are also used for other materials as detailed in 6. Recyclable waste is collected on a monthly basis by Elm Tree Re-cycling.

6. Materials that the company uses daily that are suitable for recycling purposes are as follows:

Paper (no staples)	Magazines
Report boxes	Newspapers
Paper ream wrapping	Directories
Cardboard boxes	Flyers
Mounting card	Junk mail
Empty label sheets	Envelopes
Post-its	Juice cartons
Junk mail	

7. At all times members of staff must endeavour to work towards more environmentally sound surroundings. This can be contributed towards by doing the following:

- Recycling all products listed above
- Turning off lights when not using the room
- Turning off copiers and printers when leaving the office
- Ensuring taps are turned off fully after use
- Limited and more effective use of stationery resources
- Re-using jiffy bags.
- A 'Right First Time' approach to printing/copying
- Closing windows when using heating

Making the effort to go that little bit further in order to ensure that any recyclable materials are placed in the green bin rather than casually thrown away

8. The company has examined the state of its current resources with a view to using more environmentally friendly alternatives. Examples of actions taken:

- Replaced our coffee and tea with a Fairtrade brands
- Use CFC-free air fresheners
- Using biodegradable bin bags/liners
- Using paper towels that use re-cycled paper
- We have stopped the use of disposable plastic cups

9. The company will endeavour to work with suppliers who adhere to its own environmental policy designed to maximise resources, minimise waste and treat/handle waste in an environmentally sound manner.

Matt Fairweather
January 2012

