



## Environmental Policy

### 1. Introduction

R<sup>3</sup> recognise that our operations do have an effect on the local, regional and global environment. As a consequence of this, the management are committed to continuous improvements in environmental performance and the prevention of pollution. We will do this by:-

- optimising the use of energy;
- ensuring the efficient use of energy;
- encouraging re-use and recycling; and
- ensuring that we meet all legislative requirements.

Environmental regulations, laws and codes of practice will be regarded as setting the minimum standards of environmental performance.

### 2. Policy Statement

#### • Energy

The company will use environmentally safe and sustainable energy sources to meet our needs. We will invest in improved energy efficient products that we use such as energy saving computer equipment.

#### • Resource consumption

We will seek to address its impact on the environment through the adoption of a sustainable procurement policy. We will conserve resources through efficient use and careful planning. For example, by adapting the way we use our IT systems we have reduced the amount of paper that we consume.



- **Recycling**

A primary part of our corporate environmental strategy is sustainable waste management and as such we look to recycle materials wherever possible. Our major products are paper, toner and IT equipment. Paper and toner are recycled and old IT equipment is donated to charities and schools.

- **Transport**

We aim to reduce fuel consumption and exhaust emissions through a number of methods. We encourage the use of public transport and car sharing for client visits. We are committed to keeping city centre locations for our offices enabling more staff to take advantage of public transport when commuting. We actively encourage the acquisition of diesel cars for our company car fleet.

- **Audit**

We will conduct an annual self-evaluation of our performance in implementing these principles and in complying with all applicable laws and regulations.

### **3. Summary**

Office based business account for a significant proportion of the UK's energy consumption. R<sup>3</sup> Limited wishes to contribute in improving the global environment by reducing the impact its activities have on the environment.

We recognise that our staff have an important part to play in helping us achieve these objectives and we encourage and train our staff to carry out their tasks in the most environmentally responsible way possible.

We actively encourage our staff to identify ways of reducing our environmental impact. All suggestions are considered by the management team and staff are rewarded for any ideas that are implemented.