

Environmental Action Plan



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ACTIVITY	CURRENT ACTION	FUTURE ACTION
Office		
Energy supplier	Using 100% renewable energy	Continue
Lighting and equipment	Energy saving mode and ensure everything is turned off overnight	Continue
Heating	Only heating the office when necessary	Explore the most efficient way of heating the office
Paper use	FSC Paper	Explore recycled paper options
Paper disposal	Recycling all paper	Continue
Printer consumables disposal	Recycling all printer cartridges	Continue
Non-recyclable waste	General waste	Explore minimising non-recyclable items ie. cardboard job bags instead of plastic ones
In-house printing	Minimal printing	Change all printing to draft. Explore digital record keeping of receipts and invoices.
Data storage	Cloud and hard drive storage	Where possible reduce the need for online cloud storage (unless data centre offers ethical storage)
Office supplies	Tesco, Amazon, Currys	Look for local office supplier
Print Design		
Paper	FSC or recycled paper or combination	Continue
Sustainable targets for each print project	<ul style="list-style-type: none"> • Printer have ISO 14401? • Is the paper FSC/recycled? • Finished product be recyclable? • Printer use renewable energy? • Locality of Printer • Are the inks used sustainable? 	Aim to have maximum targets possible reached for each job

Website Design		
Web Hosting	Sustainable Web Host	Continue
Design	Energy efficient websites	Further training on designing for energy efficiency

Business Travel		
Emissions	Minimal travel or video-conferencing	Continue
Vehicle	Bluemotion	Purchase an electric car when next change vehicle

Company Administration		
Banking	Currently using an ethical bank	Switch to bank with higher credentials
Insurance	Local supplier	Switch to ethical investor November
Environmental Policy	–	Make policy available on website