

INDECS Consulting Limited “Green Office Guide” & Environmental Policy

ENVIRONMENTAL STATEMENT

INDECS Consulting Limited is committed to minimising the impact of its activities on the environment.

The key points of its strategy to achieve this are:

1. Minimise waste by evaluating operations and ensuring they are as efficient as possible.
2. Actively promote recycling both internally and amongst its suppliers.
3. Source and promote a product range to minimise the environmental impact of both production and distribution.
4. Meet all the environmental legislation that relates to the Company.
5. Commit to continuing improvement of our environmental requirements.

We encourage the above by:

1. Using green recycle bins for paper for collection by Orion and audit this accordingly.
2. Having a recycle bin in the tea point area for other recycle items (cans etc).
3. Using a Toshiba Carbon Zero Photocopier.
4. Emailing where possible rather than printing.
5. Including an Environmental message in footer to all outgoing emails.
6. Returning empty printer toners and batteries to Stationers for recycling.
7. Disposing any IT equipment by deleting and destroying the hard disk and recycling where possible
8. Switching off lights and TVs when not required.
9. Using duplex printing where possible.
10. Cycling to Work Scheme.
11. Green Taxis.
12. Skype / Videoconferencing increased to avoid travelling by aeroplane, car, taxi.
13. Office LED lights in meeting rooms.
14. Eliminating the number of printers in the office.
15. Reducing the fruit, bread and milk weekly order to eliminate potential food waste.

Our Environmental Statement is reviewed on an annual basis.

Signed:



July 2019



INDECS Consulting Limited

“Green Office Guide” & Environmental Policy

INDECS' Commitment

INDECS recognise and understand the importance of protecting the environment and promoting best practice. We are committed to continual improvement in our environmental performance, and minimising adverse environmental impacts where reasonably practicable.

We demonstrate our commitment by:

- Reviewing and understanding the range of environmental impacts arising from our activities
- Ensuring that we comply with and, where possible, exceed all applicable UK, European and international environmental legislation
- Setting environmental objectives and targets for our most significant impacts, and defining the means of achieving them to improve our environmental management and performance
- Reducing energy and resource consumption by implementing effective and efficient reduction methods consistent with best practice
- Minimising the generation of waste and implementing recycling initiatives
- Ensuring that the policy is understood, implemented and maintained at all levels within the organisation and is supported by suitable education and training
- Reviewing the policy annually to take account of changes in organisation, legislation, government targets or other internal and external factors
- Eliminating the number of printers in the office.
- Reducing the fruit, bread and milk weekly order to eliminate potential food waste.
- Reviewing the aspect and impacts document every 3 months to continue to work towards eliminating the potential environmental impact.

Responsible Environmental Contacts

Paul King, Director (H&S)

Email: p.king@indec.co.uk
 Call: +44(0) 20 7397 4145
 Mobile: +44(0) 7768 480491



Claire Burden, Office Manager

Email: c.burden@indec.co.uk
 Call: +44(0) 20 7397 4141
 Mobile: +44(0) 7867 330181



Key 'Green' Targets: Guidelines and Policies

'Greening' our offices makes good business sense. Simply put, the less we use, the less we pay for. Also, it will assist in the promotion of INDECS as a responsible and forward-looking organisation and ensure our own contribution to the concept of sustainable development.

'Greening' our office involves:



INDECS Consulting Limited

“Green Office Guide” & Environmental Policy

- reducing resources consumed/waste produced.
- reducing the amount of water and energy consumed and pollution produced.
- buying goods and services which minimise environmental impacts.
- increasing the amount of waste we recycle or re-use.
- promoting the efficient use of transport for commuting and business travel.

Guidelines:

The guidelines that INDECS follow on an individual, as well as organisational level are outlined below.

Waste Policy

The cost of waste includes:

- Wasted materials and natural resources (e.g. paper generated by over-ordering of publications and other printed items)
- Additional process costs
- Transport costs
- The costs of resulting water and air pollution
- Disposal costs (including payments to waste contractors)
- Excessive use of energy and water

Reducing waste:

- Reducing waste at source is the best and most effective method of reducing costs and preventing pollution

Follow three simple steps:

- Reduce: eliminate waste before it is created by only buying what we need
- Re-use: where possible, find alternative uses for goods, equipment and furniture, or use durable rather than disposable items
- Recycle: recycling waste produced including paper and cardboard, glass, toner and printer cartridges, computer equipment and furniture.

Paper Policy

Paper is perhaps the most obvious area within which we can reduce waste in the office. In order to do this, we encourage and use best practice procedures:

- All our paper is sourced from FSC approved suppliers.
- Set printers and photocopiers to copy double-sided as default.
- Use designated containers to collect part-used waste paper. This can then be fed back through faxes/printers, be made into notepads or used for rough working
- Shred confidential material and use as packing material in the office or send for recycling.
- Send all other used paper for recycling where possible.
- Reduce the circulation of printed documents by using email wherever possible, or attaching a circulation list to single copies.
- Use waste paper assembled into notepads, rather than 'Post-it' notes.



INDECS Consulting Limited

“Green Office Guide” & Environmental Policy

Energy Policy

It is recognized that office equipment is the fastest growing user of energy in the business world. Electricity consumption by office equipment represents twenty-five per cent of the total electrical energy used in offices, and places a significant cost on the organisation as well as on the environment.

Additionally, the limited life of most office equipment means that much waste is generated when this equipment becomes obsolete.

Heating/cooling and lighting accounts for the rest of the electrical energy used in most offices, but simple steps can dramatically reduce the amount of energy used.

The key to cutting the amount of energy used in an office is good management. In some cases, energy costs can be reduced by more than half by adopting simple energy-saving measures.

Heating and cooling:

- Reduce office heating temperature where possible and appropriate
- Make sure that heating systems are switched off or reduced outside working hours
- Turn down thermostats instead of opening windows
- Maintain equipment properly
- Ensure that lights and other equipment are switched off when rooms are not in use.

IT equipment:

- Ensure our photocopiers have a ‘sleep mode’ when not being used and all users switch off their computer monitors, laptops etc at the end of the day.
- If PCs are left on all day, switch off the monitor when away from desks for long periods of time (i.e. during meetings, lunchtimes, etc.); the monitor alone consumes over two-thirds of the total amount of energy used by a PC.
- Replacing conventional PC monitors with flat screens where possible; not only do they take up less desk space, they also use between twenty-five to sixty-five per cent less energy; flat screens also generate far less heat than conventional monitors.

Lighting:

- Make the most of natural light by keeping windows clean and free of obstructions
- Run a ‘switch off’ campaign to dispel the myth that it takes more energy to switch fluorescent lights and computers on and off than it does to keep them running.
- Run banks of lighting units with reduced numbers of bulbs.

Water Policy

- Avoid washing crockery and cutlery under running taps
- Avoiding plants that require excessive watering



INDECS Consulting Limited

“Green Office Guide” & Environmental Policy

Procurement policy

In general, when procuring goods and services for the office, we aim to follow the principles below:

- When buying replacement equipment such as printers, photocopiers and fax machines, choose duplex models that will automatically print on both sides of the paper at sufficiently fast speeds
- Ensure that all machines have the capacity to handle recycled paper comprising one hundred per cent post-consumer waste
- Choose models which have low energy use and an energy saving facility
- Repair equipment before replacement; planning long-term maintenance needs for repairs, servicing and electrical appliance testing – this is done on an annual basis, thus extending the lifetime of office equipment
- Buying recycled goods, where possible.
- A large range of recycled stationery items is now widely available including fax paper, files, document wallets, flip chart pads and storage boxes
- Also, buying refillable pens, water-based markers and avoiding disposable desk items minimises waste and reduces costs

Recycling Policy

Up to seventy per cent of office waste is recyclable. It is INDECS' policy to recycle the following:

- Plastic bottles & cans
- Paper
- Cardboard
- Ink/Toner cartridges
- PCs and PC peripherals

Transport Policy

Vehicle exhaust emissions are a major source of air pollution worldwide. Twenty-two per cent of carbon dioxide, a major contributor to global warming, originates from transport. Emissions levels are dependent on vehicle technology and the state of maintenance of the vehicle. Other factors, such as driving style, driving conditions and ambient temperature also affect emissions.

Green transport tips

- Offset travel carbon emissions
- Use telephone conferencing for long-distance meetings, where possible
- Use public transport, where possible and practicable, for business travel
- Walk/cycle to work (cycling for fifteen minutes a day reduces the risk of heart attack by fifty per cent)
- Car share where possible.

