

ENVIRONMENTAL POLICY

CONTENTS

1. **PURPOSE**..... 2

2. **POLICY AIMS** 2

3. **PAPER** 2

4. **ENERGY AND WATER** 2

5. **OFFICE SUPPLIES** 2

6. **TRANSPORTATION** 2

7. **MAINTINENCE AND CLEANING** 3

8. **CULTURE** 3

1. PURPOSE

- 1.1. Energy Unique Ltd recognises that it has a responsibility to the environment beyond legal and regulatory requirements. We are committed to reducing our environmental impact and continually improving our environmental performance as an integral part of our business strategy and operating methods, with regular review points. We will encourage customers, suppliers and other stakeholders to do the same.
- 1.2. This policy will be updated with accordance with government guidelines and also the ever-changing needs of the business and staff.

2. POLICY AIMS

- 2.1. We aim to comply with and exceed all relevant regulatory requirements while continually improving and monitoring our environmental performance and its impacts. We will incorporate environmental factors into our business decisions and the day to day running of the business.
- 2.2. We will increase employee awareness by giving them the relevant knowledge and training.

3. PAPER

- 3.1. To minimise the use of paper in the office, printing should be done double sided where possible. Documents should be shared electronically if feasible and documents should only be printed if necessary.
- 3.2. When sending parcels or letters, packaging should be limited to only what is needed.
- 3.3. Try to buy recycled products where possible and use items that can be recycled.

4. ENERGY AND WATER

- 4.1. Lights and electrical equipment must be switched off when not in use.
- 4.2. Heating must be adjusted with energy consumption in mind. Keep this on for limited amounts of time.
- 4.3. Before using air conditioning, open windows and door first to cool the room down. If this doesn't work, then use aircon for limited amounts of time.
- 4.4. Before purchasing any new equipment, take into account the energy consumption and efficiency of the product. Choose items which are more environmentally friendly.

5. OFFICE SUPPLIES

- 5.1. Before purchasing any new equipment, evaluate if renting or sharing is an option. If not, then try to choose something environmentally friendly. If a product is no longer needed, then try to recycle the product before disposing of it.

6. TRANSPORTATION

- 6.1. Avoid taking unnecessary trips using transport. If it is close enough to walk, then do so. If not, then try to car share to limit the number of vehicles being used.
- 6.2. Try to use travel alternatives such as e-mail or video/phone conferencing for meetings etc.

6.3. Additional efforts will be made to accommodate the needs of those using public transport or bicycles.

6.4. 'Green' vehicles will be favoured and maintained rigorously to ensure ongoing efficiency.

7. MAINTENANCE AND CLEANING

7.1. Cleaning materials that are used need to be as environmentally friendly as possible. If products aren't environmentally friendly, then they need to be used in limited quantities and disposed of correctly.

7.2. Materials that are used in office refurbishment need to be as environmentally friendly as possible.

7.3. Only appropriate organisations will be used to dispose of waste.

8. CULTURE

8.1. We will work with suppliers, contractors and sub-contractors to improve their environmental performance. We will choose our supplies based on which ones are most environmentally friendly. This will be reviewed regularly.

8.2. Local labour and materials will be used where possible to reduce CO2 and help the community.

9. SUSTAINABLE DESIGN

9.1. Our design solutions seek to reduce or completely eliminate negative environmental impact of buildings through thoughtful designs

9.2. We always seek ways to limit the carbon emissions, pollution or waste caused by our projects, as well as the impact of resources and ecology.

9.3. We strive to improve the health and wellbeing of building occupants

9.4. We always take a 'fabric first' approach as a priority and promote the use of materials and equipment that have minimal impact on the environment.