

## **ENVIRONMENTAL POLICY**

This policy applies to QED Productions Ltd. To be effective this policy applies to all staff regardless of position or seniority.

### **1. Policy Statement**

**1.1** It is QED Productions Ltd's intention to wherever practicably possible reduce the overall energy costs incurred by the company.

**1.2** QED Productions Ltd is also committed to reducing carbon and other emissions that impact upon the environment.

**1.3** QED Productions Ltd is committed to constantly improving energy efficiency.

**1.4** QED Productions Ltd will, as a minimum, comply with all environmental legislation in force in this jurisdiction and any other jurisdiction in which QED Productions Ltd carries out business.

**1.5** This policy is intended to be practical and relevant to all employees and simple to apply in everyday work situations.

### **2. Monitoring**

**2.1** QED Productions Ltd will monitor progress and review its environmental performance regularly.

**2.2** Wherever possible, steps to reduce environmental impact will be taken as soon as they are identified and where it is reasonably practicable to do so.

### **3. Lighting**

**3.1** Wherever possible overall office and building lighting will be reduced outside of work hours. All employees must turn off individual desk lights and office lights when leaving at the end of the day and when such lighting will not be required overnight. This excludes all lighting intended for security, fire and health & safety purposes.

**3.2** Where any offices or buildings are due to be cleaned lighting should be left on. QED Productions Ltd will provide to all staff details of when cleaning is to be undertaken.

**3.3** All cleaning and maintenance staff or contractors will be advised to turn off lighting outside business hours when no longer required by them to perform their duties.

**3.4** QED Productions Ltd's offices use energy efficient lighting, timed light switches and motion activated lighting

#### **4. Computers & Printing**

**4.1** All staff must ensure that their computers are configured to go into sleep mode if not used for a period of 10 minutes. If you are unsure how to do this please consult the IT department or ask a colleague.

**4.2** For those employees with desktop computers; we ask that you turn off your screens at the power button on the screen if you know you are going to be away from your computer for 5 minutes or longer.

**4.4** If you use a laptop computer we ask that you use a suitable stand to elevate and angle it when in use. This makes the computer easier and more comfortable to use, it also allows heat generated by the laptop to dissipate more easily and so reduces the overall power consumption of the laptop. Taking this measure also maintains the reliability and speed of the laptop.

**4.5** QED Productions Ltd is committed to reducing printing costs and paper waste. Emails and documents should only be printed out when strictly necessary, for example for compliance reasons or where signatures are required. Where possible all emails and documents should be read from your computer screen and archived on your computer or a server.

#### **5. Vehicles**

**5.1** All new vehicles will be fitted with satellite navigation to increase efficiency and reduce fuel or energy use. QED Productions Ltd may also at its discretion install after-market satellite navigation systems into existing vehicles.

**5.2** To maintain maximum efficiency all QED Productions Ltd vehicles will be serviced and maintained in strict accordance with the manufacturers' service intervals.

**5.3** It is the responsibility each employee to ensure that everyday maintenance is carried out on the vehicle they use. This includes ensuring that all tyres are inflated to the correct pressure to ensure efficient running and reduce energy use.

**5.4** QED Productions Ltd encourages informal car sharing for employees who live in the same locality, (where other transport methods are not practical) as a method to further reduce car usage for journeys to and from work.

#### **6. Other Transport**

**6.1** All employees, regardless of seniority, are encouraged to use forms of transportation that reduce their personal use of fuel and reduce carbon emissions.

**6.2** Where possible employees are asked to make journeys to and from work and on work-related business using public transport.

**6.3** Employees are also encouraged to cycle or walk to and from work where possible.

**6.4** To increase usage QED Productions Ltd (where requested by a suitable number of employees) will provide secure storage facilities for employees' bicycles and suitable provision for changing into work clothes.

**6.5** Furthermore, QED Productions Ltd (where requested by a suitable number of employees) will provide loans for season ticket travel on trains when used for work purposes.

## **7. Reducing Travel**

**7.1** To further reduce work-related travel QED Productions Ltd will provide where practical alternative methods for conducting business, such as;

**7.1.1** Video conferencing

**7.1.2** Flexible working times

**7.1.3** Working from home

## **8. Carbon Offsetting**

**8.1** QED Productions Ltd will use a reputable Government approved company to audit and offset emissions produced by air travel where such travel is undertaken for work purposes.

**8.2** QED Productions Ltd may in the future offset all work-related travel or transport that produces carbon emissions.

## **9. Recycling**

**9.1** QED Productions Ltd actively encourages all employees to recycle paper, plastics, glass and other items in the workplace.

**9.2** QED Productions Ltd will provide recycling containers for use by employees.

**9.3** The recycling of paper and any other items, for example computers, which may hold important or confidential company data will be strictly controlled in order to comply with the Data Protection Act and preserve QED Productions Ltd and client data and information. If in doubt employees should seek clarification as to whether any items should be simply recycled or disposed of securely.

## **10. Date of Implementation**

This policy is effective from 1<sup>st</sup> November 2010 and shall not apply to any actions that occurred prior to this date.

## **11. Questions**

If you have any questions regarding this policy document and how it applies to you please consult the directors.