

## **ENVIRONMENTAL POLICY**

### **Our vision:**

We are committed to protecting the environment. We recognise that we must work with others to protect and improve the environment and to use natural resources carefully.

We must work with the public and private sector, non-governmental organisations, the community and individuals. We aim to lead, promote and take part in these partnerships so we can improve the environment in the province.

### **Our values:**

We recognise that:

- we depend on the environment for all our basic needs;
- the environment is a source of economic prosperity; and
- if we fail to protect the environment, it will not only threaten future generations but will affect our lives today.
- a good and healthy environment benefits everyone.

### **Our commitment:**

We are committed to setting a good example and will contribute positively to protecting and improving the environment by:

- ensuring compliance with all relevant legislation
- conserving energy, water, paper and other resources
- seek to maximise the use of renewable energy
- reducing waste through minimising consumption, re-using and recycling and by using refurbished, recycled and recyclable equipment, products and materials
- developing and maintaining effective management systems and reporting on activities and progress annually.

### **Responsibility:**

#### **Corporate Level**

The Managing Director is accountable for integrating environmental and sustainability considerations into the work of Rutledge, whereas the Director of Operations is responsible for the overall co-ordination, monitoring, and reporting on the company's environmental policy and how it has been implemented.

#### **Local Management Level**

Each Manager is expected to:

- adopt the Environment Policy and Procedure
- prepare and maintain action plans and targets, taking account of the corporate objectives

### Individual Level

All members of staff and any sub-contractors working for Rutledge are expected to follow the principles of the Environment Policy and Procedure, and any related guidance. They must co-operate with any activities or actions meant to help achieve the company's Environment Policy.

### **Conserving resources:**

#### **1. Energy**

- use products, such as light bulbs or fluorescent tubes that are low energy and recyclable and recycle them
- promoting best practice through, for example, giving practical advice to managers and staff – including a checklist on how to reduce energy
- consumption from using electronic equipment (including computers, photocopiers and lights)
- buying energy efficient, value for money equipment;

#### **2. Electronic equipment**

- identify and buy electronic equipment that is rated as energy efficient as possible ('A' rated), conforms to EU standards, is capable of being recycled or reused
- identify and buy electronic equipment that is as quiet as possible, for example for cleaning, copying etc.
- ensure that consumables and their packaging, such as toner holders for photocopiers and printer cartridges are capable of being recycled or reuse AND that they are recycled or reused
- follow HSE standards for operators of electronic and electric equipment and ensure that appropriate furniture etc. is provided for their use.

#### **3. Paper**

- ensure that all paper (writing paper, newspapers and magazines) and cardboard packaging and other products are reused or recycled where possible
- ensure that paper products are packaged in materials that can themselves be recycled
- reduce paper use, for example by:
- double-sided printing and copying wherever possible.
- purchasing new printers and photocopiers that are capable of printing double sided
- reusing paper, wherever possible, before it is recycled
- making best use of alternative technologies and electronic media.

#### **4. Waste**

- encourage staff to use the waste hierarchy (reduce, reuse and recycle) through education and awareness raising
- endeavour to purchase goods, supplies and equipment that are manufactured with a high proportion of raw materials sourced from reprocessed waste
- reduce hazardous waste through buying less hazardous products, recycling and regularly reviewing procedures and practices to make sure hazardous waste is stored separately from non-hazardous waste.

Reviewed by: SMT  
August 2012

Revised by: Breda Cullen