



# Environmental Policy

## Introduction and aim

Proport Eco-Services provide a range of services to the domestic and business sectors related to energy and environmental assessments and advice.

We recognise that our operations have an impact on the environment and potentially result in emissions to air and water, and the generation of waste. It is our aim to reduce the environmental impact of our business and to operate in an environmentally responsible manner.

## Responsibility

This environmental policy applies to all of our operations including management, office services, consulting. All staff are responsible for ensuring that the policy is implemented and ensuring that the aims and objectives of the policy are met.

## Resources

We will ensure that resources are available to enable us to achieve our objectives and targets.

## Current activities

- All the paper products we use are from recycled or FSC sources
- All printing uses products from recycled or FSC sources (it is not always possible to get high quality recycled paper for printing duplex colour reports)
- Where possible we use public transport, bicycle or foot for journeys. We limit the use of cars as far as possible and use vehicles with CO<sub>2</sub> emissions of less than 150 g/km
- We recycle all paper, envelopes and printer cartridges, electrical and electronic equipment.
- All printers are duplex enabled and we print duplex whenever possible. Documents are supplied electronically rather than by hard copy whenever possible.
- Use of mugs / glasses for tea, coffee, drinks rather than disposable cups
- Separate out recyclables and recycle locally
- Turn off electrical equipment including PC monitors when not in use
- Turn off all PCs and printers at the end of the working day.
- All lights use energy efficient and energy saving light bulbs
- Water saving devices are used in toilet cisterns to cut down water used in flushing
- We continually monitor our environmental impact and implement new initiatives as they become available.

## **Objectives for 2009-10**

During 2009-10 we aim to:

- Review our purchasing policies for all aspects of the business, including materials and services and switch to suppliers that have an environmental policy.
- Offset our carbon dioxide emissions from all business related travel using the EquiClimate scheme [www.ebico.org](http://www.ebico.org).
- Publish details of our achievements on our web site.