

Introduction

Our Environmental and Sustainability Policy is to act in an environmentally responsible manner in regard to our operations, products and services where possible. We are committed to being a responsible and environmentally conscientious company; to recognise the important role we have in managing the impact of our day-to-day operations on the environment and in promoting the principles of sustainability in all our activities.

The company will strive to attain a satisfactory balance between economic, social and environmental responsibilities, and will commit adequate resources to achieve environmental improvements.

Environmental Issues

Haime & Butler has a comprehensive environmental policy. All employees must comply with Haime & Butler's standards for environmental care and consumer safety. A power conservation programme operates within our business to minimise wastage and harness maximum effectiveness of our power sources.

- Staff should ensure that all appliances are switched off upon leaving their workstations.
- When using common areas such as the kitchen or washrooms, ensure that taps are fully turned off and lights and electrical appliances are switched off after use to conserve power, reduce wastage and minimise cost.
- Where work related travel is essential, multiple tasks should be undertaken wherever feasible within one journey and where possible, public transport should be utilised to undertake that journey.
- Wherever possible paper must be sourced from sustainable forests.
- All staff should ensure that paper and newspapers are recycled in the appropriate receptacles.
- Receptacles will be collected on a weekly basis.
- Employees are responsible for their individual workstations and work space and are required to keep these areas free from potential hazards.
- Ink and toner cartridges should be retained in the appropriate receptacle and will be donated to charitable organisations.
- Mobile phones which are no longer used together with promotional clothing should also be retained for donation to charity.

Energy Manager

The designated Energy Manager (details of which can be found on the staff noticeboard), will ensure that the environmental policy is being implemented in accordance with the company's policy and will undertake energy audits to monitor progress against defined targets:

- Monitor the company's Environmental Policy.
- Record in detail, energy consumption in the Environmental Record Book.
- Set down energy and environmental targets.
- Review performance against those targets on an annual basis.
- Keep abreast of energy initiatives.
- Evaluate energy savings and suggest improvements to manage investment.
- Involve all staff in any environmental initiatives.
- Report to the partners of Haime & Butler all environmental issues and initiatives.

Energy Audits

Energy audits will be undertaken on an annual basis to determine the amount of energy we are consuming and the cost of that consumption. An energy audit will determine:

- The priorities for investigation.
- Justify investment in energy saving measures.
- Identify areas for improvement.
- Raise staff awareness for direct action.

Network of Local Suppliers

Haime & Butler strives to work with local suppliers whenever possible as a way of supporting the local economy. We also value the equality in the relationships Haime & Butler has established with its suppliers over the years. Having local suppliers' means a reduction in the amount of travelling necessary to deliver goods.

As a substantial amount of the work Haime & Butler carries out for its clients involves our suppliers', their environmental policy becomes an integral part of our policy.

Socially Responsible Print Management

As part of our commitment to corporate social responsibility (CSR), we have established relationships with a number of like-minded print companies who produce excellent quality work, at competitive prices, suited to your particular project. All of our printing associates are Forest Stewardship Council (FSC) accredited companies who only use the finest recycled and environmentally-friendly paper.

They manufacture their products with chlorine-free pulp, which are generated from renewable plantation produce. Furthermore, our print companies use vegetable inks for printing purposes which minimise the use of solvents as well as their release into the environment.

London Better Together

London Better Together is a campaign which aims to help businesses make London a better place to do business. The campaign is supported by the London Development Agency, business organisations and the voluntary sector in London and is sponsored by Transport for London.

Haime & Butler have signed up and made a number of pledges which can be viewed at:
www.londonbettertogether.org.uk/roll_of_honour_popup.jsp?memberID=123

Green Procurement Code

Haime & Butler have signed up to the Green Procurement Code, a support service for London based organisations committed to reducing their environmental impact through responsible purchasing. The Green Procurement Code provides practical advice and online resources to help embed green purchasing into all aspects of an organisation, including sourcing green products. The combined purchasing power of London based companies has huge potential to positively tackle the capital's waste problem, reduce carbon emissions and contribute to the London Climate Change Action Plan.