

# 'bfcc' Environmental Policy April 2008

## 1 INTRODUCTION

- 1.1 Every company has an impact on the environment, and 'bfcc' acknowledges its responsibility to the community includes making sure that its activities pose minimum risks to the health of its staff, the local population or damage to the environment.
- 1.2 'bfcc' is committed to ensuring the impact of the business on the environment is reduced year on year. The benefits of doing this include the development of a framework for achieving cost savings, ensuring compliance with environmental legislation, satisfying customer requests for information about environmental performance, improving working conditions and reducing environmental risks.
- 1.3 'bfcc' will at all times ensure a proper balance between the need to provide services for clients and a responsible approach to the environment. We will adopt the principles of good environmental management into corporate decision-making and make a commitment to incorporate this approach into our EFQM quality assurance framework.
- 1.4 'bfcc' is working hard to ensure everyone working within it becomes more environmentally conscious in their everyday work.

## 2 RESPONSIBILITIES

- 2.1 'bfcc's Managing Director is responsible for the development of the environmental policy and Quality and Performance Manager will ensure that environmental performance is continuously monitored with targets set annually to achieve continuous improvement. Information on environmental performance will be reported annually.
- 2.2 All staff will work in a positive way to help conserve natural resources and improve the environment.

## 3 OBJECTIVES

3.1 'bfcc' acknowledges that environmental issues are relevant to its business and recognises that it has unavoidable impacts on the environment. These impacts include consuming energy, purchasing goods, producing waste, effluent, emissions to the atmosphere and generating traffic to and from business premises. In response to this 'bfcc' will seek to: -

- Reduce, where practicable, pollution to air, land and water.

- Have regard for both environmental issues and value for money in the purchase and supply of goods and services and seek to work with suppliers whose environmental policies are in accord with our own.
- Ensure employees, including contractors, are responsible for working in a manner that protects the environment. We will continue to raise awareness with our staff by providing updated environmental awareness publications to reduce impact on the environment.
- Integrate environmental management into operating procedures to ensure long-term and short-term environmental issues are considered and to communicate progress on these issues to staff and relevant external parties.
- Conduct a carbon audit of 'bfcc' in July 2008 to ensure compliance with all relevant legislation, give a baseline from which targets will be set and progress monitored systematically from month to month and year-to-year.
- Continue to promote the efficient use of energy in an economical and environmentally sound manner, ensuring targeted investment in energy saving technology and management in the building and equipment.
- Promote waste minimisation and reduce the environmental impact of waste through beneficial re-use, where practicable, or safe disposal where not.
- Communicate openly 'bfcc''s environmental policy to staff, suppliers, clients and other interested parties on request.

### **3.2 REDUCTION OF ENVIRONMENTAL IMPACT WILL BE SOUGHT THROUGH: -**

- Reducing consumption of electricity.
- Minimising the generation of solid wastes.
- Reduce water usage and consumption.
- Implement recycling initiatives including office paper and scrap metals.
- Encourage a reduction in the use of private cars through car sharing .

### 3.3 MONITORING: -

- Environmental Assessments will be carried out on 'bfcc' building through the EFQM quality assessment Tool
- Following the July 2008 audit, targets will be set for improvement in consuming energy, purchasing goods, producing waste, water, emissions to the atmosphere and generating traffic to and from business premises.

### PRACTICAL MEASURES STAFF AND 'BFCC' ARE ADOPTING IN EVERYDAY WORK ARE:-

1. Turning off electrical appliances at the plug when not in use.
2. Recycling all waste and reusing items wherever possible.
3. Switching off heating and air conditioning wherever possible.
4. Ensuring all our heat sources are electric.
5. Using efficient lighting systems and maximise natural lighting.
6. Ensuring refrigerators are set for optimal energy efficiency
7. Using natural ventilation to cool offices in the building wherever possible
8. Ensuring printer toner cartridges are refilled or recycled
9. Not overfilling kettles.
10. Using electronic paperless systems in place of paper documents wherever possible
11. Encouraging car sharing by staff, and using teleconferencing, emails and telephone wherever appropriate to reduce travel miles.
12. Reducing the use of plastics in the office and using recycled paper wherever possible.
13. Using low energy light bulbs, and never leaving equipment on standby.
14. Using recycled toilet paper and tissues made from recycled materials
15. Encouraging staff to adapt to the ethos of the practice and providing an electronic version of the Environmental Policy of the practice.
16. Raising awareness and promoting carbon footprinting by displaying 'bfcc's' environmental policy in the reception area.
17. Informing suppliers that we have a Carbon Reduction Policy
18. Encouraging suppliers to adopt a similar policy by requiring them to identify how they will assist in reducing carbon footprints in the supply of goods.