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#### **RICHARD GLEN ASSOCIATES**

#### **ENVIRONMENTAL POLICY STATEMENT**

Richard Glen Associates is aware of its responsibilities for the well-being of the environment, and as a consequence has introduced this Environmental Policy Statement

It is a fundamental business objective to promote the highest environmental practice, which builds on the maturity and diversity of the landscape, to ensure that proposals have a long-term viability and enhance the quality of their environment.

To achieve this objective:

- The policy is in conjunction with the Health and Safety and Quality Policies.
- Ensure compliance with all applicable legislation, regulations and professional codes of practice and guidelines concerning environmental issues.
- Actively conserve and enhance the intrinsic heritage, landscape and habitat value of the project environment.
- Set high environmental standards and specifications for all physical work.
- Maintain the use of traditional crafts, skills, local materials and styles together
  with the best of modern methods and materials to achieve an environmentally
  sustainable solution that is appropriate for modern use.
- Develop relationships with statutory environmental agencies to ensure that appropriate channels for consultation and liaison are available.
- Carry out research to assist knowledge and understanding in order to improve expertise and advice.
- Striving to minimise the environmental impact of all activities by working safely and effectively is an environmentally responsible manner, particularly by the use of recycled materials and renewable resources.

Commitment to excellence in environmental standards, which is reinforced by the fundamental concept that care for the environment is an integral part of everyday tasks and is an area of personal responsibility and action.

This policy forms the basis of continual improvement of management of environmental issues and will be reviewed annually or when significant changes occur.

Richard Glen

10/ January 2014.

On behalf of Richard Glen Associates



**Richard Glen Associates** 

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### **WORKING ENVIRONMENT POLICY STATEMENT**

Seek opportunities for 'green housekeeping' and 'greening' office equipment.

# **Working Environment**

- Optimum efficiency of premises has been achieved to comply with latest Building Regulations.
- Move working environment in conjunction with the seasons
- Winter south side of premises (heating only needs to come on after lunch).
- Summer North side of premises (creates temperate working environment).
- Naturally ventilated premises.
- Efficiency awareness Electricity, gas and water energy efficiency packs.
  - Lighting Energy efficient bulbs.
  - Turn it off/snooze lights and equipment.
  - Heating thermostats control in each room to give regular flexibility rather than heating the whole building.
  - Turn your hot water supply down to 60oc.

## Recycling/reuse - Consumables Paper and Others

- Equipment consumables are recycled.
  - Reports printed double-sided wherever possible.
  - Reuse 'scrap' paper for printing of draft documents etc.
  - Adjust printer driver to avoid wasteful banner sheets.
  - Specify 'environmentally friendly' paper.
  - Keep information on computer rather than printing off from Emails etc.
  - Separate good quality white paper from other paper to maximise effectiveness of recycling.

#### Toners and other consumables:

- Send old cartridges to be reused by recyclers.
- Use rechargeable batteries.

Richard Glen

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lot January 2014.

On behalf of Richard Glen Associates