



NW
NORWOOD UK

**CARBON FOOTPRINT
& GREEN POLICY**

Carbon Footprint – Green Policy Statement

Norwood UK recognises that our work may have a direct or indirect effect on the local and / or regional environment. We are therefore committed to reducing any harm that this may cause.

Our carbon footprint – green policy is to constantly look for ways in which we can improve our green credentials, we are achieving this by holding regular meetings to explore ways to achieve our statement promises and to link with other like minded organisations.

Our carbon zero strategy is aligned with our company environmental policy and company sustainability policy and current codes of practice on waste and environment protection. We will focus on:

- Reducing waste,
- Reducing materials at every opportunity,
- Repair rather than throw away where we can and
- Recycle at any given opportunity.

As our “Green” culture becomes established and embedded we aim to:

- Encourage our employees and suppliers to be responsible, corporate green citizens,
- Utilise energies and water sparingly,
- Consider environmental impacts in our purchasing,
- Endeavour to work with partnering organisations that share our ethos on “carbon footprint” and
- Reduce the need for transport and its impacts on the environment.

It is our intention to operate our business in an environmentally friendly and sustainable way as possible.

What we have already introduced:

- We reuse, or recycle, all of our packaging materials such as cardboard, polystyrene, shredded paper etc. All materials that can be recycled are segregated into specific waste bins / skips and forwarded to waste transfer stations.
- We minimise the use of paper in our offices through the use of email, this has greatly reduced the amount of paper used within the workplace, and previously we would have sent hard copy correspondence in the post, letters in the post. Processing information electronically is also much more energy and carbon efficient than physically sending hard copy correspondence.
- We have installed multi function devices to handle faxing, printing and photocopying demands in our offices, this greatly helps reduce energy and also reduces paper usage.
- We supply internal recycle bins for our office paper.
- Our consumption of fuel and energy is closely monitored and we take care that it is not wasted through inefficiency or casualness.
- We recycle old computers responsibly and will do so through our IT replacement strategy.
- We recycle printer cartridges.
- We recycle the fluorescent light tubes in our offices.
- We have reduced the amount of our land fill waste by finding ways or recycling waste material more efficiently, either in house or through working in conjunction with others who are able to use the material in a constructive way.
- We ensure that all our work places either in our offices or out on site adhere to current environmental standards and energy conservation requirements.

What we intend to do for the future:

- We intend to purchase our electricity from suppliers who re-invest in renewable energy sources
- Where possible we will source our materials from suppliers who operate in an environmentally friendly manner and who are geologically local to us to reduce road traffic, road traffic costs and carbon emissions.
- We will choose vehicles with fuel efficiency and CO2 emissions in mind, when our current fleet of company vehicles are due for replacement. Fuel efficiency and mileage will be closely monitored with the help of tracker systems.
- We will encourage web links to sites promoting sensible and sustainable attitudes towards the environment, renewable energy etc.
- We will encourage suppliers to strive for the same level of environmental care as we provide to offset their carbon footprint.
- We will deliver awareness raising CPD training on green issues and sustainable development to all employees in order to inspire them to reduce their carbon footprint and encourage them to take action to offset their carbon footprint in innovative ways.
- We will strive to reduce our carbon footprint year on year by measuring and calculating current standards in each of our offices.
- We intend to identify the size of the current Carbon Footprint in accordance with latest DEFRA reporting guidance and the World Business Council's Greenhouse Gas Protocol.
- We will identify and quantify the sources of carbon emissions.
- We will identify carbon reduction initiatives.
- We will carry out ongoing measurement of the impact of reduction initiatives in order to aid company reporting of greenhouse gas emissions.

Signed for and on behalf of the company

A handwritten signature in blue ink, appearing to read 'Jo Shuttlewood', written over a faint, light blue circular stamp or watermark.

Jo Shuttlewood – HR Director

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