

## Environmental Policy

EDP Consulting Limited (EDP) recognises that its operations have an effect on the local, regional and global environment.

As a consequence of this, the management are committed to continuous improvements in environmental performance and the prevention of pollution.

Environmental regulations, laws and codes of practice will be regarded as setting the minimum standards of environmental performance.

In particular, EDP will:

1. Meet and, where practical, exceed all relevant regulatory requirements.
2. Continually assess the environmental impact of our operations and, through minimising the use of materials and resources, we will reduce our wastage to the lowest practical level.
3. Promote recycling and the use of recycled materials.
4. Encourage the implementation of sound environmental practices by all workers, and also our suppliers.
5. Purchasing environmentally friendly materials when appropriate

Employee involvement in environmental matters is encouraged at all levels and will be promoted through communications and a constant reappraisal of working methods and techniques.

We will conduct an annual assessment of our performance in implementing these principles and in complying with all applicable laws and regulations.

**Signed:**



**Name:**

**D G Walker , Director**

**Date:**

**1<sup>st</sup> September 2016 (valid to 31 August 2017)**

## **Energy Use**

EDP constantly strives to reduce energy consumption in all areas of the companies operations. EDP has a reputation and expertise in the design of naturally ventilated and passively cooled buildings and is proud of its efforts to improve the energy efficiency of the buildings it works on.

### **Examples of actions**

Turn lights off when not required.

Replace failing lamps with low energy alternatives, ie low energy compact fluorescents or LED lamps.

Ensure taps are not dripping.

Install instantaneous water heaters for sinks and wash hand basins within EDP's offices.

Not overfilling the kettle when making hot drinks.

Where possible turn off electrical equipment (computers, printers etc) off at the end of the working day.

Activate energy saving settings on equipment.

Use re-chargeable batteries for portable electronic equipment, when it cannot be mains powered.

## **Transport**

It is EDP's policy to avoid unnecessary travel. On business trips car sharing and the use of public transport when possible is expected. Commuting employees if driving to work are encouraged to car share when possible. The use of public transport is promoted and flexible working hours help coordinate travel timetables to the working day. EDP will provide secure cycle storage and safety clothing for employees cycling to work. Regular maintenance of vehicles and considerate, careful driving is expected of all employees.

### **Examples of actions**

Vehicles regularly serviced to help maximise vehicle efficiency and minimise emissions.

Employees cycling to work

Use of public transport for meetings, site visits and commuting.

Car-sharing for meetings/site visits and commuting.

Limiting the number of off-site meetings to the minimum required.

## **Recycling**

It is EDP's policy to recycle, reuse or repair materials where possible and to minimise waste materials sent to land-fill.

### **Examples of actions**

Shredding/recycling all waste paper and cardboard

Repairing equipment in preference to replacing it

Using the reverse of printed sheets for notes/draft specifications

Photocopier toner and printer inkjet cartridges recycled

Glass milk bottles collected by dairy and reused

## Resources

Through constantly monitoring and improving the way in which its resources are used EDP understands that it can reduce its negative impact on the environment.

## Examples of actions

Only printing copies of specifications/drawings when required  
Using email as an alternative to posting printed items whenever possible  
Minimising the issue of paper documents and where possible reducing the size of printed drawings.  
Company information and engineer's reference material available electronically as pdf's and staff encouraged to view material electronically rather than print a hard copy.  
Printing documents double sided and using draft (low toner) settings if applicable.  
Designing and specifying systems and products which are ethical and minimise environmental impact and carbon footprint, e.g. specifying FSC accredited timbers and PVC-free materials, and designing low energy heating, ventilation and lighting systems.  
Using re-writable electronic storage devices.

## Purchasing

EDP strongly believes that through its purchasing power it can help to make a better future environment.

## Examples of actions

Actively moving towards using TCF paper made from 100% recycled paper from post consumer waste for everyday printing.  
Endeavouring to keep up to date with, and source, paper of improved environmental credentials for specialised plotting and design work.  
Using files made from recycled paper files.  
Using milk delivered by a local firm using glass bottles.  
When buying new equipment choosing equipment with low energy setting ie. 'Energy Star' label and a low energy rating.  
Replacing CRT monitors with LCD screens.  
Buying portable electronic devices that use re-chargeable batteries.  
Buying cleaning products with a high biodegradability and, where possible, using natural cleaning agents such as lemon juice and bicarbonate of soda.  
Cleaning products using manual pump action or trigger action sprays are favoured over aerosols, as are products using a refillable bottle scheme.

## Education

Through education EDP can help change behaviour, belief and habit to create a more sustainable future.

## Examples of actions

Provide training on Environmental policy to all employees.  
Provide training in the use and safe disposal of cleaning materials.  
Clients and Contactors educated on latest low energy building services technology.  
The use of media to promote advances in low energy building services design.  
Legislation changes followed on sites such as [www.legislation.gov.uk/new](http://www.legislation.gov.uk/new) and [www.environment-agency.gov.uk/business](http://www.environment-agency.gov.uk/business)