



Environmental Policy

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1 Introduction

- 1.1 Harris & Harris is committed to minimising the impact of its activities on the environment. We are bound by our ethical standards in our legal work and in how we operate generally. We have a social responsibility to the people who work at Harris & Harris as well as our clients, suppliers and our community. Protecting the environment is good for everyone and using effective and efficient resources is good business practice.

2 Aims

2.1 Our main aims are:

- Reduce consumption of energy and materials in the office
- Encourage individual responsibility
- Recognise that small changes can have a real cumulative effect

3 What we are doing

3.1 The key points of our strategy are:

- We have an independent audit and are implementing recommendations in relation to our energy
- Confidential paperwork is shredded offsite, and the pulp recycled
- Sustainable sources for paper
- We use recycled toner cartridges with the revenue donated to charity and we recycle computers once all the data has been wiped off
- In terms of heating radiators have been fitted that have independent thermostats
- All our light bulbs/light fittings are being converted to LED energy saving on a rolling programme
- We control heating and air conditioning equipment to maintain a comfortable working environment without wasting energy
- Everyone is responsible for turning off their computer, monitor and any printers when they are not in use rather than leaving on standby and lights are switched off in areas that are not being used again to save energy
- Think before you print – all staff members have two screens as a minimum to reduce the amount of printing. We have a card system on the photocopiers so all staff have to manually release their printing. If printing is not released within seven days the printing will be deleted. This has saved on printing and paper wastage to a really high level already and continues to reduce paper waste over all three offices.
- Stop junk mail don't just bin it but cancel it
- Recycle as much as possible use non-confidential wastepaper for notes or recycle it. This can be done easily by putting an empty copier paper box under your and desk and seeing how quickly it fills up
- Cardboard, tin and plastic is recycled in all offices on a regular basis
- Glass is taken to the recycling centre

- Food waste is now removed from normal waste as part of a government requirement and is moving to be recycled on a weekly basis
 - Any other office waste that is not taken by the rubbish collection services is taken to the recycling centre
 - We encourage all staff where possible to be green and fair and to use Fair Trade or ethically traded products.
- 4 We have a CSR Policy that works in conjunction with our environmental policy to ensure we are supporting our staff, clients, and the community.
- We are committed to behaving responsibly and to minimising our impact on the environment.