

May 2008

# Environmental Statement

The Company recognises that it has to act in a responsible manner in relation to the Environment and as a result have put in place a number of factors to ensure we are operating in a conscientious manner .....

- Keep up to date and comply with legal requirements;
- Implement environmental improvement to ensure we operate and comply with the code of Good Practice standards;
- Use natural resources as efficiently as possible;
- Avoid use of materials from non-renewable sources or materials that involve significant impact on the environment;
- Use environmentally responsible suppliers and contractors;
- Encourage clients to adhere to environmental policies and adopt renewable energy programmes;
- Regularly monitor environmental performance

## Aims

Heatsource Consultants will.....

## Energy Use

Strive to minimise the use of energy resulting from Group activities through making energy efficiency a key consideration when purchasing and maintaining lighting, heating and office equipment.

All building lights are normally switched off by 6.30pm, and any individuals working thereafter are responsible for ensuring that lights/PCs are turned off after use.

All PCs and printers are set to make use of environmental features such as power save settings. All items are switched off, rather than placed on standby setting at the end of the business day the company server that has been selected is in accordance with EA regulations and will be the only electrical equipment left on overnight.

## Legislation

Meet the requirements of all environmental legislation applicable to Heatsource and the sites where we work. The Group will also take a proactive stance in complying with forthcoming legislation.

## Waste

Where possible, eliminate the use of paper in our offices. Where paper use cannot be eliminated, all waste paper will be recycled. Other waste resulting from the Group's operations will be reduced, reused or recycled where practicable. Any



remaining waste will be disposed of by licensed contractors. Each team possesses recycling bins for the disposal of all materials including client confidential waste paper. The bins are emptied regularly and where applicable contents shredded. All paper-based material is sent for recycling.

All toner cartridges for photocopying and printing equipment within Heatsource are returned to the supply company for recycling. NB Our office services supply company is a leader in sustainable and renewable energy programmes and has adopted a carbon-neutral policy through The Carbon Neutral Company™, with offsetting programmes in place. The Group will strive to minimise the amount of packaging on outgoing products and to re-use all incoming packaging.

### **Procurement**

When purchasing, use environmental responsibility as a factor in its decisions and therefore help minimise the Group's impact on the environment. Where possible, strive to purchase products and services from companies with proven environmental performance. We ensure our print suppliers adhere to environmental programmes.

### **Vehicle Management**

Minimise non client related company travel through utilising e-mail and telecommunications (e.g. tele-conferencing) to conduct communications with suppliers. Undertake a vehicle management programmes to ensure that wherever possible, any impacts are reduced, including journey planning, car sharing and using public transport wherever practicable. A Cycle to work programmes is being adopted by employees who reside near to Head Office.

### **Training**

Train staff to ensure that the workforce understands the actual and potential environmental impacts of both individual and Group activities, and environmental policy commitments.

### **Communication**

Actively promote the communication of issues concerning the environment to staff, suppliers and customers through appropriate means. This policy should be read by and made available to all Heatsource staff and is available to anyone else who may be associated with the activities of the Group such as contractors or clients.

I agree to this statement and will to the best of my abilities abide by these rules

Signed \_\_\_\_\_ Print \_\_\_\_\_

Date \_\_\_\_\_

A weekly meeting will take place Thursdays at 9.00am to discuss changes as requested and further insight into Environmental issues.

Many thanks for your co-operation

**James McLellan**  
**Managing Director**  
**Heatsource Consultants LTD**

