

Environmental Policy

This Environmental Policy covers all aspects of Artel Facilities Management Ltd operations – from good housekeeping measures such as using both sides of paper prior to recycling, to ensuring that investments made are environmentally sound. The policy also commits us to promoting suppliers and services that adhere to environmentally sound ways of operating.

Artel Facilities Management Ltd practices the following principles.

Reduce waste where possible by thinking about what we buy and how we use it. i.e.

- Non-essential documents e-mails are not printed
- We will annually review which internal documents and external publications are essential, if they are not they will be cancelled thus reducing waste and saving money.
- We ensure all printing and photocopying is done on double sided paper.

Reuse wherever possible by trying to find a second life for items especially paper and office stationery. i.e.

- Scrap paper is used in printers, fax machines, for taking messages and for writing notes or draft copies of documents.
- Envelopes and packaging are reused where possible.

Recycle where possible

- The company has a nominated person who has the responsibility to recycle paper and cardboard. Toner cartridges and inkjets are also recycled.

The company buys recycled paper for all office machines.

All computers, lights, etc. are switched off at the end of business and at weekends.

Heating and cooling is provided by inverter air conditioning units which have a very low impact on the environment and are also operated by timer.

Travel

All routes planned for journeys taken in company vehicles must be designed to reduce the impact on the environment.

All reclaimed gases are contained in an appropriate vessel and returned to suppliers to be dealt with appropriately.

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