



Environmental & Sustainability Policy

1. Policy Purpose

The purpose of this policy is to ensure staff are fully aware of Widgit's environmental goals, and to comply with applicable legislation. It also enables Widgit to reduce its environmental impact, waste, and cost, while enhancing the Widgit culture with a focus on promoting the health and wellbeing of its staff members and the community.

2. Policy Statement

Widgit recognises the significance of its impact on the environment, with an ethical duty to ensure modern methods of environmental management and sustainable development are adopted wherever practicable.

3. Aims and Objectives

Widgit's objective is to reduce pollution generated by its own activity, striving to minimise waste and maximise re-use where possible. Widgit aims to:

- Work with efficient equipment to reduce energy consumption of both electricity and fuel.
- Invest in energy from sustainable sources, using the most energy-efficient goods and services.
- Contribute by using fewer material goods, using locally produced goods and services.
- Encourage low carbon lifestyles and travel habits.
- Continue to promote the health and wellbeing of its staff members.
- Reduce CO₂ emissions.

4. Practical Steps

All staff should be responsible for ensuring the company objectives are met by contributing to the following basic principles:

Reduce Printing

- Continue to request paperless copies of invoices / documents.
- Minimise the use of paper (and other office consumables) or copy double-sided if necessary.
- Switch photocopier off at end of working day.
- Reuse and recycle all paper where possible.

Office Supplies

- Evaluate the environmental impact of any new products it intends to purchase, favouring more eco-friendly and efficient products wherever possible, i.e. recyclable paper.
- Reduce the use of packaging as much as possible and recycle packing materials.
- Reuse and recycle everything where possible, including printer paper, printer toners, and plastic drinks bottles.
- Continue to have plants in the office.

IT Equipment

- Commit to switching computers to sleep / hibernation mode, turning off where practicable.
- Unplug all other electrical items before leaving the building where practicable.
- Purchase new equipment where possible, as newer models consume less energy.

Energy and water

- Seek to reduce the amount of energy used as much as possible.
- Switch off lights and electrical equipment when not in use, where practicable.
- Adjust heating / air conditioning with energy consumption in mind (set temperatures to establish summer / winter ranges).
- Keep windows / doors shut when using heating.
- Maximise natural daylight.
- Take energy consumption and efficiency of new products into account when purchasing.
- Only use as much water as necessary.
- Report any dripping taps or leaking pipes immediately.
- Only boil water that is needed.

Maintenance and Cleaning

- Cleaning materials used must be as eco-friendly as possible.
- Materials used in any office refurbishment will be as eco-friendly as possible.

Waste Management

- Maintain recycling residual waste such as paper, cardboard, kitchen waste, tin, glass and plastic with a grade of LDPE 4 (shrink wrap, bubble wrap, plastic film packaging), of which can all go in the wheelie bin.
- Widgeit will only use licensed and appropriate organisations to dispose of waste.

Travel

- Reduce the need to travel, restricting to necessary business trips only.
- Reduce the need for staff to travel by supporting alternative working arrangements.
- Promote the use of travel alternatives for meetings where possible, i.e. video / phone conferencing.
- Make additional efforts to accommodate the needs of those using public transport or cycles (possible introduction to the Cycle to Work Scheme).
- Favour 'green' vehicles and maintain them rigorously to ensure ongoing efficiency.

Monitoring and Improvement

- Comply with and exceed (where possible) all relevant regulatory requirements.
- Continually improve and monitor environmental performance.
- Continually improve and reduce environmental impacts.
- Incorporate environmental factors into business decisions.
- Increase staff member awareness.
- Review this policy and any related business issues every 3 years or as necessary.

Culture

- Ensure staff are aware of Widgit’s objectives so they can contribute towards greater commitment and improved performance.
- Use local labour and materials where available to reduce CO2 and help the community.

5. Working from Home

With the introduction of flexible working and home working, all staff who work from home can benefit from being environmentally friendly, which contributes towards Widgit achieving its environmental goals. As this will mean commuting less to and from the office, Widgit’s carbon footprint will be much lower. Below are a few actions we can all take:

Adjust your thermostat

Adjusting the thermostat by 2 degrees up in the summer and 2 degrees down in the winter can save nearly 1000kg of carbon dioxide per year.

Use eco-friendly office supplies

If you use office supplies i.e. notebooks, pens, etc. try to use waste-free or biodegradable products. You can also keep your paper wastage to a minimum by moving note taking, etc. to your desktop / online.

Green your energy supply

Unplug electronic devices that are not in use, such as your laptop, mobile phone, coffee machine or television, when not in use. Reducing the brightness on your computer screen can save up to 20% of the monitor's energy. Energy saving light bulbs also make a big difference.

Plants

Introduce a few plants to boost your mood, air quality and productivity whilst you work from home.

6. Policy Review

This policy will be reviewed every **3 years** or sooner if changes in legislation occur or new best practice evidence becomes available.

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