

our green commitment



in our offices:

- We actively encouraged our staff to avoid wasteful printing
- It is requested that all waste paper is used by Staff on both sides before recycling
- Where possible the paper we use is recycled
- All Staff must actively focus on email and web based communication
- Kitchen waste must be recycled where possible
- All chargers for mobile phones and PDA's should be unplugged when not in use
- Where possible Staff should utilise natural daylight as a preferred source to office lighting
- Office lights (if used) are to be turned off at 1700hrs GMT when offices close
- All PC's are set to power saving
- Both offices are well insulated so heating temperatures are reduced
- Our offices are semi-furnished with recycled furniture
- We use recycled Business Cards
- We recycle our old computers, mobile phones and printer cartridges