

ENVIRONMENTAL POLICY.

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Fifteen Design Limited ('We') is committed to reducing our environmental impact and to continually improve our environmental performance as an integral part of our business strategy and operating methods. We will encourage customers, suppliers and other stakeholders to do the same.

We endeavour to:

- Comply with and where possible exceed all relevant regulatory requirements.
- Improve and monitor environmental performance.
- Reduce environmental impacts.
- Consider environmental factors when making business decisions.
- Increase employee awareness of environmental matters through training.

Paper:

- We will minimise the use of paper in the office.
- We will seek to use electronic communication wherever possible.
- We will reduce packaging as much as possible.
- We will seek to buy recycled and recyclable paper products.
- We will reuse and recycle all paper where possible.

Office Supplies:

- We will evaluate if the need can be met in another way.
- We will evaluate if renting/sharing is an option before purchasing equipment.
- We will evaluate the environmental impact of any new products we intend to purchase.
- We will favour more environmentally friendly and efficient products wherever possible.
- We will reuse and recycle everything we are able to.

Energy and Water:

- We will seek to reduce the amount of energy used as much as possible.
- Lights and electrical equipment will be switched off when not in use.
- Heating will be used with energy consumption in mind.

- The energy consumption and efficiency of products will be taken into account when purchasing new equipment.

Maintenance and Cleaning:

- Cleaning materials used will be as environmentally friendly as possible.
- Materials used in office refurbishment will be as environmentally friendly as possible.
- We will only use licensed and appropriate organisations to dispose of waste.

Transportation:

- We will promote the use of travel alternatives such as e-mail or video/phone conferencing.
- We will make efforts to accommodate the needs of those using public transport or bicycles.
- Where travel is deemed necessary we will endeavour to make use of the most environmentally friendly option.

Culture:

- We will involve staff in the implementation of this policy, for greater commitment and improved performance.
- We will review this policy at least once annually in consultation with staff and other stakeholders where necessary.
- We will provide staff with relevant environmental training.
- Where possible we will work with suppliers, contractors and sub-contractors to improve their environmental performance.
- We will use local labour and materials where available to reduce CO2 and help the community.

The introduction and implementation of this policy is a commitment of Fifteen. Fifteen has designated responsibility for the day-to-day implementation of this policy. The policy is reviewed annually as part of the organisations overall environment management plan.

Signed:



Ollie Piddubriwnyj
Managing Director

Green Champion Michelle Moss
Contact email: michelle@fifteen.co.uk