

Avisami Environmental Policy

1. The Environmental Policy aims to outline measures Avisami Ltd will take to reduce, reuse and recycle office waste within the organisation. It will also outline its policy on purchasing and awarding tenders to suppliers.

Policy Statement

2. Avisami Ltd will:
 - 2.1. Aim to minimise the use of all materials, supplies and energy it uses
 - 2.2. Minimise waste produced in all areas of the organisation, reuse and recycle waste where possible, and aim for waste-free processes
 - 2.3. Aim to include environmental and ethical considerations in purchasing and tendering out services

Waste reduction

3. Use of both sides of paper
4. Effective use of IT (including e-mail) to prevent unnecessary printing and duplication (adjusting font sizes and margins to allow documents to fit onto one piece of paper, print preview prior to printing, thorough proofing of large print-runs before printing)
5. Circulation or display of non-urgent memos or information, as opposed to printing multiple copies.
6. Provision of proper cutlery, crockery and napkins for use by staff and visitors in preference to disposables where applicable
7. To comply with the Environmental Protection Act 1990 by keeping the building clear of litter and refuse, taking account of the statutory Code of Practice on litter
8. To avoid the use of batteries, especially those with high levels of lead, mercury and cadmium, where there is a better environmental option.

Waste reuse

9. Purchase of second-hand furniture and similar items whenever feasible
10. Saving and reusing envelopes where possible
11. Printing draft documents on the back of paper which has already been used on one side

Recycling

12. Recycling all materials where local facilities (free or otherwise) exist
13. Collecting toners and cartridges for remanufacturing

Energy and water consumption

14. Use of energy efficient light bulbs
15. Use of power-down features on electronic equipment
16. Turning off lights and heaters when not needed, and use of adequate insulation
17. Use of primary fuels over secondary fuels
18. Use of rechargeable batteries in preference to non-rechargeable ones
19. Responsible use of water with minimal wastage

Purchasing

20. Purchase of products containing recycled material for office use, and stating the percentage of post-consumer waste on all publications and headed stationery
21. Purchase of remanufactured toner cartridges and re-ink ribbons where possible
22. Buying in bulk to reduce packaging waste
23. Buying in returnable and refillable containers where possible and appropriate.
24. Specifying the use of proper crockery and cutlery, reusable napkins, milk jugs rather than individual portions, and other reduction and reuse measures at conferences, seminars and events.
25. Purchase of environmentally friendlier goods where such information exists, for example avoidance of over-processed goods or those that have been unnecessarily bleached or dyed
26. Purchase fully biodegradable substances such as wood, cardboard and vegetable based lubricating oils, where available and when they represent the best environmental option and value for money.
27. Purchase solvents and paints that has low solvent, or solvent- free products such as water based paints, varnishes and glues.

General office environment

28. Maintaining the office as a pleasant and effective working space
29. Encouraging the use of plants (and the proper care of these), especially those which are good at absorbing emissions from printers
30. Carrying out an annual office tidy-out and waste amnesty once a month
31. Regularly servicing all office machinery to maintain optimum operating efficiency and longevity.
32. Encouraging cleaning staff to use cleaning products which do not present a problem to humans or the environment, are biodegradable, do not contain harmful solvents or propellants and have not been tested on animals