

# INOVEM Environmental Statement

Despite being a small business, we recognise that our operations have an effect on the local, regional and global environment. As a consequence we attach maximum importance to matters concerning the environment.

INOVEM's policy is to meet and, where practical, exceed all relevant regulatory requirements and to minimise any adverse environmental effects caused as a result of our activities.

## **Our environmental aims**

- Continually monitor legislative changes and developments and make changes to our policy and practice to ensure compliance;
- Ensure the responsible use of energy (in our case, principally electricity) throughout our business by conserving energy wherever possible, monitoring and improving energy consumption and efficiency on a regular basis, and encouraging best practice within our company and by our business associates;
- Minimise the impact of our travel in cars or on public transport;
- Conserve natural resources by re-using and recycling packaging and stationery materials, purchasing recycled materials where appropriate, and using recyclable packaging and other materials wherever possible;
- Endeavour to perform business electronically, to reduce paper usage;
- Be a responsible member of the local business community in our village of Weston and its immediate area in the way that we impact on the environment that we share, and to act promptly and effectively to correct any problems or incidents that might affect the environment or the health or safety of our staff, of our business neighbours or of the inhabitants of the area;
- Utilise products that we know to be safe to use, energy efficient in operation, protective of the environment, and that can be re-used, recycled or disposed of safely;
- Endeavour to meet or exceed applicable government and European requirements and voluntarily to abide by and, where appropriate, adopt the environmental policies of our customers;
- Make all employees aware of this policy and their responsibilities for environmental issues;
- Undertake regular and comprehensive self-assessments of our compliance with this policy and report annually to the management meeting;
- Review and update this policy on an annual basis, or more frequently if required.

In practical terms, this includes (but is not limited to):

- Non-essential electrical equipment will be switched off whenever possible.
- In particular the Office lights will be turned off overnight, and over weekends.
- Office Heating will be turned down to acceptable and staff-agreed levels.
- Any procurement of goods or services should consider the environmental impact of the product purchased, its packaging and delivery method. Where it is sensible, we will use second-user or recycled equipment.
- Whilst Weston itself is difficult to get to on public transport, environmental planning can affect other business journeys.
  - We will actively look for practical public transport alternatives for any trip,
  - We will aim to share lifts whenever two or more staff are visiting the same site and have a similar route or part of route,
  - We will attempt to minimise travel in general by the careful planning of meetings with clients.
- All Paper, Plastics and Glass consumed within the office will be recycled, separately from other refuse. Confidential paper matter will be shredded before recycling. (Exceptions to this rule are possible for very sensitive material.)

Toby Smith, Environmental Responsibility. April 2008