



5E Ltd

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Environmental Policy

The main aims of our Environmental Policy is to contribute to a healthy environment, with practical procedures and practices which can be implemented on a day to day basis by all staff and users. The policy focuses on the two main issues of Waste Management and Energy Usage.

1. Waste Management

As part of this strategy, 5E will endeavour to follow responsible waste management procedures throughout all areas of the organisation.

5E will aim to develop and sustain waste management procedures that promote good practice in all aspects of the process.

5E will aim to achieve the following objectives:

- To reduce the amount of waste produced by the organisation as a whole
- To review the disposal procedures of all waste products to establish their environmental impact
- To amend disposal procedures, where possible, to reduce their environmental impact
- To increase the types of recycling opportunities available
- To increase the quantity of items that are recycled

- To promote awareness amongst staff and clients.

2. Energy Usage

5E is committed to reducing and eliminating waste. This element of the Policy applies specifically to the use of energy.

5E aims to:

- reduce or contain total energy costs as measured in absolute terms
- reduce or contain total energy consumed as measured in absolute terms
- reduce energy consumption and/or cost per full-time equivalent (FTE) client
- reduce harmful emissions
- involve clients and staff in the monitoring, implementation and continuing development of policy on energy use
- raise awareness and understanding by clients of energy conservation methods, not only as they relate to the organisation but also to their daily lives outside the organisation, wherever possible, offering practical advice and instruction; and to spread good practice by advising other organisations, especially partner institutions, other training and

development providers and local organisations

3. Practical measures of contributing to Environmental Sustainability

This project will address the the issue of sustainable development by impelmenting the following practices:

- No capital work/extensive usage of natural resources
- Travel reimbursements encouraging public transport usage instead of private cars (fuel conservation).
- Recycling of paper (Selby Trust Scheme), glass, metal, plastic products; energy saving devices and policies
- Recycling and reusage of toner cartridges, ICT equipments (PC's switches, routers, printers)
- Practise energy saving through recycling technologies
- Electrical devices conforming to EU standards with auto save (saving electricity, product life extension) with safe disposal
- low radiation digital flat screen TFT monitors (low radiation, space consumption)
- providing employer demanded skills
- encouraging local employers to take on project beneficiaries as work placements and eventually employees, thus reducing travel to work patterns

- promoting better use of ICT through ICT training and qualifications and therefore promoting electronic communication methods rather than the use of paper or reliance on travel for face to face meetings.

5E will seek to meet these aims in ways which are responsible and which are consistent with its intentions to provide a good, comfortable, working environment for all its clients and staff.

4. Review

This policy and associated procedures were reviewed in June 2009 and is due for next review in June 2010.