

# ONE STOP WEB SYSTEMS

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Environmental Policy

20<sup>th</sup> July 2007

Version 1

*Abstract*

*Company-wide Environmental Policy*

## Document History

20 <sup>th</sup> July 2007	Phil Hanchet	First Draft
23 <sup>rd</sup> July 2007	Phil Hanchet	Version 1, following review

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## Introduction

One Stop Web Systems incorporated in April 2000 to provide a single port of call to SMEs requiring an internet presence.

## General statement of policy

In all our operations we are committed to reducing our environmental impacts and maximising our positive actions to increase the economic and social sustainability of our work. When working with One Stop Web Systems, we expect all our Associates and suppliers to act in accordance with our policy and will also encourage them to develop similar standards for their own business operations.

As a small business in the IT sector, we have limited environmental impacts in the course of our work. However, we undertake the following actions:

- To power down all PCs and monitors at the end of each day, and to unplug all chargers (e.g. mobile phones)
- To recycle all used material that is taken by local council services, by the provision of recycling bins in the office
- To opt for public transport wherever it is practical
- To optimise our use of email and electronic communication where appropriate
- For long distance and international travel, to consider all transport options for the optimal balance of minimum environmental impact against time and cost implications
- To ensure that all hire cars are less than 1600cc capacity and if possible use Euro3 low emission technology
- To use non-disposable crockery and cutlery in the office
- To provide fans instead of air conditioning
- To select A rated energy-efficient appliances where possible
- To recycle furniture and equipment wherever possible
- To purchase recycled-content products wherever appropriate e.g. paper
- To reduce the requirements for additional transport and packaging by batch buying wherever possible, and to buy incidentals within walking distance of the office where appropriate
- To support Fair-Trade initiatives and those supporting our local communities
- To ensure compliance with all relevant environmental legislation

Confidential

We will review our policy and practices at regular intervals, ensuring that we remain compliant with any new legislation (e.g. WEEE Directive) as well as being committed to continually improving our environmental performance.

A copy of the policy is available on request and is also posted on our company website

<b>Company Environmental Officer</b>	
<b>Signed</b>	
<b>Date</b>	

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