

Environmental Policy

PRINCIPLES

- DC Group are bound by ethical standards in all our work
- We also have ethical standards in the way we operate generally
- Social Responsibility involves DC Group, the people who work here, our clients, suppliers and our community
- Protection of the environment is for the good of everyone
- Effective and efficient use of resources is good business practice

AIMS

- Reduce consumption of energy and materials in the office
- Encourage individual responsibility
- Recognise that small changes can have a real cumulative effect

WHAT HAVE WE DONE

- Energy Audit We have had an independent audit and are implementing the recommendations - ref all lighting via Carbon Trust
- Confidential Paperwork is shredded offsite and the pulp recycled
- Sustainable sources for paper
- Recycling toner cartridges , and recycling computers (once all data has been made inaccessible)
- Heating radiators have been fitted with independent thermostats
- Recycle all cardboard, electrical goods, batteries. All to Recognised Companies.

WHAT ELSE WE CAN ALL DO

- Save Energy - Control heating, windows and air conditioning equipment to maintain comfortable working conditions without wasting energy
- Turn it Off - Everyone is responsible for turning off their own computer, monitor & printer when not in use, rather than leaving them on standby and also turning off lights if they are the last to leave any room.
- Think twice before you print - Use e-mail instead of paper memos. Send documents a attachments. Edit documents on screen. Save e-mails or documents as electronic files. Don't print the same e-mail twice.
- Stop Junk Mail - Don't just bin junk mail - be positive and cancel it.
- Recycle - Use non-confidential waste paper for notes or recycle it - put an empty copier paper box by your desk and see how quickly it fills up. Collect plastic milk cartons, cans and bottles.
- Be Green & Fair - Where available and appropriate use Fair Trade or ethically traded products.