

ENVIRONMENTAL POLICY

Policy Owner	Rachel Harvey-Afuwape
Policy Approver(s)	Emma Underwood
Effective Date	1 st April 2019
Next Review Date	1 st April 2022

Breathe as a company is concerned to ensure that the running of our business has minimum detrimental effect on the environment.

Consumables are the main by products that Breathe produce and to that effect the following policies have been adopted by the company and staff comply by them.

1. Breathe securely shreds all documentation by an accredited and licensed secure destruction company.
2. Collection boxes for this paper are provided throughout the office building
3. Inkjet cartridges are to be recycled – charitable collection of these periodically.
4. Staff are encouraged to car share where possible to reduce pollution and congestion and to use public transport where practicable.
5. Lights are to be turned off when not required.
6. Electrical appliances are to be turned off when not in use.
7. Low energy light bulbs and appliances used when replacing old stock.
8. Only necessary documents/emails to be printed – as paperless an office as possible.

These policies supplement the terms of employment but are not of contractual effect. The purpose is to explain the Company's current policies and procedures but they may be subject to change without notice if changes are considered appropriate by the Company or if there are changes in relevant legislation.

Signed by:



Emma Underwood
Director

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