

hybrid: arts

ENVIRONMENT AND GREEN HOUSEKEEPING POLICY

Assessed January 2009

All activities, as a business or as an individual, have some impact upon the environment. Hybrid Arts recognises to minimise the impact its operations have on the environment and seeks to achieve this through a programme of continual improvement. As an office based organisation, Hybrid Arts's chief impacts are those concerning waste, energy and raw materials. Therefore it is Hybrid Arts's policy wherever practicable to:

- Prevent and minimise pollution
- Quantify and monitor all significant environmental impacts of the business and set specific targets, seeking continual improvement
- Comply with all relevant current legislation and industry standards and seek to meet future legislation in advance of implementation
- Integrate environmental considerations and objectives into relevant business operations and decisions on a cost efficient basis
- Ensure that all employees are aware of their responsibilities in implementing this environmental policy

As its chief environmental impacts are waste, raw materials and energy, Hybrid Arts will pay attention to:

- Reducing the amount of raw materials used and purchasing materials produced by sustainable means (e.g. paper)
- Efficiency savings in waste production through waste monitoring and recycling (e.g. packaging and toner cartridges)
- Reduction in energy and water use via monitoring of bills and installation of energy saving equipment (e.g. heating and lighting)
- Continual improvement in environmental performance achieved by setting annual targets and supported by staff training, designating employees with environmental responsibilities, by developing an environmental management system, and membership of local initiatives.

In addition, to encourage the use of bicycles Hybrid Arts will ensure that a fleet of bicycles are made available for full time workers to use in connection with work.