

## The Anderson's Centre Environmental Statement

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The Andersons Centre (TAC) is committed to playing its part in society's role of ensuring a sustainable environment. Careful consideration is given to environmental issues at all stages of TAC's functions with a pragmatic approach used at all levels. TAC is a People-business with an impact in the office and as a team of consultants out in the field. This statement lists the key policies maintained by TAC with consideration for environmental protection and ongoing improvement.

### WITHIN THE OFFICE

- **Equipment Procurement**

Procurement of new technical equipment (i.e. faxes, computer screens, photocopiers) is based on environmental features. Such features include wax printing, rather than ink cartridges, low energy/auto-shutdown technology and screen fax facilities, not requiring paper.

High quality technology is used with the expectation it will last longer than cheaper goods.

- **Computers**

Sharing networked printers saves on over investment in capital items and, with printers located in central print rooms, discourages unnecessary printing of documentation.

Computers are set to auto shutdown after a set time period thereby minimising their impact on energy usage. They are as a policy turned off when not in use.

- **Documentation Storage and Delivery**

Ample memory is provided to store documentation in electronic format, rather than on paper. Where possible, newsletters and information is sent to the company by email rather than print, thereby saving paper and reducing the burden on forest areas.

- **Printing**

Where printing is necessary, economy mode, double sided printing and 2 pages per sheet are used wherever possible particularly for editing and internal purposes.

- **Heating**

Heat levels in rooms are based on a comfortable working environment, but not excessive. Positive controls are employed in addition to the use of secondary glazing.

- **Lighting**

Power-saving lights are in most offices and are left on whilst in general use. Lights in rooms not in use are switched off.

- **Paper**

Paper is a valuable resource from trees. Every effort is made to conserve this resource.

Paper is recycled and used for the provision of inter-office draft documents. Where possible, electronic mail is used. Waste paper is sent to a recycling centre, shredded documents are reused as animal bedding.

- **Waste Products**

Waste paper containing sensitive information is shredded on site or retained for disposal by specialist shredding firms. Shredded paper is used for livestock bedding on nearby farms. Other waste paper is recycled.

- **Office facilities**

Every attempt is made to purchase reusable rather than disposable items. For example, glasses are provided rather than paper cups for drinking water and china mugs rather than plastic cups for hot drinks.

- **Disposal Issues**

Paper and other wastes from the day to day office function are taken to recycling centres wherever possible. Redundant computers are given to staff or people that can make use of them.

## **OUT OF THE OFFICE**

- **Cars**

The company does not provide company cars, thereby encouraging reduced car usage. Furthermore it does not provide free car parking, thus disadvantaging those who drive to work.

Some staff live considerable distances away from the office, (over 20 miles) and are encouraged, wherever possible to work from home, using modern technology to connect to the company central IT facilities.

- **Local Facilities**

Wherever possible, local facilities such as designers and printers are used out of preference. This keeps travelling reduced to a minimum.

- **Driving**

Where possible consultants are encouraged to combine client visits to minimise road miles travelled.

- **Service to Clients**

Consultancy teams are regularly updated on general environmental management issues and have noted the content of Codes of good agricultural practices on the management of soils, air and water. Every effort is taken to advise and educate clients of their impact on the environment and advise in the methods at their disposal for minimising adverse impacts

Whilst we acknowledge that the business, by virtue of requiring resources on a daily basis (energy, paper etc.) bears an environmental footprint, the partnership continues to seek new methods of reducing its environmental burden on an ongoing basis.