

Chiltern Transport & Warehousing Limited
Chiltern Transport (Northern) Limited
Chiltern Group Transport

ENVIRONMENTAL GUIDE – WORKING IN THE OFFICE

1 OBJECTIVE & SCOPE

The following information should serve to inform staff and visitors to Chiltern Transport & Warehousing Limited of the ways in which individuals can work and make decisions to minimise our impact on the environment.

Chiltern Transport & Warehousing Limited is committed to protecting the environment, and various policy, procedure and information may be found in the environment section of our ISO 14001 Management System.

The focus of this guide is reducing use of resources, minimising waste, recycling, and using environmentally sound sources.

2 COMPUTERS, MONITORS & PRINTERS

2.1 Power Management

All of our IT equipment should have power management features, and we should make use of them. Using a computer's 'sleep mode' can reduce its energy use by around 60% over the course of a day. Energy star computers power down to less than 30 Watts or less when inactive for a specified time period.

Consideration should be given to purchasing Energy Star equipment, flat screen monitors (which use less energy), laptops rather than desktops, and smaller monitors where appropriate. Screensavers are not energy savers – use sleep modes instead.

What you can do now:

- Ensure that power management is being used on your PC / Monitor / Printing equipment
- Ensure your equipment is completely turned off in the evening and at weekends

2.2 Printers & Copiers

Users should do their best to make sure that we print correctly first time – use the print preview function, and print drafts where necessary in black and white rather than colour.

Avoid unnecessary printing, such as email and documents available on the internet

3 OFFICE ENERGY

3.1 Heating

Office heating should be set to maintain a comfortable working temperature in areas where regular activity is taking place. Use of thermostats and timers to ensure that the right temperature is applied to areas at the right time is required. The Organisation will ensure that heating / cooling equipment is properly maintained so that the systems we have in place are operating as efficiently as possible.

Staff are encouraged to dress appropriately for the season, and remove a dependency on the heating and cooling systems. Staff should also ensure that windows / blinds are properly used to help manage temperatures in the office.

Heat generated from IT equipment, copiers accounts for much of the air cooling needs of our offices – make sure that equipment not required is shut down.

Issues or ideas should be reported to Environmental Manager – Keith Croker.

3.2 Lighting

The message is simple – make sure lights that are not required are switched off. Where possible, make use of natural light.

When new lights are being installed, use of energy efficient bulbs, timers, dimmers, electronic ballast and various other sensors should be considered.

Issues or ideas should be reported to Environmental Manager – Keith Croker

4 WASTE

4.1 Paper

Minimise Use – Print double sided, adjust page settings to minimise the amount of pages required, distribute electronically where possible, use print previews to ensure you get it right first time.

Recycle When You Do Use – paper no longer required should be recycled in some way.

Purchase a recycled product – the Organisation will evaluate it's suppliers to review the viability (in cost and performance) of using recycled paper.

4.2 Water efficiency

The office space should not use a highly significant volume of water, however we should seek to minimise the use of water wherever we can. Ensure that water supplies are properly shut off when not required, don't unnecessarily run taps, and immediately report any leaks/drips to our Environmental Manager – Keith Croker

4.3 Other recyclable products

Consider using a mug instead of plastic coffee cups – and recycle the plastic cups into the containers near the coffee machines if you do use one.

Ensure all other items that can be recycled (toner cartridges, plastics etc) are done so if it's possible. Think before you put anything into a dustbin – can it be re-used, can it be recycled?

5 OWN PRODUCTS/SERVICES

Chiltern Transport & Warehousing Limited recognises that its activities impact upon the environment, through its routine operations. Working with these procedures will have an impact on global warming, as well as showing the company cost savings through this management system.

6 SOCIETY & NEIGHBOURS

6.1 Neighbours

An important aspect of our impact to our environment is the effect we have on our neighbours and general public. We should be courteous and thoughtful of their needs, in particular people who have their homes near our operations. Where some disruption might be necessary, neighbours and other impacted parties should be consulted as to the best way of minimising impact (altering times etc).

Impacts that all staff should consider include:

- Noise
- Parking
- Lights
- Traffic (people & vehicular)
- Emissions (from vehicle, or water from buildings etc)

6.2 Smoking

The Organisation operates a non-smoking policy, which must be adhered to.

6.3 Planning / building environment

The Organisation operates in and near other places of work, and residences. The Organisation will ensure that buildings and offices are maintained and developed in sympathy with the local environment, in particular ensuring that development and changes to our properties are in keeping with the neighbourhood. The Organisation will ensure that all appropriate planning regulations are met and adhered to.

7 EMPLOYEE'S SHORTLIST

Each employee can take some responsibility by doing the following things at and around their desk or work area:

- Ensure your computer, monitor and local printer power management is in use
- Turn off equipment you don't need when not in use – PC's, monitors, lights, heaters etc
- Use as little paper as you can – print double sided, adjust page settings, use print previews, print drafts in black and white
- Re-use paper wherever possible
- Take advantage of recycling – paper products, plastics (including cups)
- Be courteous in all respects to our neighbours and the general public
- Apply the Organisation's environment principles when purchasing
- Feedback ideas and comments on Environment Issues to the Environmental Manager

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