

environment policy bwapol4/10

bwa specialises in graphic and multimedia design for the environmental, educational and social sectors, helping effect positive social change.

policy statement

We are strongly committed to minimising the impact our business has on the environment. We believe in protecting and conserving resources through continued responsible action. We aim to meet the needs of the business in the present without endangering the future. It is the policy of **bwa** to be sustainable and promote sustainability in all aspects of its business and operations. **bwa** expects every employee to cooperate in exercising the management systems and processes in order to achieve stated policy aims.

This policy is compliant with ISO 14001: 2015.

commitments

- to continually review business operations to maximise opportunities to improve environmental performance while minimising adverse effects on people and the environment, including the prevention of pollution
- to make the most efficient use of natural resources such as energy and water to minimise waste
- to raise awareness by example amongst all stakeholders from staff to clients and suppliers, of responsible environmental/ social practice
- to comply as appropriate with relevant environmental legislation and regulations
- to adhere to the **bwa** Environmental Management System

objectives

reuse, recycling and waste

- to develop design with consideration of the principles of recycling/ reuse
- to reuse and recycle as much as possible from **bwa** offices, for example paper and ink cartridges
- to ensure the safe disposal of e-waste and other hazardous materials

procurement

- to adhere to **bwa** procurement policy ensuring that wherever possible **bwa** purchases print, consumables and uses suppliers with a commitment to reducing their environmental impact
- to consider life cycle analysis of supplies and proactively address concerns

energy consumption

- to reduce the amount of energy used by assessing the energy consumption (Energy Star status) of equipment when making purchasing decisions, as well as requiring that lights, heating and office equipment are switched off when not in use

sustainable communities

- to support selected local environmental/ social initiatives in order to make a positive contribution to the local community
- to proactively seek and where possible use local suppliers, for example printers

environmental expertise

- to advise and encourage clients wherever possible to purchase the most environmentally sound materials, processes and products in relation to work undertaken by **bwa**
- to consider sustainability in all aspects of design including the use of materials and processes used in design production and the use, where possible, of only recycled or totally chlorine-free paper

responsibility

It is the responsibility of **bwa** partners to ensure that this policy is upheld by all employees at all times and all employees have a responsibility to apply this principle in everyday practice, while working in the office or working from home. All staff are made aware of and have access to this policy.

revision

This policy will be reviewed annually to revise and update as required. It will be reviewed at other times if any policy changes are made at **bwa** with potentially relevant implications. Any revisions will be brought to the attention of staff via weekly staff meetings or on Slack.

Approved and dated by: Catherine Barr, Partner