



Schneider Trading Associates Limited

Green Policy

SCHNEIDER TRADING ASSOCIATES LTD GREEN POLICY

Mission Statement:

Schneider Trading Associates Ltd recognises that it has a responsibility to the environment beyond legal and regulatory requirements. We are committed to reducing our environmental impact and continually improving our environmental performance as an integral part of our business strategy and operating methods, with regular review points. We will encourage customers, suppliers and other stakeholders whenever reasonably possible to do the same.

We endeavour to:

Policy Aims

- Comply with and reasonably exceed all relevant regulatory requirements.
- Continually improve and monitor environmental performance.
- Continually improve and reduce environmental impacts where possible.
- Incorporate environmental factors into business decisions.
- Increase employee awareness and training.

Paper

- We will minimise the use of paper in the office wherever reasonably possible
- We will reduce packaging as much as possible
- We will seek to buy recycled and recyclable paper products
- We will reuse and recycle all paper where possible

Energy and Water

- We will seek to reduce the amount of energy used as much as reasonably possible
- Lights and electrical equipment will be switched off when not in constant use
- Heating will be adjusted with energy consumption in mind
- The energy consumption and efficiency of new products will be taken into account when purchasing

Office Supplies

- We will evaluate if the need can be met in another way
- We will evaluate if renting/sharing is an effective option before purchasing equipment
- We will seek to buy more environmentally friendly and efficient products
- We will reuse and recycle everything we are reasonably able to

Transportation

- We will reduce the need to travel, restricting to necessity trips only
- We will promote the use of travel alternatives such as e-mail or phone conferencing
- We will make additional efforts to accommodate the needs of those using public transport or bicycles
- We will use the 'green' vehicles whenever reasonably possible

Maintenance and Cleaning

- We will comply with and reasonably exceed all relevant regulatory requirements
- We will seek to continually improve and monitor environmental performance
- We will seek to continually improve and reduce environmental impacts
- We will reasonably incorporate environmental factors into business decisions
- We will seek to increase employee awareness through training and other methods

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Monitoring and Improvement

- Cleaning materials will be as environmentally friendly as effectively possible
- Materials used in office refurbishment will be as environmentally friendly as reasonably possible
- We will only use licensed and appropriate organisations to dispose of waste

Culture

- We will involve staff in the implementation of this policy, for greater commitment and improved performance
- We will update this policy at least annually in consultation with staff and other stakeholders where necessary
- We will provide staff with relevant yet appropriate environmental briefings
- We will use local labour and materials wherever reasonably possible in order to reduce CO2 and help the community

Actions to Date

Paper

- We have provided printers that print double-sided.
- Where considered effective, page layout has been created to display 2 pages thus combined with double-sided printing allows for 4 pages of text on a single sheet of paper.
- Separate bins have been provided throughout the premises for paper products to be sent for recycling.
- We purchase copier paper produced using recycled paper materials.

Energy & Water

- We have installed lighting sensors that are set to turn off automatically when people have left the vicinity
- We have installed, where prudent, low energy lighting throughout the building, to increase efficiency and reduce energy consumption
- We use energy efficient light bulbs throughout the rest of the building
- We use environmentally friendly and / or recyclable products for washrooms and kitchens
- We have installed energy efficient hand dryers, replacing the use of towels and reducing waste
- We have arranged minimal service visits (i.e. sanitary disposal) that meet the needs of the buildings while reducing travel requirements

Office Supplies

- We are rolling out low energy computer screens
- We have installed harmonic distortion filters to reduce consumption and to reduce the high neutral imbalance on electrical phases
- We have set all available hardware to turn off automatically at predetermined times to save energy (this also reduces the temperature in the building so there is less need for air conditioning during office hours)
- We have a live energy monitoring system that disseminates information via TV screens in the building reception, which shows the buildings carbon emission levels and thus raises awareness amongst staff and guests

Last Reviewed: 01/07/2011
Next Review: 01/07/2012

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Transportation

- We encourage the use of public transport, especially trains, over private cars and taxis.
- We use Green Tomato Cars where reasonably possible.

Maintenance & Cleaning

- We use a cleaning company that uses environmentally friendly, biodegradable cleaning products which are supplied in concentrated form (to reduce packaging and transport costs)
- We use a cleaning company that ensures their cleaners have sufficient training to guarantee the effective use of solutions; hence minimising usage and maximising effectiveness. COSHH details are on show in cleaning cupboards and procedures are enforced
- We advocate cleaning shifts which (wherever possible) do not require lighting / heating to be consumed purely to facilitate the cleaning process
- We have put "Save water" signs by all taps to encourage minimal usage
- We have plumbed in water heaters allowing us to replace kettles This improves efficiency and reduce water wastage
- We are working with the building management to implement new procedures to ensure maximum recycling and minimum waste
- We use a specialist to collect our redundant equipment to ensure confidential documents or electronic data are securely destroyed and equipment is recycled
- We use a specialist for the collection of large or bulky items
- We use a specialist recycler for toner cartridge collection

If you have any questions, queries or ideas on how to improve our place of work, our carbon footprint or other related ideas please contact business.services@schneidertrading.com