

The Environmental Policy covers all aspects of RGJ Power Ltd operations – from good housekeeping measures such as using both sides of paper prior to recycling, to ensuring that investments made are environmentally sound. The policy also commits us to promoting suppliers and services which adhere to environmentally sound ways of operating.

All staff will have access to this Environmental Policy through the company main website, <http://rgjpower.com>. The Environmental Policy will be regularly referred to in decision-making and through team meetings. It is to be included during the induction of new staff, board members and volunteers. It shall be reviewed bi-annually by the Business Management Committee.

RGJ Power Ltd practises the principles of the **3Rs** by:

1. **Reducing** waste where possible by thinking about what we buy and how we use it. Non-essential documents and emails will not be printed. We will annually review which internal documents and external publications are essential, if they are not they will be cancelled thus reducing waste and saving money. We will endeavour to avoid disposable cups and food packaging bought by the office and for events. We will ensure all our printing and photocopying is done on double-sided paper.
2. **Re-use** wherever possible by trying to find a second life for items especially paper and office stationery. Scrap paper will be used in printers, fax machines, for taking messages and for writing notes or draft copies of documents. We are committed to the re-use of envelopes and packaging where possible.
3. **Recycle** as the least preferred option of the 3Rs. All paper, card, glass, tin will be recycled. Food waste will be composted. Toner cartridges and inkjets will also be recycled. If office furniture or IT equipment is being replaced then RGJ Power Ltd will seek to have those items reused or recycled. We will use/support social economy organisations to recycle materials as appropriate.
4. RGJ Power Ltd will **buy recycled**. We will endeavour to switch all publications and general office papers to 100% post-consumer waste recycled papers, any additional purchasing costs will be balanced against reduced consumption. When purchasing other items of office equipment recycled options will be considered.
5. RGJ Power Ltd will seek to purchase **fair-traded and environmentally sound goods**. In particular sourcing of refreshments for meetings, training and events should wherever possible be purchased from local suppliers to reduce food miles (preferably within the social economy). If possible food should be organic, fruit and vegetables should be in season and tea, coffee and other products (e.g. chocolate biscuits!) should be fair-traded.
6. RGJ Power Ltd will promote the use of cycling and walking as the main means of **travel** to local meetings, and use public transport where systems allow efficient use. For journeys that require the use of a car, car sharing will be encouraged. (Where personal mobility or access issues present an excluding difficulty, RGJ Power Ltd will cover costs of taxi, car club or other appropriate transport in line with our Equality Policy and practice).
7. RGJ Power Ltd will seek to minimize the use of **energy** in its activities. For example lights and equipment will be switched on only when needed and not out of routine. All lights will also be energy efficient models.
8. RGJ Power Ltd will provide all staff with relevant environmental training and relevant job-specific training.
9. RGJ Power Ltd will work with suppliers, contractors and subcontractors to improve their environmental performance.

Signature: 
Title: Corporate Director

DATE: 20 January 2010