



ENVIRONMENTAL POLICY

Eight Engines recognises how important it is to protect the environment on a local, national and international level and wherever possible, improve it through the company's activities and ethos.

It is our policy to carry out all of our activities in a manner, which is both environmentally responsible and upholding to all legislation.

We recognise that we have a responsibility to the environment beyond legal and regulatory requirements and 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.

To uphold this policy, we will

- Comply with all current environmental legislation and where practical meet future legislation ahead of relevant deadlines.
- Reduce our use of energy, particularly with regard to electric lighting and equipment. Appropriate monitoring and evaluation schemes will be undertaken on a regular basis.
- Emphasise environmental criteria when selecting suppliers of materials, equipment and providers of business services.
- Minimise the use of, re-use or recycle all materials wherever possible. Priority will be given to reducing the amount of waste paper in the organisation.
- We will always present a recycled paper option to our clients who opt for printed forms of advertising.

- Promote and encourage appropriate training and self-monitoring for all employees, especially those involved in the disposal of waste.

- Investigate the use of motor vehicles for business use and encourage staff to consider alternatives when appropriate.

Sustainability Procedure:

We have a commitment as a business to reduce the impact our company has on the environment by encouraging sustainable practices within the company.

Recycling:

- We have a system in place to recycle all materials used within our company effectively; including but not limited to; paper, computer equipment, cardboard, plastics and glass
- We have separate containers for each within our company to ensure this is being carried out effectively
- We recycle used printer cartridges using the envelopes provided from our printer leasing company
- We re-use binders and folders where possible to minimise waste. We donate all used mobile phones to a chosen charity.

Paper usage:

- All of our employees shall make an effort to minimise the use of office paper. Distribute, archive and file documents electronically. Print both sides to maximise paper usage. Purchase recycled paper.
- Attempt where possible to work with local printer firms

Environment:

- Purchase office supplies from local companies where possible. Provide safe, clean drinking water for all employees. Maintain a clean working environment for all employees

Energy Efficiency:

- Eight Engines has an overall goal of conserving energy and promoting efficiency both within main offices and on individual jobsites.

Electricity usage:

- Turn off all lights and electronics when not in use.
- Turn off all electronic equipment before office shut down each evening

Water Conservation:

- We will monitor and track monthly water usage for review to assure usage levels are meeting expected amounts

Environment:

Should we implement an internal car leasing policy for employees we will:

- Purchase all company vehicles with the lowest available emissions standards of vehicles within their particular class
- Support and provide incentives for car sharing, biking or the use of public transport

**For more information on this policy,
please contact:**

Name: Jack Leigh

Position: Director

Email: info@eightengines.com