



# POLICIES & PROCEDURES

## Pyramid of Arts

### Environmental Policy

Pyramid of Arts recognises that it has a responsibility to the environment and we are committed to reducing our environmental impact and continually improving our environmental performance.

We endeavour to:

- Comply with and exceed all relevant regulatory requirements
- Continually improve and reduce environmental impacts
- Incorporate environmental factors into business decisions
- Increase employee awareness

#### Supplies and Equipment

- We will minimise the use of paper in the office
- We will seek to buy recycled and recyclable products
- We will evaluate if renting/sharing is an option before purchasing equipment
- We will seek to buy more environmentally friendly and efficient products
- We will reuse and recycle everything we are able to

#### Energy and Water

- We will seek to reduce the amount of energy used as much as possible
- Lights and electrical equipment will be switched off when not in 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

#### 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 telephone
- We will make additional efforts to accommodate the needs of those using public transport or bicycles

#### Maintenance and Cleaning

- Cleaning materials will be as environmentally friendly as possible
- We will only use licensed and appropriate organisations to dispose of waste

#### Culture

- We will use local labour and materials where available to reduce CO<sub>2</sub> and help the community
- We will involve staff in the implementation of this policy, for greater commitment and improved performance