

Sustainability Policy

Sustainability – Fisher Studios Ltd policy

We are aware of Fisher Studios Ltd objectives to protect the environment and will consider sustainability issues when undertaking duties, including the procurement of goods and services. In particular, we will seek opportunities to improve and promote energy conservation, advocate recycling and waste minimisation, reduce pollution and support positive initiatives to improve the environment. We will limit travel or business to that which is unavoidable and walk, cycle or use public transport if possible.

1.0. Printing

(Where the term printers or printing is used, it also includes facilities for photocopying and scanning.)

- a) Printers will be used for documents that are relevant to the day-to-day conduct of business. Printers will not be used for personal documents.
- b) Devices will default to duplex printing and all staff are expected to make efforts to limit paper usage by taking advantage of duplex printing (i.e. double-sided printing) features and other optimization features (e.g. printing six PowerPoint slides per page versus only one per page).
- c) Minimum device requirement is off set stacking i.e. this means no booklet makers, no stapling or collating on any devices.
- d) Staff will refrain from printing emails. Email should not be used as long-term storage. If required, emails should be stored in a business application or records management system, NOT within an email inbox.
- e) Printing will default to print in black only.
- f) All colour printing will be recharged back to the business area.
- g) Recharges for mono and grayscale will be implemented if volumes exceed the contractual limit.

2.0. Guidance for Staff

- a) We will avoid printing large files, as this will lead to longer processing and queuing times.
- b) Fisher Studios Ltd has an increased drive towards working electronically and electronic document management. There will be an effort for paper-based forms to be replaced by electronic forms wherever possible across the company.
- c) Confidential documents will only be printed where the documents are going to be stored and disposed of securely.

3.0. Core Energy Behaviours for all Staff

3.1. Switch Off

- a) We will switch off our monitors and any local lights when away from our desk for more than 10 minutes.
- b) We will switch off all lights whenever they are not needed and when we are the last to leave a room, including kitchens and toilets.
- c) We will switch off our computer, monitor and all lights at the end of the day.

3.2. Save Energy

- d) We will only charge laptops and mobile phones etc. which are used for work. We will remove the chargers from the mains when they are not in use - some still draw electricity even though they are not in active use.
- e) We will keep external doors and windows closed when the heating is on.
- f) We will dress for the weather; wear extra clothing rather than relying on space heating alone to keep warm. (The Chartered Institute of Building Services recommends a temperature of 20 degrees in areas where desk work takes place.)

3.3. Travel Wisely

- g) We will follow the travel hierarchy: Avoid travelling; walk, cycle or use public transport; use a pool-car or a shared trip before using your own car. Help others.
- h) We will take action for colleagues if they forget and be prepared to be challenged and be open to suggestions.
- i) We will report energy waste and opportunities to save energy to whoever manages our building.

4.0. Core Behaviours for all Managers

In addition to the above:

- a) We will ensure that the team adopts the core energy behaviours.
- b) We will support the building manager in the work they do to reduce energy waste.

5.0. Building Specific Behaviours

These behaviours may not be relevant to all buildings so will need to be agreed locally:

- a) If there are different bins for different waste, we will take the time to understand what goes where and use the bins correctly.
- b) Even if there is a lift, we will use the stairs if able.
- c) When using a kettle at work, we will fill it with only the water needed; no

more.

- d) If the office has older printers, we will turn off all printers and scanners when not in use or if the last to leave the office. We will print in double-sided in black and white.
- e) We will not use additional electric heaters, unless:
 - With agreement from the building manager when the temperature in the office has fallen below the acceptable 20 degrees C and an effort has been made keep warm without the use of a heater.
 - With permission from the head of service to use a heater for health reasons or have been recommended to do so by an occupational health specialist.
 - And it has been PAT tested.

6.0. Role of the Building Manager

From an energy perspective, the key role of the building manager is to monitor energy use in the building; to identify any waste and to take actions as far as they can or to report it.